



APPLICATION GUIDELINES AND GRANT CONDITIONS:

HOMELESSNESS SUPPORT GRANTS PROGRAM 2024

APPLICATION PROCESS

Please refer to the WA Primary Health Alliance (WAPHA) eTenderbox to access the application form, and for any queries or to discuss the proposal please email:

2024-82@wapha.org.au

All applications must be received by WAPHA, through 2024-82@wapha.org.au by the closing date to be eligible for assessment. **No late applications will be accepted.**

Please allow up to 4 weeks from the closing date for an application to be processed and the outcome to be announced.

Closing date is 2:00pm, 24th January 2025

ABOUT THE PROGRAM

The WA Primary Health Alliance (WAPHA) Homelessness Support Grants Program 2024 is a one off grant opportunity to support primary health care access for people experiencing, or at risk of, homelessness in Country WA, Perth North and Perth South PHNs. The grant funding must address gaps in primary health service arrangements, barriers to accessing these services, health impacts of homelessness and improve service integration within the PHN region. The program aims to make effective and sustainable changes that will help organisations to better meet primary health care needs and bring health benefits to the community and support organisations to prepare for and implement longer term organisational changes.

Objectives of the Homelessness Support Grants Program 2024 are to:

- commission activities to support primary health care access by people experiencing homelessness, and those at risk of homelessness, in areas where there are limited or no services available in the local community;
- identify and support services for people experiencing homelessness and those at risk of homelessness where it is demonstrated that there are physical, geographic, or other barriers to accessing primary care services; and
- promote coordination between services at a local level and support service providers in acquiring skills and improving pathways to provide effective care that integrates with the individual's usual primary care provider.

The intended outcomes of the grant opportunity are:

- increased primary care access for people experiencing homelessness and those at risk of homelessness;
- increase the efficiency and effectiveness of primary health care services for people experiencing homelessness and those at risk of homelessness;
- effective integration with other relevant programs; and
- reduced potentially preventable hospitalisations and ED presentations.

OBJECTIVES OF THE PROGRAM STREAMS

STREAM 1:

Country WA PHN

Grants are available for sector and non-sector organisations, i.e. organisations that currently work with, and deliver services specifically for the target population, (people experiencing or at risk of experiencing homelessness), and organisations that do not currently work with, or deliver services specifically targeting this population, but provide primary care services, or are seeking to provide services to this target group.

STREAM 2:

Perth North and Perth South PHNs

Grants are available for sector organisations who currently work with and deliver primary care services specifically for the target population (people experiencing or at risk of experiencing homelessness).

FUNDING AVAILABLE

Grants are available for short-term, one-off activities or initiatives. All projects must be completed within 12 months of the contract start date. Total funding available is divided across the three PHNs and Proposals within these amounts will be considered.

- Perth South: \$750,000.00
- Perth North: \$280,000.00
- Country WA: \$1,400,000.00

ASSESSMENT CRITERIA

The WAPHA Homelessness Support Program Grants 2024 are not intended to be an ongoing source of funding. They aim to support organisations that are already providing primary health care services to the priority population, specifically people who are homeless, or at risk of experiencing homelessness, or are aiming to increase service reach to this cohort of community members. To be considered for funding, projects must address the following criteria, which applications will be assessed against:

1. Criteria
 - a) Program Alignment: The service must already be providing or be seeking to provide primary health care services and/ or support to the priority population in the PHN region for which they are applying.
 - b) Client Impact: The extent to which the proposed activities will deliver value or benefits to the priority client population, for example:

- i) Inclusive, safe and effective delivery of care
 - ii) Enhanced health outcomes for consumers/clients
 - iii) Improved access for consumer/clients
 - iv) Engagement and empowerment of consumers and/or communities; and/or
 - v) Improved organisational capacity/capabilities such as cultural competency, trauma informed care.
- c) Project Planning: The extent to which the applicant has developed a realistic and practical implementation plan given the short timeframe.
- d) Project Sustainability: The extent to which the project can demonstrate the ongoing application of the criteria under b) Client Impact and the ongoing benefits it will have for the organisation or the primary health homelessness support sector through elements such as service integration and improved care coordination and communication.
2. Applications meeting the Assessment Criteria will **also** be assessed on:
- a) Value for Money: the project or proposal represents value for money
 - b) Sustainability: long-term sustainability of any proposed activities must not be contingent on ongoing funding.

ELIGIBLE GRANT EXPENDITURE

Only activities that build upon an existing primary health care program or service will be considered. Costs associated with the project could include:

- Staff training, e.g. cultural competency, trauma informed/ aware care
- Activities related to attaining accreditation
- Costs related to improving organisational cultural competency, equity and inclusion
- Piloting of an expansion of existing operations e.g. trialling new locations, increasing availability or undertaking activities which may support organisations to develop these services, noting the requirement for sustainability as per Assessment Criteria 2 b).
- Outreach services, and/ or activities in collaboration with other agencies
- Promotion of services to priority communities through a range of activities
- Identifying and designing services in collaboration with community members to meet community primary health care needs and services
- Wages directly related to the project
- Operational staff wages (i.e. general administration)
- Minor administration costs such as postage, phone, stationery, etc.

- Consultants and facilitators
- Transport
- Equipment and venue hire
- Publication costs of resources and material created through the project
- Consumable items
- Food and non-alcoholic beverages

NOT ELIGIBLE FOR GRANT EXPENDITURE

- Infrastructure and capital equipment
- Prizes and gifts, including cash
- Interstate and overseas travel
- Ongoing operating costs of the organisation or costs not directly related to project
- Retrospective costs (any money spent before a grant is approved)
- Projects involving fundraising, unless the funds raised are expended on the project
- Projects that duplicate an existing or similar project or service within the community (projects that build upon an existing program may be considered. Please contact the nominated contacts above to discuss prior to applying)

Eligible applicants

Eligible organisations must be:

- an incorporated, not-for-profit, primary health sector organisation
- commercial, for-profit organisations
- a Western Australian local government authority
- an unincorporated organisation or community group, applying through the auspice of an incorporated body or a local government authority
- Universities

A group or organisation is not-for-profit if its governing documents prohibit distribution of profits to individual members while the organisation is operating and upon its wind-up.

Not eligible to apply

Entities not eligible to apply for funding through this program include:

- Commonwealth or State Government agencies
- Individuals
- unincorporated, primary health sector organisations (unless applying through an incorporated body or a local government authority)

GRANT CONDITIONS

Grants provided through the Homelessness Support Grants Program 2024 are subject to the following terms and conditions:

1. The grant is to be used solely for the specified purpose approved by WAPHA during the funding period.
2. Written approval must be sought from WAPHA for any request to vary the approved purpose of the grant or seek an extension to the funding period.
3. Any part of the grant that is not used in accordance with Condition 1 must be repaid to WAPHA unless prior written approval is obtained.
4. Should the activities for which the grant was approved cease or should the grant agreement be terminated due to a breach of the any of these Conditions, then:
 - (a) the balance of the grant, unspent in accordance with the approved purpose of the grant, must be repaid to WAPHA within ten business days; and
 - (b) any property acquired with the grant must be transferred to another not-for-profit organisation with similar objectives and purposes to the recipient organisation, upon approval by WAPHA.
5. Providing a grant does not entitle a recipient organisation to be provided any further funding than that specified in the grant agreement.
6. WAPHA will not be held responsible for the success of the approved purpose for which the grant is provided or for any losses or additional costs incurred that are associated with the approved purpose.
7. Any documents or information relating to the grant or the approved purpose must be provided to WAPHA within ten business days of the request.
8. All payment conditions and reporting requirements must be met, as specified by WAPHA.
9. All Local, State and Commonwealth laws applicable to the approved purpose must be abided by and complied with at all times.
10. Any project that involves working with children must ensure that the recipient organisation and all employees and volunteers comply with the Working with Children (Criminal Record Checking) Act 2004. Please refer to the Working with Children Check website for further information www.workingwithchildren.wa.gov.au
11. WAPHA is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the grant.
12. Recipient organisations are required to be appropriately incorporated and be responsible for ownership of the appropriate insurance policies. This includes, but is not limited to, Public Liability, Volunteer Insurance, Workers' Compensation, and Professional Indemnity.
13. An acknowledgement of funding assistance provided by WAPHA must be included in any advertising and on any material relating to the project by using the words 'Supported by WA Primary Health Alliance.

14. Goods and Services Tax (GST)

(a) For the purposes of Condition 17 and Condition 18:

- i. “GST” means the goods and services tax applicable to any taxable supplies, as determined by the GST Act;
- ii. “GST Act” means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations; and
- iii. The terms “supply”, “tax invoice”, “taxable supply”, and “value” have the same meanings as in the GST Act.

(b) If the supply of anything through this agreement is a taxable supply under the GST Act, the grant shall be inclusive of GST.

15. If any of the terms or conditions are breached by the recipient organisation, WAPHA may terminate the grant agreement at any time and without giving prior notice.

How to apply

1. Read the Homelessness Support Grants Program 2024 Application Guidelines and Grant Conditions to ensure eligibility.
2. If unsure, contact WA Primary Health Alliance to discuss the project proposal and confirm eligibility of the organisation.
3. Download the Application Form and complete all sections, including the Checklist at the end of the document.
4. Attach any supporting documents, if required.
5. Ensure the application is signed by the authorised delegate of the Organisation.
6. Submit the signed application to WA Primary Health Alliance by lodging it through the eTender portal on the WAPHA website.

Respondents can apply for grants in more than one stream and for more than one project noting:

- Where a respondent is submitting multiple applications for more than one stream and/or more than one project, individual applications for each stream and project is required with clearly identified scope and costings per application.

No late applications will be accepted.

Assessment and notification

All applications will be reviewed against the assessment criteria outlined in this document.

All applicants will be notified in writing of the outcome of the submission. Please allow up to 6 weeks from the closing date for the outcome.

Successful applicants

Upon project completion, successful applicants are required to report on the project activities, participants and partners, lessons learned, and outcomes achieved.

A certified statement of income and expenditure is also required to acquit the grant

- For grants \$100,000 and over audited financial statements are required.
- For grants under \$100,000 a certified statement of income and expenditure signed by the delegated authority is required.

Any portion of the grant unspent, or not expended in accordance with the grant program, must be returned to WA Primary Health Alliance.

Further information

For further information about the Homelessness Support Program Grants 2024, or assistance to complete the application form, please email: 2024-82@wapha.org.au