

Innovative After Hours Grants Program 2016-17 Guidelines for Applicants

Eastern Melbourne Primary Health Network (EMPHN) is offering grants of up to \$20,000 to General Practice and Pharmacies to enhance access to clinical care and medication dispensing in the after hours period.

Important dates

Item	Date
Applications open	6 September 2016
Applications close	26 September 2016
Email notification of the grant selection process	11 October 2016
Project plan and signed contract (if successful)	26 October 2016
Funding period	1 November 2016 to 30 April 2017
Projects to be completed	30 April 2017
Final Report due	15 May 2017

Important Information

- Handwritten applications will not be accepted
- To be considered, applicants must meet the eligibility criteria
- Applicants are required to conduct their own enquiries as to the tax implications if they are a successful grant recipient
- Applicants will be notified by email the outcomes of the selection process by Tuesday 11 October 2016
- For further information contact Anita Kasapis on 8814 2431
- Please ensure that the declaration on the last page of the application is scanned and returned via email with the application

Background

Eastern Melbourne Primary Health Network (EMPHN) is required to undertake a number of activities to address gaps in after hours access to primary care services.

The After Hours Period is defined as

- Before 8am and after 6pm weekdays
- Before 8am and after 12pm Saturdays
- All day Sunday and public holidays

The after hours period can be further categorised into the following periods:

- The sociable after hours period, between 6:00pm and 11:00pm
- The unsociable after hours period, between 11:00pm and 8:00am

Objectives

The grants program will be implemented to improve patient and community access to timely and appropriate after hours primary care. The program is designed to support General Practice, and Pharmacy, to provide effective care services for people in the after hours. The objectives for the After Hours Grants Program are:

- Building on existing services and local arrangements for the provision of effective after hours primary health care services during after hours periods
- Implementing new initiatives that improve the accessibility of services through the whole after hours period
- Improving community awareness of after hours primary health care services, their location, cost and appropriate use
- Enhancing after hours services that meet the identified needs of specified groups/program areas including:

General Practice	Pharmacy
Ages 0-4	Opioid Replacement Therapy
Culturally and Linguistically Diverse	Culturally and Linguistically Diverse
Refugee	Refugee
Aboriginal and Torre Strait Islander Population	Aboriginal and Torre Strait Islander Population
Youth with Mental Health Conditions	Extension of hours for pharmacies within the local government areas of Yarra Ranges, Whittlesea, Nillumbik, Mitchell and Murrindindi
Practices who are not eligible for the After Hours PIP due to their location in outlying areas of the catchment	

Applications from practices that already deliver care after 6.30pm weekdays and after 12pm Saturday will not be considered unless the project incorporates strategies addressing issues facing the above population groups/program areas.

Areas that grants will focus on

- Supporting practices and pharmacy to offer innovative and targeted solutions to specified needs maintain extended opening hours not duplicating the After Hours PIP
- Provision of additional services such as Practice Nurse support, radiology, pathology, wound care etc. services
- Purchasing or upgrading equipment
- Providing After Hours Services for the young and vulnerable populations including CALD, Indigenous and Refugee communities as outlined in the table.

Funding Availability

- A limited number of grants are available, up to the amount of \$20,000
- If you require more than \$20,000 please contact Anita Kasapis on 8814 2431 to discuss your application
- The Assessment Panel may decide that a proposal be partially funded
- The application can cover more than one project, such as a set of improvements and strategies

Eligibility

- General practices and pharmacies within the EMPHN catchment are eligible to apply
- Applicants must have an Australian Business Number (ABN)
- Applicants must be registered for GST
- GP practices must be accredited against the RACGP standards
- Applications from practices that already deliver care after 6.30pm weekdays and after 12pm Saturday will not be considered unless they address the population groups/program areas listed in the table

Selection Criteria

Applications will be assessed according to the strength of applicant's response against the following selection criteria:

- How the grant funds will be used to increase your range of services and/or capacity to provide services in the after hours period
- How the grant funds will increase the quality of services available in your service during the after hours period
- How the grant funds will improve ongoing sustainability and/or viability for your service in the after hours period beyond the end of the funding period
- The proposed budget represents value for money
- How the impact of the grant activity in your service will be measured

Note: Provision of services to population groups listed in the table, and areas in the EMPHN catchment that are underserved in relation to after hours availability will be considered favourably

What will not be funded?

- Applications that fund research, travel or conference attendance
- Recurrent salaries or business costs, however provider incentives are acceptable
- Costs of equipment considered to be part of the normal operational requirements within a general practice or pharmacy
- Projects that have already occurred or costs that have already been incurred, however funding may be available for a project that has been successful and no other funding is available to continue the project
- Payment for professional services i.e. where a payment is made for a medical services item listed in the Medicare Benefits Schedule
- Activities or costs that do not relate to the provision of after hours services according to the After Hours Grants guidelines and criteria

Reporting Requirements

All grant recipients will be required to complete:

- A project plan to be completed by 26 October (a project plan template will be provided to successful applicants)
- A progress report due on 15 February 2017
- A project final report due by 15 May 2017, which includes a financial report with details of expenditure at completion of the project, a financial reporting template will be provided to successful applicants

To complete the application process you must:

1. Review Grants Guidelines
2. Ensure you meet the eligibility criteria
3. Check all information is complete and submit application via email
4. Complete the declaration Statement at the end of the application
5. Submit by Friday 26 September 2016

Submitting your Grant Application

- Please ensure your application is complete and that the selection criteria have been addressed prior to submission
- Receipt of all applications will be acknowledged within 2 working days
- All applications will be reviewed by an independent selection panel against the grant objectives following the submission closing date
- All applicants will be notified via email of the outcome by Tuesday 11 October 2016
- No further correspondence regarding the outcome of your application will be entered into following decision by the selection panel

Grant payments to successful applicants

The grant will be paid to the successful applicants in three instalments:

- 1/3 when the grant contract has been signed between your organisation and EMPHN and a project plan submitted.
- 1/3 upon receipt by EMPHN of the progress report (February 2017)
- 1/3 upon receipt and approval by EMPHN of the final report on the project (May 2017)

Taxation Implications

Applicants are required to conduct their own enquiries as to the tax implications if they are a successful grant recipient.

Consent for use of personal information for marketing and promotional purposes

The names of grant recipients and purpose of the successful grants may be published for community information and for the purposes of promoting the grants and/or benefits achieved by the program.

Suspension of Grant Agreement obligations due to exceptional circumstances

If the grant recipient fails to meet its Grant Funding obligations due to unforeseen circumstances beyond their control, the grant recipient must immediately notify EMPHN in writing, giving reasons why they will not be able to meet their obligations and detailing the circumstances and extent of the situation.

Privacy and Confidentiality of Information

Your information will be retained only while necessary for monitoring and reporting of applications and projects. Any documents will be held securely and only de-identified information will be disclosed. All applications will be securely disposed of at the end of each grant period.

You can contact the Project Officer via Email: anita.kasapis@emphn.org.au Ph.: 8814 2431