

Carers Investment Program 2023-25 Grant Program

Grant Program Guidelines

February 2023

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Overview of the Carers Investment Program 2023-25 Grant

The NSW Government is committed to investing in projects and initiatives that support our vision that all people in NSW experience the benefits of living longer and enjoy opportunities to participate, contribute to and be included in their communities.

NSW Carers Investment Program 2023-25 Grants (CIP grant) aligns available grant funding to support implementation of the four priority areas from the *NSW Carers Strategy: Caring in New South Wales 2020-2030* (the Strategy). The Strategy aims to improve carers' access to services and supports; ensure that carers are better respected and empowered; have improved economic opportunities and better health and wellbeing.

A key message from carers during the extensive consultation process to develop the Strategy was that information needs to be accessible at service touchpoints throughout the carer journey and to be available in places carers visit, not necessarily carer-specific sites which will also provide opportunities for hidden or unidentified carers to be recognised and supported. Additionally, carers told us that:

- They need information to be available where they visit. General Practitioner surgeries (including support staff), pharmacists, dentists and other health professionals are a critical point for carers to receive information. Training is needed for these professionals and their support staff to better understand how to identify carers; the diversity of carer needs; the benefits of including carers as partners in care; and appropriate services to refer carers to for support.
- Many people with caring responsibilities see themselves as someone looking after a family member or loved one, often not connecting with the concept of being a 'carer'. Improved identification of people as carers gives them access to information and support earlier.

Carers are rarely asked about their wellbeing and what support they need in their caring role. Improving information available for carers about accessing regular health checks and where to get support and information about assistance and benefits available, planning for the future and balancing caring and work is essential. Projects should consider the needs and diversity of carers from culturally and linguistically diverse backgrounds; Aboriginal carers; lesbian, gay, bisexual, transgender, intersex, queer or asexual carers (LGBTIQA+); young carers; carers living in rural/remote areas; working carers.

The CIP grant will fund projects to be delivered from June 2023 to end June 2025. This timeframe will complement the second Action Plan (2023 & 2024 calendar years) to support the Strategy.

Funded projects will have a broader systemic education approach, enabling key service providers to better identify and support carers, and to reach more carers across NSW.

Objectives

The CIP Grant focuses on service providers and professionals (particularly GPs, psychiatrists, hospitals, neurologists, allied health, dentists, teachers and principals, and government agencies that carers come into contact with), who are to be trained and educated about the role of carers and how to identify them, carer rights, referral to support available, and the benefits of including carers as partners in care.

Projects should have a broader systemic education approach that will enable key service providers to better identify and support carers, and to reach more carers across NSW. Projects should meet at

least one of the four priority areas in the Strategy.

- carers have better access to information, services and supports
- carers are recognised, respected and empowered
- carers have improved financial wellbeing and economic opportunities
- carers have better health and wellbeing.

Funding Amounts

One off time limited funding will be available ranging from \$250,000 to \$500,000 (excl GST) in total, for two-year projects to be delivered over the period June 2023 – end June 2025.

Funding will be paid to grant recipients in two equal instalments in June 2023 and June 2024, with the latter payment contingent on satisfactory performance and reporting.

The total funding available for this grant program is \$3.122 million (excl GST).

DCJ may also offer successful applicants a package lower than the amount requested.

Application process

There will be a two-stage application process - **Expressions of Interest**, followed by invitations to submit an **Application**. All Expressions of Interest and Applications must be submitted online via SmartyGrants portal.

Expressions of Interest open on **28 February 2023** and close on **27 March 2023**. In your Expression of Interest you will be required to:

- Provide a broad sketch of your idea
- Address Carers Investment Program objectives
- Outline who will participate in the project
- Detail your track record in similar projects
- Request a specific grant funding amount to deliver the project

Expressions of Interest will initially be reviewed by DCJ for general program compliance and applicant eligibility, with those found compliant and eligible then invited to make an Application.

Applications will open on **11 April 2023** and close on **8 May 2023**. Those invited to submit an Application will need to provide more detail on how your project will provide a specific outcome to carers, including:

- More detail about your proposed project, particularly around the evidence supporting your idea, the proposed outcomes and how you will measure success.
- Budget – total and detailed breakdown
- Project plan – detailed plan and key milestones
- Governance arrangements for the project
- Detailed risk plan – key risks and mitigations and process for managing project risks

Applications will then be assessed and all applicants will be formally notified in early June 2023 if their application has been successful or unsuccessful. You will be required to complete contracting in June 2023 to ensure payment of funds before 30 June 2023. Applicants must ensure their contact details are up to date.

If you have any queries about the CIP grant please email carerstr@facsnsw.gov.au.

If you have need technical support using SmartyGrants or help with managing your account please contact SmartyGrants via the channels available on <https://smartygrants.com.au/about/contact-us>.

Eligibility Criteria

The CIP grant will be open to:

- government human service agencies
- Incorporated not-for-profit community organisations
- NSW local councils operating under the *Local Government Act 1993*
- Peak organisations representing Carers, GPs, other medical practitioners and pharmacists
- other representative organisations

For the purposes of this grant program, 'incorporated not-for-profit community organisations' include:

- incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading.
- not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status).
- associations (registered under the Associations Incorporation Act 2009 with NSW Fair Trading).
- Indigenous Corporations and NSW Local Aboriginal Land Councils.
- religious organisations operating in NSW.
- NSW non-government organisations established under an Act of Parliament.

Applications will not be accepted from organisations that have outstanding acquittals with DCJ.

Assessment Criteria

- demonstrate value for money;
- increase reach to a broader range of carers across NSW;
- bring about real systemic change;
- address the objectives of the Carers Investment Program;
- draw support from and partner with other organisations and government agencies;
- demonstrate capacity and capability of the applicant to deliver the project.

Prioritisation

We encourage a focus on needs and diversity of carers and those they care for including:

- Aboriginal people
- Culturally and linguistically diverse (CALD) backgrounds
- Lesbian, gay, bisexual, transgender, intersex, queer or asexual (LGBTIQA+)
- People living with disability, frail age or dementia, chronic, life-limiting or mental illness
- Those living in rural, regional and remote areas.
- Young carers
- Working carers

Applications will be prioritised that target one of these groups. Applications may also be prioritised to ensure equitable geographic distribution across NSW to ensure and equitable spread of funds and projects.

Applicants must not have outstanding acquittals for any other funding program with DCJ.

NSW National Redress Scheme sanctions

The NSW Government will not award a Grant Funding Arrangement to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- has declined to join the Scheme, or
- at the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

Visit the [website](#) for further information about the [NSW National Redress Scheme](#) sanctions

COVID-19

Projects must adhere to current NSW Government public health orders and advice in regards to COVID-19. Up-to-date information is available on the [NSW Government COVID-19 website](#).

Projects should also be suited to the post pandemic environment that continues to significantly effect how carers and those they care for engage with the community.

Grant funds expenditure

Funds can only be used for expenses/activities directly associated to the project. The application must clearly outline your proposed expenditure in the budget you submit with your application.

Grant funds exclusions

The following will not be considered eligible for funding:

- project costs that are already the subject of another government grant, subsidy or financial assistance
- project costs incurred prior to an application being submitted (no retrospective funding will be awarded).
- Permanent salaries/wages
(**except:** costs for temporary staff for your project or event can be included; an existing staff member to work additional hours/days to work on the project;
- an existing staff member assigned to the project and working the same hours as before however, their prior duties have been significantly reduced to match the time now devoted to the project. In this case, DCJ may require written evidence that these duties have changed (in the form of copies of old and new position descriptions).
- Any activity of a commercial nature that is for-profit
- Capital works including building work
- Permanent equipment purchases, for example, tablets and computers
- Business as usual costs or general operating expenses
- Programs and activities that encourage gambling such as bingo, or the consumption of alcohol
- Interstate or overseas travel costs
- The same program or activity twice. For example, two different organisations cannot apply for funds for the same program or activity.

Insurance

Grant recipients must maintain current and adequate insurance appropriate to the activities/services funded under this grant to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under a Grant Funding Agreement. This must include, but is not limited to a minimum of \$10 million Public Liability Insurance.

Applicants will be asked to provide a copy of all relevant insurance policies and certificates in the application form.

Banking details information

It is the applicants' responsibility to provide correct banking details, including the authorised signature to verify the applicant's bank details, in their application form. Funds transferred to an incorrect bank account may not be recoverable.

Successful applicants obligations

- Any variations to the approved project scope, project location and completion time frames outlined in the original application form must be formally requested and approved in writing before any related work takes place.

- To discuss a variation, please contact the Carers team by email: carerstr@facns.nsw.gov.au.
- You will be required to complete a mid-term progress report in mid-2024 on activities/milestones and progress towards overall outcomes, including a summary of overall progress; status of project risks and how you are mitigating those risks, along with an acquittal statement of expenditure for 2023-25
- You are required to submit a Final Evaluation and Outcomes Report and Project/Financial Acquittal in SmartyGrants within four weeks following project completion.
- All reporting forms will be provided ahead of time and must be completed using SmartyGrants.
- 6 monthly phone catch-ups may be conducted, and under your Grant Funding Agreement you will be required to respond to any other reasonable request for information on your project status and progress.
- Please note that any photographs or videos containing images of participants and/or staff submitted in the Final Completion Report must be accompanied by a signed DCJ still and moving images consent form.
- It is a program requirement that all financial records related to grant expenditure and acquittal should be retained by the committee of the organisation for seven years. If the committee changes, these documents must be forwarded to the new incoming committee.

Feedback

If your application is not successful, it does not mean your application is without merit. Funding is limited and not all applications are successful. Due to the high-volume applications, we are unable to provide individual feedback on each unsuccessful application.

Please note that all funding decisions are final, and you may not appeal the decision in relation to your application. Please ensure all details in your Expression of Interest and Application are correct at the time of submission.

Department of Communities and Justice

6 Parramatta Square
10 Darcy Street
Parramatta NSW 2150

Locked Bag 5000
Parramatta NSW 2124

Office hours:
Monday to Friday
9.00am — 5.00pm

E: SPC-GrantsHub@fac.s.nsw.gov.au

E: CARERSTR@fac.s.nsw.gov.au