

**Office of the Chief Medical Officer**

**Clinical Simulation and Training Advisory Network**

**Clinical Simulation and Training**

**Grants**

Application Guideline

This guideline must be read in conjunction with the following documents:

Application for Grant Funding Round 2

[Department of Health Grant Funding Agreement Terms and Conditions Version 1.1 – October 2017](https://hss-healthpoint.hdwa.health.wa.gov.au/business-at-health/supply-chain/ocpo/Documents/Grant%20Funding%20Agreement%20Terms%20and%20Conditions%20-%20v1.1%20-%202017%20October.docx) (as modified for this Grants Program)

**Clinical Simulation and Training Grants Program**

**Round 2 – 2020**

**Applications will close at 1600 hours on Friday 28th August, 2020. Please note, late applications will not be considered.**

**Applications to be sent to:** **chiefmedicalofficer@health.wa.gov.au**

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# SECTION A – OVERVIEW

### Eligible Organisations

Organisations must either be registered under law (e.g. incorporated association, company limited by guarantee) or created by law (e.g. a WA university).

Organisations in scope for funding via this grants program:

* Western Australian universities accredited to provide health-profession undergraduate and post graduate courses
* Non-government providers with a WA presence delivering WA government funded health services (e.g. Ramsay Health, St John of God)
* WA Simulation in Healthcare Alliance (non-profit entity)
* Organisations in receipt of government funding with a primary interest in health profession training and development including but not limited to Rural Health West, and WA General Practice Education and Training Ltd (WAGPET)

The following organisations may apply for funding from the same funding source using the application documents, and if successful will be funded via means other than a grant (e.g. service agreement) include:

* Health Service Providers
* WA TAFE Colleges and Registered Training Organisations funded by the WA government with VET healthcare qualifications listed on the [National Register](https://training.gov.au/Home/Tga) (https://training.gov.au/Home/Tga)
* The Department of Health

Organisations must have a clear relationship with the Clinical Simulation and Training Framework for the WA Health System (Framework).

### Who can’t apply

* Applicants with an overdue acquittal from a previous grant awarded from the WA health system; and
* Individuals. Grants can only be awarded to organisations. Staff members within the WA health system, Department of Health or Health Service Providers developing an application must secure the endorsement of a senior entity representative.

### Before you apply

Before you commence work on an application, you should have:

* established what you intend to produce, deliver or achieve at each stage of the project as well as at its conclusion;
* a clear plan for how you will deliver it and with whom;
* a detailed timeline for when the project and its various stages or components will commence and conclude, particularly a clear plan to transition to self-sufficiency;
* if working with a project team or collaborating with other parties, clarified their respective roles in the project or activity and confirmed their involvement identified the resources you need and researched the associated costs of delivering your project or activity;
* negotiated and sought agreement from other parties that will be critical to delivering the activity; and
* Read the terms and conditions which will apply.

### Introduction

The Department of Health – Office of the Chief Medical Officer, in collaboration with the Clinical Simulation and Training Advisory Network (CSTAN) is seeking proposals from organisations for specific and time-limited projects, programs, course development or research that will align with one or more key elements of the [Clinical Simulation and Training Framework for the WA Health System](https://ww2.health.wa.gov.au/Reports-and-publications/Clinical-Simulation-and-Training-Frameworkhttps%3A/ww2.health.wa.gov.au/Reports-and-publications/Clinical-Simulation-and-Training-Framework) (<https://ww2.health.wa.gov.au/Reports-and-publications/Clinical-Simulation-and-Training-Framework>)

The purpose is to develop and advance clinical simulation and training in WA to improve healthcare outcomes.

# SECTION B – CONTRACTUAL FRAMEWORK

### Grant Agreement Contractual Framework

The ‘Grantor’ (being *the Department of Health*) will provide grant funds to the ‘Grantee’ (being the recipient of the grant funds) in accordance with the Grant Agreement contractual framework as set out below.

A Grant Agreement is constituted by the following executed documents:

1. The application (using the correct form);
2. Grant Funding Agreement Document; and
3. Grant Funding Agreement Terms and Conditions.

A copy of the *Grant Funding Agreement Terms and Conditions* will be either attached to the application form or readily available from a public website.

# SECTION C – GRANT DETAILS

### Activity use

Except where indicated, a grant will not be provided to fund the following:

* activities already funded by WA health system through any of its other funding programs;
* retrospective activity, e.g. activity starting before the published start date or activity that has already been completed; or
* activities unrelated to clinical simulation and training, clinical scenario testing or simulation research.
* assets and equipment only, noting that applicants may submit details of assets or equipment required that are considered to be critical to the success of the project – please refer to the application form.

### Total amount of funding for grants

**The CSTAN Grants Program Round 2** is seeking applications for a limited number of high-quality projects up to a value of $250,000 each.

The CSTAN also wish to seed-fund a range of projects up to $50,000.

Organisations who submitted projects in Round 1 that were over the $50,000 limit for that round should consider reviewing and submitting their project in Round 2.

### Application limits

Organisations can submit multiple applications however can only be awarded a maximum of two projects in any one funding round.

### Term of activity

It is anticipated that grants will be awarded before the end of 2020.

Funding must be acquitted in accordance with the Funding Agreement and anticipated project timeline. To meet financial management reporting requirements the Department of Health will request information from grantees at certain times, and particularly leading up to the end of a financial year.

### Funding for assets and staffing (FTE)

Grants funding is intended for services, research and projects aimed at improving healthcare. Assets can be funded as part of a grant. Applicants that consider the purchase of an asset or equipment as a critical component of a project are invited to provide details including the type of equipment, cost, supplier and which organisation will be the asset owner. Further information may be requested by the Department of Health, including details of in-kind support, how the equipment could be funded from an alternative source and what the maintenance (recurring) costs will be. Applicants should consider providing as much detail as necessary to demonstrate criticality of the purchase and the benefits over the cost.

There is no guarantee that equipment and assets will be funded. The Department will not fund any recurrent costs for equipment including but not limited to maintenance, warranties, servicing, repairs, depreciation, or technical support. Applicants must ensure that recurrent costs have been planned for and approved to be funded by the asset owner.

Funding will be provided for fixed term staffing costs for the duration of a project or to establish a project, or to provide for backfill of a key role. Applicants must disclose the overheads and on-costs associated with provision of staffing.

### Terms and conditions

The grant will be provided under the [Department of Health Grant Funding Agreement Terms and Conditions Version 1.1 – October 2017](https://hss-healthpoint.hdwa.health.wa.gov.au/business-at-health/supply-chain/ocpo/Documents/Grant%20Funding%20Agreement%20Terms%20and%20Conditions%20-%20v1.1%20-%202017%20October.docx) (as modified for this Grants Program) attached to the Application for Grant Funding, or as made available on a public website.

# SECTION D – ACTIVITY SPECIFICATION

### Purpose

The purpose of the Clinical Simulation and Training Framework is to establish and sustain a network-led approach for the development and advancement of simulation in clinical teaching and training; clinical scenario testing; and simulation research for the Western Australian health system.

Grant funding is being made available for seed funding projects, programs, research and related activities that align with the Framework. As the name suggests, seed funding is time-limited and projects must either be once off or if ongoing, provide a clear plan to transition to self-sufficiency, or able to integrate into normal organisational operations and a recurrent funding stream. The outcomes from projects must be readily available to be shared across the WA health system.

Grants funding is not appropriate for purely profit-driven initiatives and organisations.

### Grants program governance

The Clinical Simulation and Training Advisory Network (CSTAN) will oversee the evaluation, ranking and prioritisation of grant applications before submitting them to the Chief Medical Officer, Department of Health WA for approval. The CSTAN will aim to ensure an equitable distribution of grants funding to support a system-wide approach to improving health care.

### Meetings

A meeting may be required between the Office of the Chief Medical Officer (OCMO) and the funding recipient (project manager) when a project commences. Meetings would then be held as required, but particularly if a project is not proceeding to plan. Funding recipients may also be invited to present information about their project(s) to the CSTAN.

### Reporting requirements

Any project anticipated to be less than three months, reporting shall occur when the project is completed. For projects longer than three months, reporting shall occur at identified intervals. Successful projects of three years duration shall undertake a major review at approximately 18 months to demonstrate satisfactory progress to self-sufficiency. All reporting must be provided both the OCMO and the CSTAN noting any commercial in-confidence information may be withheld from the CSTAN.

### Summary of indicative key dates

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Release of grants program Round 2 – 2020 | First week of July 2020 |
| Closing Date for applications | 16:00 Friday 28 August 2020 |
| Assessment of Responses | September-October 2020 |
| Awarding of Grant Funding | October-November 2020 |

# SECTION E – APPLICATION PROCESS

### Process

Projects will be evaluated using a matrix developed by the CSTAN Grants Sub-committee, and contained within the Application for Grants Funding form. Following prioritisation of projects by CSTAN, they will be submitted to the Chief Medical Officer for approval, and any other approvals, and then award.

Applicants may discuss their ideas with the CSTAN Chair, and contact for technical enquiries (see Application Form) at any time prior to the proposal due date, however key information provided by the Grantor will be shared with all other potential Applicants.

Results of grants may be publicly disclosed, subject to any directives in the Financial Management Act 2006 and Treasurer’s Instructions.

### Closing Date

Applicants must complete and lodge the Application for Grants Funding by the date noted on the front page of that document.

**Late applications will not be considered.**

###  Submission of Application

Responses can be lodged by email

**Email to:** chiefmedicalofficer@health.wa.gov.au

**Late Applications will not be considered. Any Application which:**

1. Is not submitted before the Closing Time;
2. Is incomplete at the Closing Time; or
3. Is not submitted in accordance with the Section F Application Form;

will be excluded from consideration, unless the Applicant can provide conclusive evidence of mishandling of the Application.

If the Applicant submits the Offer electronically, then the Applicant must ensure that the electronic copy of the Offer is in one of the following file format and extensions:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| .doc/docx\*  | .pub\*  | .pdf#  | .txt  | .rtf  | .ppt/pptx  | .xls/xlxs\*  |

\* Microsoft Compatible

# Adobe Compatible

NB: Zipped Files Acceptable

The application must be received in full by the Grantor prior to the Closing Time. If the Applicant submits the Application by email, the applicant agrees that:

1. receipt of the Application will be determined by the date and time shown on the Grantor’s computer records that the Application was received;
2. if the electronic copy of the Application contains a virus then, notwithstanding any disclaimer made by the Applicant in respect of viruses, the Applicant must pay to the Grantor all costs incurred by the Grantor arising from, or in connection with, the virus;
3. the Grantor will not be responsible in any way for any loss, damage or corruption of the electronic copy of the Application;
4. if the electronic copy of the Application becomes corrupted, illegible or incomplete as a result of transmission, storage, encryption or decryption, then the Grantor may request the Applicant to provide another copy of the Application either electronically or in hard copy or both;

An Application is not assignable by the Applicant without the prior written consent of the Grantor.

An application is, upon submission, the absolute property of the Grantor and will not be returned to the Applicant.

### Enquiries

Enquiries can be directed to:

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Title: Manager Workforce Development
Telephone: 9222 4193
E-mail: Brendan.robb@health.wa.gov.au

Name: Ellen Taylor

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