

Department of Human Services

***Count us in!* social inclusion for older people living at
public sector residential aged care services**

Funding guidelines 2008–2009 projects

Grant application for:

Department of Human Services *Count us in!* social inclusion for older people living at public sector residential aged care services 2008–09 projects

Application closing date: Friday 30 January 2009 4.00pm

Send application to:

Electronic application: Margaret.summers@dhs.vic.gov.au
cc Gillian.dickson-hughes@dhs.vic.gov.au

Hard copy application: Margaret Summers
Department of Human Services
Aged Care Branch
Level 12
50 Lonsdale Street
Melbourne Vic 3000

Important Dates:

Process	Date
Call for applications advertised	10 December 2008
Closing date for applications	30 January 2009
Letter of notification sent to all applicants	19 February 2009
Project commencement	May 2009
Project completion	April 2010

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Part 1 Information for applicants

1. What is the *Count us in!* initiative?

In 2006–07 the Department of Human Services' *Count us in! social inclusion for older people living in residential aged care* initiative funded sixteen projects across metropolitan and rural Victoria. These projects developed and built on the strengths of communities to improve the lifestyles, emotional well being and in some instances the functional and cognitive abilities of older people living at public sector residential aged care services.

The *Count us in!* projects funded in 2006–07 developed successful strategies to:

- break down barriers to inclusion;
- provide positive approaches to improve social inclusion for people living in residential aged care; and
- support a move towards a more inclusive life for people in residential aged care.

2. Who can apply?

The 2008–09 *Count us in!* projects will target **residents in Victorian public sector residential aged care services**. Funds will be allocated to organisations to research, develop, implement and report on social inclusion projects which must involve community organisations, local business and volunteer organisations in collaboration with Public Sector Residential Aged Care Services (PSRACS) in the local community.

2008–09 funded projects will be administered for twelve months commencing May 2009 and will be completed by April 2010.

Applications for funding will be accepted from Public Sector Residential Aged Care Services (PSRACS) and or Community Service Organisation (CSO). Previously funded *Count us in!* CSOs are eligible to apply provided they can extend the coverage of social inclusion opportunities to residents living at PSRACS who have not been in receipt of *Count us in!* funding or activities.

The department will consider single or joint partnership applications to facilitate social inclusion opportunities for older people living at **public sector residential aged care services** in the DHS regions of:

- Barwon South Western
- Eastern Metropolitan
- Gippsland
- Grampians
- Hume
- Loddon Mallee
- North and West Metropolitan
- Southern Metropolitan

Building on the learnings and resources developed from *Count us in!* projects in 2006–07, applicants are encouraged to submit **innovative** and **sustainable** strategies in their project plans that reflect a holistic person-centred approach to address the individual's social and emotional wellbeing needs. Joint applications which reflect a collaborative **partnership** approach between PSRACS and CSOs are encouraged.

3. *Count us in!* Aim

To promote and facilitate community inclusion, good health and quality of life for people living at residential aged care services, across DHS metropolitan and rural regions.

4. *Count us in!* Objectives

Facilitating social inclusion for residents is a shared responsibility, objectives for the initiative are set across two areas.

4.1 Project site

Project site objectives include:

- Increasing engagement between the local community and residents living at residential aged care services.
- Improving access for people living at residential aged care services/to the local community's social supports and activity infrastructure.
- Improving the health and wellbeing of people in residential aged care.
- Strengthen workforce capacity and culture to facilitate social inclusion opportunities for older people in residential aged care.

4.2 Broader community

Broader community objectives include:

- Promoting a positive shift in community (including families, friends and volunteers) attitudes and behaviour towards people in residential aged care and residential aged care services.
- Strengthen community capacity to facilitate social inclusion opportunities for older people in residential aged care.
- Providing resources in the form of:
 - Identifying champions (individuals and services who have completed projects and are available to pass on their expertise and support to others).

- Creating or reinforcing networks with individuals and organisations.
- Project reports (including information on how project was conducted, impact on residents, the service and the community).

5. Information resources for applicants

For an overview of the *Count us in!* initiative applicants are encouraged to refer to the following resources which can be accessed at:

www.health.vic.gov.au/agedcare select *health and wellbeing* and click on the *Count us in!* link.

Resources include:

- ***Count us in! social inclusion for people living in residential aged care*** booklet which provides an overview of social inclusion concepts underpinning the initiative.
- ***Count us in! social inclusion for people living in residential aged care. Report on the 2006–07 pilot projects.*** This report draws together the achievements, challenges and learnings arising from the sixteen projects funded in 2006-07.

6. Details of the 2008-09 implementation grants

The *Count us in!* 2008–09 initiative will fund up to fifteen project implementation grants for single or joint proposals. Successful applicants (single or joint) will be eligible to receive an implementation grant up to a maximum of \$25,000.

In accordance with the objectives of the *Count us in!* initiative applications for implementation grants can be used to address up to two of the following project focus areas (see below).

Successful applicants may be eligible to receive up to \$3,000 for publication costs for high quality tools, resources, papers for publication and conference presentations. Any products developed will be made available to the wider aged and community care services sector and may be published on the DHS Aged Care website.

6.1 Project focus areas

1. Resident: Empower and improve resident lifestyle and aspirations

Project plans should identify innovative holistic person centred service models and approaches to empower individuals and provide community supports to maintain resident's interests, community connections and engagement with family, friends, social groups and clubs.

Projects can include (but are not limited to):

- provision of meaningful individualised social inclusion opportunities for resident(s);
- development of tools and or resources to facilitate community connections and engagement opportunities for residents as they comply with the *Aged Care Accreditation Standard 3 Resident Lifestyle* for:
 - family members
 - community organisations
 - residential aged care services.

2. Community: Facilitating social inclusion for older people

Project plans should identify innovative and sustainable service models to suit the needs of the local community, build on existing community resources and networks to strengthen community capacity to facilitate social inclusion opportunities for older people living in public sector residential aged care.

Projects can include (but are not limited to) development of:

- agreed documented partnership protocols with local community services including local government services, community clubs, groups, local business, schools, religious, arts and cultural services to continue and maintain their community connections and links with residents;
- training programs for community groups and volunteers;
- new community networks;
- education programs for community organisations.

Service models which can demonstrate ongoing sustainable strategies are encouraged.

3. Organisation: Enhancing social inclusion practice, culture and workforce

Project plans should identify initiatives to strengthen the capacity of residential aged care staff (including nursing, management, lifestyle and hospitality) to promote and extend their provision of high quality services and compliance with the *Aged Care Accreditation Standard 3 Resident Lifestyle*.

Projects can include (but are not limited to) development of:

- Training and education programs targeting staff in residential aged care services at all levels of management and care provision to:
 - facilitate and embed social inclusion principles
 - promote positive change in organisational culture, practice and attitude by integrating social inclusion principles into their strategic planning, policy and organisation reporting processes.
- Tools and resources to facilitate meaningful social inclusion opportunities for residents which target:
 - Senior management
 - Nursing staff
 - Lifestyle staff
 - Hospitality staff
 - Volunteers

7. What are the funding terms and conditions?

7.1 Legal entity

Successful applicants must be a legal entity with which Department is able to enter into an agreement. A legal agreement can only be entered into by the department with a service provider or individual with legal status established under the following:

- Associations Incorporation Act
- Co-operatives Act
- Corporations Law
- Health Services Act
- An Individual Act of Parliament
- Natural Person (a person at least 18 years of age, with a mental capacity to understand the agreement, not under any order or bankrupt)
- Trustee Act.

The department prefers to enter into agreements with service providers that have an Australian Business Number (ABN).

7.2 What are the responsibilities of the successful applicant?

Successful applicants will be responsible for managing all aspects associated with the operation and provision of the funded *Count us in!* project components including:-

- Meeting all conditions outlined in the department's Funding and Service Agreement (FASA) or Health Services Agreement (HSA). There are two types of agreements: health service agreements and service agreements. For more information refer to <http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement>
- Expenditure of funds as required by HSA, FASA and these guidelines.
- Compliance with DHS Indemnity and Insurance requirements outlined in the <http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement>
- Compliance with the Health Records Act 2001 (HRA) and the Information Privacy Act 2000 (IPA) to cover all personal information handled by the Victorian public sector and its funded organisations.

7.3 Department's support and reporting requirements

Successful applicants will be supported in the delivery of the project as DHS will provide:

- an ongoing commitment to the development of collaborative relationships
- support via regular communication and progress reports with the service provider on a quarterly basis
- regular updates on policy directions and initiatives
- consultancy where appropriate.

Successful applicants will:

- update the department at regular intervals to share experiences on project activities based on the project design
- provide a written report on the findings of the project
- be required to present/participate at a proposed *Count us in! 2008–09* Projects' forum on the project findings.

Part 2 Assessment process

1. Selection criteria

Applicants will be assessed against each criterion and the grant application form must be used. To access an electronic copy of the form please visit www.health.vic.gov.au/agedcare/maintaining/countusin/index.htm or email your request to Margaret.Summers@dhs.vic.gov.au or Gillian.Dickson-Hughes@dhs.vic.gov.au

An initial evaluation by the department's selection panel will be used to short list submissions. Following this process applicants may be approached to clarify or provide further information. All applicants will be advised in writing of the final outcome of the submission process.

Submissions will need to address each of the four criterion as they apply to the selected **project focus area** refer to 6.1 of these guidelines.

Criterion 1.
The applicant's project plan demonstrates: <ul style="list-style-type: none">a. a clear understanding of the principles of social inclusion for older people living at residential aged care services andb. the ability to deliver the project within prescribed timeframes, resources and budgets.
Criterion 2.
The applicant's project details are clearly articulated in the project plan template and demonstrate how the <i>Count us in!</i> aim and objectives will be achieved.
Criterion 3.
The applicant demonstrates how the project and its achievements will be sustained beyond the funding period, integrated with and complement similar services provided within the local service system.
Criterion 4.
Applications must include a summary of milestones and timelines, and a detailed budget for the project which must be within the total funds available.

Part 3 Conditions of grant application

1. Conforming to grant application guidelines

Applicants applying for funding under the department's *Count us in! 2008–09* initiative must use the grant application form (see Part 4).

Applicants should ensure the application conforms to these guidelines and have:

- examined these guidelines for the purpose of the application
- examined all information relevant to risk, contingencies and other circumstances
- provided accurate information including costs associated with complying with all conditions and matters necessary for due and proper performance and completion of the work described in the application.

2. Format of grant application form

The grant application form is in Part 4 of these guidelines. Applicants must address their responses to the project specifications and will be assessed against the selection criteria.

3. Lodgement of grant application

Application closing date: Friday 30 January 2009 4.00pm

Send application to:

Electronic application: Margaret.Summers@dhs.vic.gov.au
cc Gillian.Dickson-hughes@dhs.vic.gov.au

Hard copy application: Margaret Summers
Department of Human Services
Aged Care Branch
Level 12,
50 Lonsdale Street,
Melbourne Vic 3000

All applications must be signed and dated by the relevant Head of Organisation and a signed hard copy of Part 4 Grant application form *Acceptance of terms and conditions* must be provided.

Applications forwarded through Australia post should be posted to ensure receipt no later than the closing date (registered post advised).

Applications will be opened after the closing date and notification of receipt will be forwarded to each applicant.

4. Request for further information

Applicants may telephone Margaret Summers on (03) 9096 6962 or Gillian Dickson-Hughes on (03) 9096 8327 for clarification of grant application specifications and process. Verbal explanations or instructions given to applicants prior to the acceptance of the application are not binding on the department.

5. Additional information required by the department

Should information additional to that contained in the grant application be required by the department when applications are being considered, written information and/or interviews may be requested at no cost to the department.

The name, telephone number and email address of an officer or employee of the applying organisation clarifying aspects of the application must be provided.

Part 4 Grant application form

1. Applicant details

All applicants using this format must address their submissions to the specifications as these will be assessed against the selection criteria.

1.1 Information required from applicants without a departmental service agreement

Applicants **without** an existing Health Service Agreement or Funding and Service Agreement with the department must provide the following information:

Name of Organisation	
Legal Status	
Aged care number (If applicable)	
Registration for GST	
Australian Business Number	
Place of Incorporation	
Postal Address	
Address	
Contact Person	
Position	
Telephone Numbers (Include mobile and fax)	
E-mail Address	

1.2 Information required from applicants with a departmental service agreement

Applicants **with** an existing Health Service Agreement or Funding and Service Agreement with the department must provide the following information:

Applicant Details:

Name of Service	
Contact Person	
Position	
DHS Agency Number	
DHS Region	
Telephone Numbers (Include mobile and fax)	
E-mail address	

Project Partner Service Details

Applications with a **partner organisation** must complete the following:

Name of Organisation	
Contact Person	
Position	
DHS Agency Number	
DHS Region	
Telephone Numbers (Include mobile and fax)	
E-mail Address	
Tasks to be undertaken	

Repeat as required.

2. Criterion response for implementation grants

Criterion 1.

The applicant's project plan demonstrates:

- a clear understanding of the principles of social inclusion for older people living at residential aged care services and
- the ability to deliver similar projects within prescribed timeframes, resources and budgets

Insert response here: Provide a summary of your experience/evidence of satisfactory completion of similar projects, relevant experience and expertise in working with and understanding the needs of older people, compliance with financial, technical, planning and other resource capacity and viability. Where appropriate references may be provided.

Criterion 2.

The applicant's project details are clearly articulated in the **project plan** template and demonstrate how the *Count us in!* aim and objectives will be achieved.

Insert response here: (maximum 2 pages)

Project Title:

Project Focus Area: (refer to section 6.1 of these guidelines)

Target group:

Public Sector Residential Aged Care Service (PSRACS):

Project Aim:

Project Objectives:

Methodology: (include key strategies and process to be used)

Partnerships:

Quality Framework/Improvement: (identify any quality frameworks that apply to your service)

Monitoring and evaluating the impact of your project:

Criterion 3.

The applicant demonstrates how the project and its achievements will be sustained beyond the funding period, integrated with and complement similar services provided within the local service system.

Insert response here:

Criterion 4.

Applications must include a summary of milestones and timelines, and a detailed budget for the project which must be within the total funds available i.e. for implementation grants \$25,000 maximum per project.

Insert response here: Key milestones must include realistic timeframes and a budget for the delivery of relevant services to implement the project. The budget must be within the maximum funding available.

Project milestones and timelines:

Milestones	Timelines

Project Budget:

Item	Expenditure Costs \$
Establishment Costs	
Staffing incl. rate and hours/days.	
Administration	
Other e.g. transport, venue hire.	
Total requested (Maximum \$25,000 for implementation grant plus up to \$3,000 for publications is available).	

Part 5 Acceptance of terms and conditions

The applicant must indicate their understanding and acceptance of each part of this document by signing in the table below. Where a part of this document is not understood or accepted, the applicant must attach a tabulated *Statement of Departures* with an explanation of why that part is not accepted.

If this application is being made electronically, this page must be faxed to Margaret Summers Facsimile no (03) 9096 9163 or mailed separately.

Acceptance of Conditions

Part	Acceptance	Non-Acceptance (attach tabulated Statement of Departures)
Part 1: Information for applicants		
Part 2: Assessment process		
Part 3: Conditions of grant application		
Part 4: Grant application form		
Part 5: Acceptance of terms and conditions		

Endorsement

Signature of Head of Organisation	
Name of Authorised Officer (Print)	
Title/Office Held	
Date	

DHS Service Agreement Information Kit for Funded Organisations 2006–09

Applicants must comply with Department of Human Services Funding and Service Agreements requirements, for more information please visit <http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement>

Below is the list of contents of the DHS Service Agreement Funding Kit for Funded Organisations 2006–09.

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