Grant Program Guidelines

Ralph Lauren Pink Pony Seeding Grants
**Grant Program Process Flowchart**
The purpose of this flowchart is to outline the process involved in applying, processing and managing a grant application.

<table>
<thead>
<tr>
<th>Step 1. Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant completes application form in the Invitation to Apply.</td>
</tr>
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<table>
<thead>
<tr>
<th>Step 2. Submit an application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant submits application form to Cancer Australia.</td>
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<table>
<thead>
<tr>
<th>Step 3. Appraisal</th>
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</thead>
<tbody>
<tr>
<td>The application is accepted. A panel assesses the application against eligibility and appraisal criteria.</td>
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</table>

<table>
<thead>
<tr>
<th>Step 4. Advise to approver</th>
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</thead>
<tbody>
<tr>
<td>Advice provided to the *Approver on the merits of each application against the Program Guidelines. (*FMA Reg 3 defines Approver as a Minister, a Chief Executive or a person authorised to approve proposals to spend public money)</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Step 5. Decision/notification</th>
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</thead>
<tbody>
<tr>
<td>The Approver considers the advice of the selection panel and makes a final decision on the application and the applicant is advised of the decision.</td>
</tr>
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<table>
<thead>
<tr>
<th>Step 6. Contract/funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>An agreement is negotiated and signed by the applicant and Cancer Australia.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Step 7. Do/complete/acquit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant undertakes funding activity, completes milestones, provides evaluation report and acquits funds against expenditure.</td>
</tr>
<tr>
<td>Cancer Australia makes payment and monitors progress.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 8. Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancer Australia evaluates the outcomes of the program using the applicants completed evaluation report. Applicants may need to provide more information to assist this evaluation.</td>
</tr>
</tbody>
</table>

1. **Introduction**

1.1. **Program Background**

*Cancer Australia* is a federal government agency, working to reduce the impact of cancer for all Australians. We work in collaboration with consumers, health professionals, cancer organisations, researchers and governments to improve outcomes for all people affected by cancer and particularly for those people whose survival rates or cancer experiences are poorer.
The Ralph Lauren Pink Pony Campaign (RLPPC) is an international initiative which ‘aims to reduce disparities in cancer care in medically underserved communities’.\(^1\) The campaign reaches countries worldwide including: the United States of America, France, the United Kingdom, Germany, Japan and Australia.

In Australia, the Ralph Lauren Pink Pony Campaign (RLPPC) supports initiatives to improve access to quality information, support and services for women with breast cancer in local communities. Each year Ralph Lauren Australia raises funds through the sale of merchandise and through events such as the Ralph Lauren Pink Pony Walk.

Each year in Australia, the number of women diagnosed with breast cancer increases. In 2015, 15,600 women are expected to be diagnosed with breast cancer.\(^2\) In 2020, it is estimated that there will be 17,210 new cases of breast cancer. As five year survivorship for those diagnosed with breast cancer has improved significantly in the past 20 years (from 72% to 89%), the numbers of women living with breast cancer is also increasing.\(^3\)

**Program Purpose, Scope, Objectives and Outcomes**

The objective of the Seeding grants Program is to support community based initiatives that aim to improve access to information, support and services for women with breast cancer in communities in Australia. To meet these objectives, Cancer Australia administers funds provided from the RLPPC to provide grants to facilitate community-based initiatives that provide women with breast cancer with ongoing access to information, support and services and address unmet needs in the community.

Seeding grants are open to organisations providing support in local community settings.

Eligible applications will be assessed against selection criteria set down for the grant round and then prioritised against competing applicants for the available funding. Applications must answer all of the selection criteria and demonstrate that the community-based initiative will meet the project objectives.

The authority to make commitments and spend public money through this grant process is provided by the Cancer Australia Act (2006) Clause 7(1)(f), “to assist with the implementation of Commonwealth Government policies and programs in cancer control”.

**1.2. Funding**

It is expected that expenditure of up to $10,000 (GST exclusive) will be available per Seeding Grant, and is to be paid in the 2014/2015 financial year. The total funding available each year and the funding of each grant may vary depending the level of funding available and the mix of applicants. Details of the total amount of funding available each year is available on the Cancer Australia website at: [http://canceraustralia.gov.au/](http://canceraustralia.gov.au/)

**1.4. Roles and responsibilities**

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\(^1\) [http://global.ralphlauren.com](http://global.ralphlauren.com)


The Grant Program Process Flowchart (page 2) outlines the application process. The funding approver for the Ralph Lauren Pink Pony Seeding grants Program is General Manager, Cancer Care, Cancer Australia.

1.5. Anticipated key dates

The opening and closing date for applications will be advertised on Cancer Australia’s website at: [www.canceraustralia.gov.au](http://www.canceraustralia.gov.au) in April 2015. There are a number of steps that occur before funds are awarded.

The following table outlines the anticipated timeline for the program.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Anticipated Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidelines published on Cancer Australia website</td>
<td>18 March 2015</td>
</tr>
<tr>
<td>Applications open</td>
<td>18 March 2015</td>
</tr>
<tr>
<td>Applications close</td>
<td>15 April 2015</td>
</tr>
<tr>
<td>Assessment and decision</td>
<td>April 2015-May 2015</td>
</tr>
<tr>
<td>Successful applicants notified/Funds allocated</td>
<td>June 2015</td>
</tr>
<tr>
<td>Unsuccessful applicants notified</td>
<td>June 2015</td>
</tr>
</tbody>
</table>

2. Eligibility

Applications must meet the eligibility requirements as stated below. If an application is deemed to be ineligible it will not be assessed for funding.

2.1 Who is eligible to apply for funding?

The following organisations are eligible to apply for funding:

- Applications must be from organisations; individuals will not be considered
- Applicants must be a not-for-profit community-based organisation or a government organisation, or sponsored by one of the aforementioned organisations that is able to manage the grant on behalf of the applicant (i.e., Organisations must be: an incorporated association, a company limited by guarantee or a government controlled entity)
- If more than one organisation will be involved in the project, one organisation must be identified as the lead organisation and an authorised representative of the lead organisation must sign the Application Form.

2.2 What activities are eligible for funding?

To be considered for funding, eligible applicants must propose to undertake activities that meet the expectations, objectives and aims of the RLPPC initiative, and comply with the terms of the Invitation to Apply (ITA) documentation (Attachment B).

Specifically, applications which will be considered for funding must comply with the following requirements:

- Funding is to be used to facilitate community-based initiatives that provide women with breast cancer living in local communities in Australia with ongoing access to information, support and services in their local area
- The project must address an unmet need in the community; initiatives should not replicate an existing service in the community
the project must be outcomes focused and sustainable beyond the initial Seeding Grant funding period
the primary benefactor must be women with breast cancer; services for any group other than women with breast cancer will not be considered
the organisation must be able to commence the program upon receipt of funding in 2014
the organisation must be able to complete all funded activities by 30 June 2016
funding awarded will be no more than $10,000 (GST exclusive) per grant
If there is a sponsoring organisation a letter from that organisation is required detailing their support for the project.

2.3 What is ineligible for funding?

The following will not be considered for funding:

- retrospective items/activities will not be funded by the Seeding grants
- private commercial ventures will not be funded by the Seeding grants
- projects/services that, in the opinion of the Selection Committee, are the operational responsibility of the Federal, State or Local Government (e.g. wages for clinical staff, implementation of BreastScreen services, funding a Breast Care Nurse) will not be funded by the Seeding grants
- infrastructure or day-to-day functioning of an organisation (includes general running costs such as electricity, lease/rent payments, computer costs) will not be funded by the Seeding grants, and
- applications seeking funding for: academic studies or research (individual or group), conference attendance, overseas travel for any purpose, or to raise funds on behalf of charitable or other organisations (e.g. the purchase of Dragon boats)
- organisations that have had, or continue to receive, funding for the activity.

Cancer Australia will not award a grant to an organisation who:

- is an applicant for, or is in receipt of funds from, the tobacco industry or organisations deemed by Cancer Australia to be associated with the tobacco industry, regardless of whether the funds are received directly, through collaborators or by other means. The Smoking and Health Research Foundation of Australia is deemed to be associated with the tobacco industry;
- is employed in a research institute or organisation or, in the case of universities, Faculty or School that allows applications or receives funds from the tobacco industry, whatever the use of those funds may be; or
- is employed in a University that accepts funds from the tobacco industry for health related research or services, wherever in the University that research may be done or those services supported.

Cancer Australia will terminate its support for a grant if the above provisions relating to support from the tobacco industry are breached or it believes that the integrity of the project is threatened by influence from tobacco interests.

3 Probity

The Australian Government is committed to ensuring that the process for providing funding under the RLPPC initiative is transparent and in accordance with published Guidelines.
Note: Guidelines may be varied from time-to-time by the Australian Government as the needs of the program dictate. Amended Guidelines will be published on Cancer Australia’s website. Cancer Australia will advise grant recipients of any changes.

3.1 Conflict of interest

A conflict of interest may exist, for example, if the applicant or any of its personnel:

- Has a relationship (whether professional, commercial or personal) with a party who is able to influence the application assessment process, such as a Cancer Australia staff member;
- Has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicant in carrying out the proposed activities fairly and independently; or
- Has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of receiving grant funding for this initiative.

As part of their application, each applicant will be required to declare any existing conflicts of interest, or that (to the best of their knowledge) there is no conflict of interest, that would impact on or prevent the applicant from fulfilling the requirements of the activities outlined in section 1.4.

Where an applicant subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to this application for funding, the applicant must inform Cancer Australia in writing immediately.

To ensure probity and transparency in the grant review process, a mechanism is in place to identify and manage conflicts of interest. Specifically:

- Application Selection Panel members including agency staff must sign a Deed of Confidentiality in relation to confidential information and conflict of interest;
- Application Selection Panel members including agency staff are required to disclose to Cancer Australia any actual, potential or perceived conflicts of interest;
- Cancer Australia will determine the appropriate action in response to the declared conflict of interest. These actions may include:
  - Declaration that the conflict is minor/insignificant and should result in no further action;
  - Declaration that the conflict is significant and the member should not participate in the assessment process (discussion or scoring) of the application in question.

3.2 Confidentiality and Protection of Personal Information

Each applicant will be required to declare as part of their application, their ability to comply with the following Legislation/Clauses in the funding agreement the applicant may enter into with the Australian Government.

The Protection of Personal Information Clause requires the Participant to:

- comply with the Privacy Act (1988) (‘the Privacy Act’), including the 15 Australian Privacy Principles (APPs), as if it were an agency under the Privacy Act, and the National Privacy Principles (NPPs);
- refrain from engaging in direct marketing (s 16F of the Privacy Act), to the extent that the NPP and/or s 16F apply to the Participant; and
- impose the same privacy obligations on any subcontractors it engages to assist with the Project.
The Confidentiality Clause imposes obligations on the Participant with respect to special categories of information collected, created or held under the Agreement. The Participant is required to seek the Commonwealth’s consent in writing before disclosing Confidential Information.

### 3.3 Taxation

**Important Notice to Applicants**

**Taxation**

Applicants are advised to carefully consider the likely taxation treatment of any funding provided by the Commonwealth as part of this prior to submitting an application. For some general guidance on the taxation treatment of Grant and funding from the Commonwealth, applicants may wish to refer to the Australian Tax Office website at [www.ato.gov.au](http://www.ato.gov.au). However, you are advised to seek your own independent advice on this issue from a taxation professional on how funding paid to you (or to any entity you propose to establish to receive funding) under the Ralph Lauren Pink Pony initiative would be treated for tax purposes.

**Goods and Services Tax (GST)**

The total funding payable to the funding recipient by the Commonwealth does not include an amount to cover GST. Applicants are advised to consider the likely implications of the A New Tax System (Goods and Services Tax) Act 1999 (GST Act) on the funding provided by the Commonwealth. Where GST is payable, the Commonwealth will increase the funds payable to the funding recipient by the amount of GST that is payable for the purposes of the GST Act. For example, if the payment due is $2000 and GST is payable on that amount, then the Commonwealth will increase the payment provided to the funding recipient to $2,200.

Due to recent changes to the A New Tax System (Goods and Services Tax) Act 1999 (GST Act) from 1 July 2012, a payment will not be subject to GST if all of the following apply:

- the payment is made by a government related entity (GRE) to another government related entity for making a supply;
- the payment is covered by an appropriation under an Australian law or is made under a specified intergovernmental health reform agreement;
- the payment satisfies the non-commercial test.

As a consequence of these amendments to the GST Act, GST will no longer be included in instances where all of the above requirements are satisfied.

### 4 How to Apply

#### 4.1 Obtaining an application

In order to submit an application, applicants must download and complete the ‘Invitation to Apply for funding’ from the Cancer Australia website.

#### 4.2 Application requirements

The opening and closing date for applications will be advertised on the Cancer Australia website. The grant round will be opened for a total of four weeks. Applications will close at 5pm (AEST) on the advertised closing date.

Applications including all associated documentation must be received by Cancer Australia by the due date and closing time in the following manner:
• emailed to: pinkpony@canceraustralia.gov.au; OR

• posted to: Cancer Australia
  Attention: Ralph Lauren Pink Pony Campaign
  Locked Bag 3
  STRAWBERRY HILLS NSW 2012

Handwritten applications will be accepted but must be legible in order to be assessed. To assist with the appraisal of an application, clarifying information may be requested by Cancer Australia. Applicants will be notified by email or phone where this is required.

5 Selection

5.1 Selection process

Based on the information provided, Cancer Australia will undertake an evaluation of eligible applications against the selection criteria. Applications to the Grant will be evaluated by a panel through a competitive process. The selection panel will be made up of Cancer Australia employees, and a Ralph Lauren Australia representative. As part of the assessment process, the Application Selection Panel will review the proposed budget and justification by the applicant, in terms of the requirements of the proposal as assessed by the Application Selection Panel on a value for money basis.

The Application Selection Panel will develop a relative merit list for each grant and provide a recommendation to the Approver.

Those applications which do not satisfy the eligibility criteria (2.1 – 2.2) will not be assessed.

5.2 Selection criteria

The Assessment Criteria are the criteria against which all eligible, compliant applications will be assessed in order to determine their merits against the program objectives.

Applications will be assessed against the criteria below. A detailed selection criterion for the Seeding grants applications is provided as a component of the ‘Invitation to Apply for Funding’ available from the Cancer Australia website. Applications under this grant initiative will be required to demonstrate:

<table>
<thead>
<tr>
<th>Grant Assessment Criteria</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>1 Alignment with key program objectives and community requirement –</td>
<td>40%</td>
</tr>
<tr>
<td>Description of how the project aligns with the key program objectives: improve access to</td>
<td></td>
</tr>
<tr>
<td>information, support or services for women with breast cancer in local communities.</td>
<td></td>
</tr>
<tr>
<td>Demonstration that the project fulfils an unmet need for a community in Australia; is</td>
<td></td>
</tr>
<tr>
<td>outcomes focused and sustainable beyond the initial Seeding Grant funding period; has</td>
<td></td>
</tr>
<tr>
<td>the support of that community and will be implemented in a culturally appropriate way.</td>
<td></td>
</tr>
<tr>
<td>2 Ability – demonstration of the organisation’s ability to conduct the project.</td>
<td>20%</td>
</tr>
<tr>
<td>3 Outcomes focused – Clear identification of expected outcomes, the actions required to</td>
<td>20%</td>
</tr>
<tr>
<td>meet them and how the outcomes will be measured.</td>
<td></td>
</tr>
<tr>
<td>4 Budget – the project application should specify how the requested funding is to be</td>
<td>20%</td>
</tr>
<tr>
<td>used and demonstrate value for money. Matched resources from</td>
<td></td>
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</tbody>
</table>
other sources will be viewed highly, though this is not a requirement. Preference will be given to proposals that can demonstrate budget-stretching initiatives and what steps will be taken to ensure that the proposed project is sustainable and viable beyond the funding period of the Seeding Grant.

Geographical spread of the Seeding grants will be taken into consideration in order to attain a spread of the projects across a number of States and Territories and across local communities in Australia.

Please note, in addition to meeting the above criteria applications that also demonstrate a focus upon the following will be highly regarded:

- Women in communities where access to information, support and services is limited
- Aboriginal and/or Torres Strait Islander women with breast cancer and their communities
- Solutions that are highly innovative

6 Decisions

6.1 Approval of funding

Following an appraisal of the applications by the selection panel, advice will be provided to the delegated Funding Approver on the merits of the application/s. The Approver will consider whether the proposal will make efficient, effective, economical and ethical use of Commonwealth resources, as required by Commonwealth legislation, and whether any specific requirements will need to be imposed as a condition of funding. Funding approval is at the discretion of the Approver.

6.2 Advice to applicants

Applicants will be advised by letter of the outcome of their application. Letters to successful applicants will contain details of any specific conditions attached to the funding. Funding approvals will also be listed on Cancer Australia’s website. Cancer Australia will notify all unsuccessful applicants, in writing, after execution of the agreement/s.

6.3 Feedback

Cancer Australia will notify unsuccessful applicants in writing (to the address nominated in the application) that their application was unsuccessful. Unsuccessful applicants will be offered a feedback briefing from Cancer Australia once all the Funding Agreements have been finalised with the successful applicants or at an earlier time advised by Cancer Australia.

6.4 Complaint handling

Cancer Australia’s role is to achieve the Australian Government’s priorities for improving the health and wellbeing of people affected by cancer. In order to achieve these priorities Cancer Australia invests a substantial amount of Commonwealth monies in initiatives via a range of procurement and funding activities.

In order to ensure administrative transparency Cancer Australia has a fair, equitable and non-discriminatory complaints handling process.

These guidelines provide guidance to participants in a funding process as to the procedure for lodging a complaint about the process.
Process for lodgement
Should an organisation wish to lodge a dispute or complaint about the funding process they should do so by advising in writing to the Cancer Australia Contact Officer. The complainant should provide details of the basis upon which the dispute or complaint is being lodged, including:

- a clear statement as to what the complainant considers was defective in the funding process;
- copies of, or references to, evidence of information to support the complaint; and
- a statement as to what the complainant wishes to achieve from the complaint process.

The Contact Officer or his/her manager will acknowledge receipt of the complaint in writing within 10 working days of receiving the complaint. If further correspondence or information is required, the complainant will be given no less than 15 working days to respond to any communication from Cancer Australia unless the matter is urgent.

Cancer Australia’s Contact Officer for this Grant initiative and his/her manager will attempt to resolve the matter. Cancer Australia will advise the complainant of the decision in writing within a reasonable timeframe, which will usually be within 15 working days of receiving all written correspondence relating to a complaint.

If the complainant is not satisfied with Cancer Australia’s response then the complainant may seek an independent internal Cancer Australia review of the complaint.

The internal review officer will promptly notify the complainant in writing to advise of their appointment and the expected time frame for making the internal review decision. The notice will also include any request for further information that may be required to conduct the review. The complainant will be given no less than 15 working days to provide any further information unless the matter is urgent.

The internal review officer will notify the complainant in writing of the decision within the timeframe specified in the original notice. Where the complainant is not satisfied with Cancer Australia’s response, they may lodge a complaint with the Commonwealth Ombudsman.

Further detail of the policy is available at [http://canceraustralia.gov.au](http://canceraustralia.gov.au)

Any enquiries relating to funding decisions for this Program, should be directed to the Program Manager at ornella.care@canceraustralia.gov.au

7 Conditions of Funding

7.4 Contracting arrangements
Successful applicants will be required to enter into a funding agreement with the Commonwealth (represented by Cancer Australia). A template of the standard agreement is provided as part of the ITA.

7.5 Specific conditions
There may be specific conditions attached to the funding approval, required as a result of the appraisal process or imposed by the Approver. These will be identified in the offer of funding or during funding agreement negotiations.

7.6 Payment arrangements
Payments will be made in advance of the commencement of the grant.
Before any payment can be made, funding recipients will be required to provide a tax invoice for the amount of the payment.

7.7 Reporting requirements

Funding recipients will be required to provide two progress reports on the agreed milestones. The first being a progress report which will be due on 1 December 2015. The second will be a final report on the outcomes and achievements of the project which will be due on 2 June 2016. Both reports need be no more than two pages. Cancer Australia will provide a report template as a guide.

As part of the contractual arrangement, grant recipients are required to complete a Statutory Declaration in the form attached to the grant agreement.

Within 30 days of completion of the funded activity, a completed Statutory Declaration in the form attached to the funding agreement must be signed and returned to Cancer Australia together with:

a) any receipts or other documents which verify expenditure of the funding; and
b) any unspent funding.

Where Cancer Australia is not reasonably satisfied with the information provided in the Statutory Declaration, Cancer Australia reserves the right to audit (or have audited by persons authorised by Cancer Australia) the grant recipient’s records at any time. Cancer Australia may take action to recover any unspent or misspent funding as a debt due to the Commonwealth by the grant recipient.

7.8 Monitoring

The funding recipient will be required to actively manage the delivery of the project. Cancer Australia will monitor progress against the funding agreement through assessment of progress reports.

7.9 Branding

Recipients for the grant should ensure:

- Clear and explicit acknowledgment of Cancer Australia and Ralph Lauren will appear in all communications, publications and publicity arising from the grant;
- In these instances, the recipient must seek permission from Cancer Australia before using the Cancer Australia or Ralph Lauren Pink Pony logos; and
- Permission will be sought from Cancer Australia for any media coverage arising from the grant.