

GRANT GUIDELINES

Applications open: 8 April 2019

Applications close: 5pm, Tuesday 7 May 2019



PITCH NIGHT
INNOVATE • ACTIVATE • INITIATE

An initiative of



Table of Contents

1. Introduction.....	3
2. <i>Pitch Night</i> background.....	3
3. What is a <i>Pitch Night</i>?	3
4. What is the process of selection?	4
5. What is the focus of the South Eastern NSW PHN <i>Pitch Night</i>?	4
6. Eligibility and reporting	5
7. What support will I receive on my pitch?	5
8. Information session/ industry briefing webinar	6
9. Indicative timeline	6
10. Developing and submitting your application	7
11. Applicant questions	7
12. <i>Pitch Night</i> advocate	7
13. Assessment Criteria	8
14. Interpretation	9
15. Conditions of this Grant Application	9

1. Introduction

COORDINARE – South Eastern NSW Primary Health Network (South Eastern NSW PHN) is one of 31 Primary Health Networks (PHNs) established throughout Australia with the key objectives of improving the efficiency and effectiveness of health services for patients, particularly those at risk of poor health outcomes, and improving coordination of care to ensure patients receive the right care in the right place at the right time. Our focus is on local health needs as well as national health priorities and funded programs, particularly in the areas of chronic disease, mental health, drug and alcohol, Aboriginal health and end of life care.

2. *Pitch Night* background

Pitch Night – 2019 is a new initiative by South Eastern NSW PHN where local community based organisations, including not-for-profits, can pitch their innovative ideas for initiatives that address health needs of their communities in an effort to secure one-off funding. South Eastern NSW PHN is calling for submissions for our first *Pitch Night*.

3. What is a *Pitch Night*?

Pitch Night is an exciting opportunity for local community-based organisations, including not-for-profits, from the Wollongong and Shellharbour region, to ‘pitch’ their innovative ideas to address the health needs of their local communities in an effort to secure funding for their idea.

The benefit for those pitching is to gain exposure of their ideas, community support and funding to move their initiative forward.

The aim is to provide one-off grant funding which supports innovative initiatives that meet the needs of the community and potentially act as a catalyst for implementation in other communities.

On the night, presenters will pitch for six-minutes and respond to questions from the audience. The presenters then leave the room before the guests pledge funding for each organisation. When the pledging is finished, the presenters are invited to return and the final tallies for each project are announced. You can view highlights from similar events held by clicking this link:

- [*Pitch Night* highlights](#)

4. What is the process of selection?

Up to six initiatives will be shortlisted by a selection panel. The shortlisted applicants will be invited to participate in a ten minute telephone interview to be held on 21 May 2019. From these interviews, three final initiatives will be selected for presentation on *Pitch Night*.

The three selected applicants will be required to participate in a mandatory half-day pitch coaching workshop, to develop and refine their 'pitch'. This workshop will be held on 5 June 2019 in Wollongong. Fully prepared and ready to 'pitch', the three selected applicants will deliver their pitch to the audience on the evening of 26 June 2019 in Wollongong.

5. What is the focus of the South Eastern NSW PHN *Pitch Night*?

South Eastern NSW PHN is seeking to fund innovative initiatives that:

'Improve health and wellbeing in Aboriginal, refugee and/or youth at risk groups within the Wollongong and Shellharbour regions.'

Grant submissions must:

- have a clear alignment to the purpose of achieving and maintaining good health and wellbeing through increased physical activity and/or improved nutrition:
 - working with the community to be more physically active
 - food as a pathway to health
- be based within the Wollongong and / or Shellharbour region
- focus on one or more of the identified groups (**Aboriginal, refugee and/or youth at risk**)
- demonstrate how you will co-design the initiative with the relevant community

A total funding pool of \$160,000 (ex GST) is available to be allocated across three initiatives.

Submissions should be based on potential grant funding of \$40,000 (ex GST) per initiative and an indicative budget based on that amount needs to be included in the application. The three selected initiatives will receive a guaranteed once only funding amount of \$40,000 (ex GST). All three applicants will have the opportunity to increase this amount by influencing the audience with their 'pitch' on *Pitch Night*.

6. Eligibility and reporting

Organisations that apply must be community-based (including not-for-profits) operating locally, and working with either the Aboriginal community, refugee community and/or youth at risk.

Submissions from a consortia of organisations will be accepted.

Organisations must operate in the Wollongong or Shellharbour regions and have a combined annual income of less than \$5 million.

Applicants must be available for the ten-minute telephone interview, attend the Pitch coaching workshop and the Pitch Night as outlined in the 'indicative timeline' table below. There will be no alternative times available.

Applicants must nominate an 'advocate' who will support their application and attend Pitch Night, see section 12 below.

Successful applicants will be required to be in a position to sign a contract with COORDINARE immediately after the event and attend a contracting meeting with COORDINARE in Wollongong on 27 June 2019. A reporting template will be provided to successful applicants with a six month report and a final report outlining the reach and impact of the initiative required.

7. What support will I receive on my pitch?

Prior to the *Pitch Night* event, the three finalists will be required to attend a half-day coaching workshop to develop their pitches. COORDINARE is working with The Funding Network, a not-for-profit organisation who are expert in the area of developing people to tell their stories. This session will be held on Wednesday 5 June 2019. It is expected that at completion of this workshop each participant will have a first draft of their pitch. Participants are encouraged to rehearse between the pitch workshop and *Pitch Night*.

8. Information session/ industry briefing webinar

An information session/Industry briefing webinar will be held on 16 April 2019. This session will focus on the grant guidelines, process and *Pitch Night* concept. Session details are as follows:

Date:	16 April 2019
Time:	2.00 pm – 2.30pm
To register	The Pitch Community Grant briefing registration- click here

A copy of the slides presented will be posted on the Tenderlink portal after the industry briefing webinar.

9. Indicative timeline

An indicative timeline is outlined below. South Eastern NSW PHN reserves the right to modify these timeframes. Applicants are required to be available to participate on dates* as marked if required.

Activity	Date
Grant application process open	8 April 2019
Information session/Industry briefing - Webinar	16 April 2019
Final questions from potential applicants via Tenderlink forum	1 May 2019
Final for South Eastern NSW PHN to respond to applicants' questions	3 May 2019
Submissions close 5pm	7 May 2019
Shortlisting of successful grant submissions	8-15 May 2019
Notification of shortlisted applicants	15 May 2019
Ten minute telephone interview for shortlisted applicants	21 May 2019*
Notification of finalists	21 May 2019
Attend Pitch coaching workshop	5 June 2019*
PITCH NIGHT	26 June 2019*
Contract meeting at COORDINARE Wollongong	27 June 2019*
Contracts commence	1 July 2019
Six month report due	15 December 2019
Final report due	15 June 2020

10. Developing and submitting your application

Lodge your application via <https://www.tenderlink.com/COORDINARE/>. You will need to register on the site before you can access the submission/evaluation portal. Registration is free. You will receive a time and date stamped confirmation upon successful submission.

Please ensure you read each assessment criterion carefully and answer each component and section of the submission/evaluation form by considering all information provided.

Submissions from groups planning to work together with a specific focus on identified priority areas and populations are encouraged to apply.

11. Applicant questions

All questions in relation to this grant process and *Pitch Night* can be submitted anonymously via the online forum following registration on Tenderlink at <https://www.tenderlink.com/COORDINARE/> up until 1 May 2019.

Please note: any questions, answers and points of clarification will be shared with all other providers participating in the application process. Any identifying information about the organisation submitting the question will be removed. All applicants are strongly encouraged to attend the industry briefing webinar on the 16 April 2019.

12. *Pitch Night* advocate

Applicants must nominate an 'advocate'. An 'advocate' is an independent supporter of the applicant. It is someone who is neither a paid staff member/board member or family member, but someone who has first-hand knowledge of the organisation's work.

On *Pitch Night*, your advocate must attend and will be invited to briefly speak to the audience to attest to the work of the finalist.

If your organisation is selected as a finalist, the advocate plays an important supporting role at the *Pitch Night* event.

13. Assessment Criteria

Required Response	Weightings
1. Required themes	
<ul style="list-style-type: none"> Working with the community to be more physically active Food as a pathway to health 	
<ul style="list-style-type: none"> Focus on defined population group/s Aboriginal Refugee Youth at risk 	
<ul style="list-style-type: none"> Located within defined geographic region Wollongong region Shellharbour region 	
2. Outline of activity/initiative	
<ul style="list-style-type: none"> Briefly describe the issue your initiative is seeking to address. How will your initiative change/impact this identified issue? Describe how you will measure your success. 	25%
3. Design and delivery	
<ul style="list-style-type: none"> Describe the activities that you would implement. Describe the specific community/communities you would engage. Include the town/s and specific locations (if relevant) where the activity is intended to take place. Explain your process for co-designing the initiative with the relevant community. How many people will benefit from your initiative? 	50%
4. Sustainability	
Outline how you expect the impact of this initiative will be sustained once the grant funding has been expended.	25%
5. Estimation of cost	
Provide a breakdown of how you would plan to use \$40,000 (ex GST) <i>Pitch Night</i> grant funding	
6. Are other organisations already funding aspects of this initiative? If so, please list the funding bodies, funding amounts and funded activities.	Y/N
7. Provide details of the advocate.	Compliance
8. Provide copies of required insurances:	Compliance
<ul style="list-style-type: none"> public liability insurance \$10 million per claim and in the aggregate of all claims 	

- copy of your workers compensation insurance policy (if applicable).

14. Interpretation

Term	Meaning
COORDINARE	South Eastern NSW Primary Health Network (PHN) and the organisation responsible for the grant application and the grant application process
Closing time	The time specified by which the grant application responses must be received
Response(s) to the Grant Application	A document/s lodged by an applicant/s in response to this grant application containing a response to provide Goods or Services sought through this grant application process
Applicant	An entity that submits a response to this grant application
Grant Application Process	The process commenced by the issuing of this grant application and concluding upon formal announcement by South Eastern NSW PHN of the selection of a preferred applicant/s or upon the earlier termination of the grant application process
Grant Application	This document and any other documents designated by South Eastern NSW PHN

15. Conditions of this Grant Application

General	Applicants should familiarise themselves with this document and the separate online Submission/Evaluation Form and ensure that their proposals comply with the requirements set out in these documents. Applicants are deemed to have examined statutory requirements and satisfied themselves that they are not participating in any anti-competitive, collusive, deceptive or misleading practices in structuring and submitting the proposal.
Acceptance	Non-complying submissions may be rejected. Offers and acceptance will be based on provision of evidence demonstrating compliance with relevant applicable regulatory requirements. Eg working with children check
Explanations	Verbal explanations or instructions given prior to acceptance of a proposal shall not bind South Eastern NSW PHN.

Assessment	South Eastern NSW PHN reserve the right to engage a third party to carry out assessments of an applicant's financial, technical, planning and other resource capability. Responses to this grant application will be evaluated against the Assessment Criteria specified in section 13 of this application. South Eastern NSW PHN may in some cases, request further information or revised proposals, prior to a contract being awarded.
Activities not eligible for funding	<p>Grant funding cannot be used for the following activities:</p> <ul style="list-style-type: none"> • Activities / services which duplicate existing activities • Reimbursement of individual activities e.g. gym membership, aromatherapy etc. • Construction of new community infrastructure • Refurbishment, repair and maintenance of existing community infrastructure • Purchasing of assets (i.e. buildings or vehicles) <p>This list is not exhaustive and SENSW PHN reserves the right to determine eligibility or otherwise of proposed activity.</p>
Legal entity	South Eastern NSW PHN will only enter a contract with an organisation or individual with established legal status (e.g. under Corporations Law, Health Services Act, Trustee Act), or a natural person at least 18 years of age with mental capacity to understand the agreement.
ABN/Taxation requirements	South Eastern NSW PHN will only deal with Applicants who have an Australian Business Number (ABN).
Expenses	All expenses and costs incurred by an applicant about this grant application including (without limitation) preparing and lodging a submission, providing South Eastern NSW PHN with further information, attending interviews either face to face or via phone, participating in <i>Pitch Night</i> training, participating in <i>Pitch Night</i> and participating in any subsequent negotiations, are the sole responsibility of the applicant.
Additional information	If additional information to that requested in this document is required by South Eastern NSW PHN when submissions are being considered, written information and/or interviews may be requested to obtain such information at no cost to South Eastern NSW PHN. South Eastern NSW PHN may also provide additional information or clarification.
Process	South Eastern NSW PHN reserves the right to withdraw from, or alter, the grant application process described in this document for whatever reason, prior to the signing of any agreement/contract with any party.
Negotiation	South Eastern NSW PHN reserves the right to negotiate with short-listed applicant/s after the grant application closing time and allow any applicant/s to alter its submission.
Part submissions	South Eastern NSW PHN reserves the right to accept submissions in relation to some and not all the scope of activity described, or contract with one, more than one or no applicant based on the proposals received.

Conflicts of interest	Applicants must declare to South Eastern NSW PHN any matter or issue which is or may be perceived to be or may lead to a conflict of interest regarding their submission or participation in the grant application process, or in the event their proposal is successful.
Ownership	All submissions become the property of South Eastern NSW PHN once lodged. South Eastern NSW PHN may copy, or otherwise deal with all or any part of a submission for conducting evaluation of submissions.
Notification of Probity Breach	Should any supplier feel that it has been unfairly excluded from responding or unfairly disadvantaged by the process, the supplier is invited to write to South Eastern NSW PHN's Director of Commissioning at aceo@COORDINARE.org.au .
Lobbying	Any attempt by any applicant to exert influence on the outcome of the assessment process by lobbying South Eastern NSW PHN staff, directly or indirectly, will be grounds for disqualification of the submission from further consideration.
No contract	Nothing in this grant application should be construed to give rise to any contractual obligations or rights, express or implied, by the issue of this grant application or the lodgement of a submission in response to it. No contract will be created unless and until a formal written contract is executed between South Eastern NSW PHN and an applicant. Applicants will not be considered approved until a final service agreement is in place.
Status of Grant Application	This grant application is not an offer. It is an invitation for potential applicants to submit a proposal for the provision of the goods and/or services set out in this document.
Accuracy of Grant Application	While all due care has been taken about the preparation of this grant application, South Eastern NSW PHN does not warrant the accuracy of the content of the grant application. South Eastern NSW PHN will not be liable for any omission from the grant application.
Obligation to notify errors	If, after a response has been submitted, the applicant/s becomes aware of an error in the response (excluding clerical errors which would have no bearing on the assessment of the response) the applicant must promptly notify South Eastern NSW PHN of such error.
Withdrawal of response to this grant application	Applicant/s who wish to withdraw a response previously submitted by it must immediately notify South Eastern NSW PHN of that fact. Upon receipt of such notification, South Eastern NSW PHN will cease to consider that response to this grant application.
Governing Law NSW/ACT	This grant application and the grant process is governed by the laws applying in NSW. Each applicant/s must comply with all relevant laws in preparing and lodging its response to this grant application and in taking part in the grant process.