

National Indigenous Kidney Transplantation Taskforce

Equity & Access Sponsorships

Application Guidelines 2020

Applications close at 11:30pm ACDT Friday 10 January 2020.

The National Indigenous Kidney Transplantation Taskforce Equity & Access Sponsorships provides funding for resources and projects that improve access to and outcomes of kidney transplantation for Aboriginal and Torres Strait Islander people.

The National Indigenous Kidney Transplantation Taskforce recommends that all applicants read these guidelines in full prior to filling out the Equity & Access Sponsorship Application Form.

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1. About the National Indigenous Kidney Transplantation Taskforce

In response to the Transplantation Society of Australia and New Zealand's (TSANZ) Performance Report, *“Improving Access to and Outcomes of Kidney Transplantation for Aboriginal and Torres Strait Islander People in Australia”*, the Australian Government established a National Indigenous Kidney Transplantation Taskforce (NIKTT) in July 2019. The NIKTT is spearheaded by the TSANZ and is responsible for driving the development and implementation of initiatives that target knowledge and service delivery gaps identified by the Performance Report, facilitating improved access to the kidney transplant waiting list and better post-transplant outcomes for Indigenous patients. Membership of the NIKTT is multidisciplinary, including Indigenous kidney community members, policymakers and health care professionals from a range of specialties that interact with the wait-listing and transplantation pathways such as nephrology, nursing, primary care and allied health.

The NIKTT is supported by an Operations Committee, which comprises representatives from TSANZ Council, the Organ and Tissue Authority and the Indigenous kidney community, as well as the NIKTT Executive Officer, Senior Project Officer, Deputy Chair and Chair. The Committee's responsibilities include managing the budget, associated contracts and administering the delivery of NIKTT objectives and strategies, in accordance with the NIKTT's advice. The Operations Committee reports to the NIKTT, TSANZ Council and the Commonwealth on finances, risks and the status of strategy implementation. In addition, the NIKTT receives specialist advice from five working groups, which are responsible for providing more granular input on the design, implementation and evaluation of specific NIKTT initiatives.

2. Equity & Access Sponsorships Overview

Objective

Over the next 12 months, the NIKTT will oversee the implementation of the following key objectives:

1. Establish the NIKTT.
2. Enhance data collection and reporting.
3. Pilot initiatives to improve patient equity and access.
4. Evaluate cultural bias interventions.

Several NIKTT working groups are developing and implementing initiatives as part of the 'equity and access objective', including the establishment of Indigenous reference groups in transplant units, patient mentor pilot projects and enhancing outreach to improve pre-transplant coordination in remote areas. In addition to these targeted focus areas, the NIKTT will run an open competitive Sponsorship opportunity seeking proposals from the renal community for projects that improve access to and outcomes of kidney transplantation for Indigenous Australians.

Important Points to Note:

- applicants should be aware that Sponsorships are awarded for the specified period only,
- an invitation from the NIKTT to make an application for funding should not be taken as an assurance that funding will be provided, and
- applicants must read and understand the NIKTT's *Equity & Access Sponsorship Guidelines*. Compliance with the sponsorship guidelines is a requirement for all successful applicants.

3. Focus of 2020 Sponsorships

Applications for Equity & Access Sponsorships are now invited from eligible organisations.

The project period for all Equity & Access Sponsorships is from the date of execution of the Sponsorship Agreement to 31 December 2020.

Funding amount

Total funding available in 2020 is up to \$1,000,000

Funding for increasing FTE or identifying new positions within health services will be awarded in line with the relevant enterprise agreement. Other projects will be eligible to receive funding of up to \$80,000, though the specific amount is dependent on the merit of each application and the number of applications recommended for funding following the assessment process.

Focus of project activities

The NIKTT invites applications under the following two categories:

1. **Increasing FTE or identifying new positions within health services** for various roles where there is a demonstrated shortage, such as:
 - Transplant coordinators
 - Clinical champions
 - Indigenous Health Workers
 - Interpreters
 - Dietitians
2. **Targeted projects that improve equity and access to kidney transplantation for Indigenous Australians**, such as:
 - Programs that deliver tailored social/emotional support to patients navigating the transplant system, such as patient mentors/buddies.
 - Establishment of community/patient/carer support groups.
 - Purchase of assets, resources and tools, such as tailored educational materials or IT infrastructure.
 - Other initiatives that improve access to kidney transplantation for Indigenous patients.
3. **Note:**
 - applicants should consider which category best suits their proposed project. If appropriate, applicants should consider submitting two applications. The Application Template requires applicants to clearly nominate one category under which their project proposal is being submitted for consideration,
 - if an organisation wishes to submit an application for more than one project, a new application should be completed for each project, unless it is clearly demonstrated that the projects are part of one overall program of activities,
 - applicants are encouraged to partner with other organisations that have expertise or capacity to extend the reach and scope of proposed activities, and
 - applications must be culturally appropriate. Projects should involve the direct participation of key community leaders to ensure their support for the project.

4. Requirements and Eligibility

Additional information about the Sponsorships can be found at <https://www.tsanz.com.au/>. Sponsorships will be announced through the TSANZ's website, social media, and a media release.

The NIKTT may contact particular organisations and suggest that they make an application for funding. It is for each organisation to determine whether or not the project they propose meets the merit criteria for Equity & Access Sponsorships. An invitation from the NIKTT to make an application for funding should not be taken as an assurance that funding will be provided. All applications will be assessed and ranked on their individual merits.

Application Form

Applicants are required to use the Equity & Access Sponsorships Application Form. The NIKTT will not consider applications that do not use the Application Form provided.

Application Forms are available at <https://www.tsanz.com.au/> or by emailing nikt@anzdata.org.au or phoning (08) 8128 4765.

Applicants are required to complete all sections of the Application Form and provide attachments where relevant.

Eligibility

Applicants that do not satisfy the eligibility criteria will not be considered. To be eligible to receive a Sponsorship you must:

- be a legal entity, able to enter into a legally binding agreement,
 - or have an auspicing entity,
- have an Australian Business Number,
- be registered for the purposes of GST (if applicable), and
- have an Australian bank account.

Applications will not be accepted from:

- individuals,
- political organisations,
- Australian Government agencies, or
- commercial organisations proposing activities that are for profit.

In order to be deemed eligible, applicants must also be able to demonstrate:

- *Capacity to Deliver* – a history of sound organisational governance and effective culturally safe high-quality service delivery, including the ability and experience to successfully plan and apply resources.
 - previous experience in managing sponsorships and activities similar to the ones that are being proposed,
 - the skills and expertise needed to facilitate the project or activities,
 - the ability to identify key resources including personnel,
 - the ability to establish and meet proposed timeframes/implementation schedule, and
 - the endorsement of the relevant health service/unit, if applicable.
- *Provision of Culturally Safe Services* – a history of delivering culturally safe services to Indigenous Australians. Where necessary, the NIKTT will seek expert advice in assessing the provider's claims of culturally safe service provision.

Please note that if the following criteria are not met then your application will not be assessed:

- the Equity & Access Sponsorships Application Form must be used. Applications that do not use the Application Form will not be assessed,
- any applications received after the closing date and time will not be accepted and will be returned to the applicant, except where it can be identified that the NIKTT is at fault in causing a delay in receipt,
- proposals that do not include sufficient information in the Application Form to support all merit criteria (outlined below),
- applications which have not completed each section of the Application Form, including the signed declaration,
- organisations must be financially viable to participate, and
- applications are to be written in English.

Insurance requirements

Organisations wishing to apply for funding must ensure that they have sufficient insurances to successfully carry out their proposed activity(ies). This may include:

- workers' compensation insurance,
- public Liability insurance, or
- professional Indemnity insurance.

5. Assessment Process

To be eligible to receive a Sponsorship, organisations must demonstrate that their proposed project or activity contributes to improving access to and outcomes of kidney transplantation for Indigenous Australians. Funding is available for a range of projects and activities.

Sponsorship funding is only available for the nominated period. Where the proposed project is intended to continue beyond the current year, organisations will need to ensure that there is funding to continue the program after the Sponsorship period has ended.

The assessment panel will consider all compliant applications received by **Friday 10 January 2020**. Funding decisions are made at the discretion of the NIKTT.

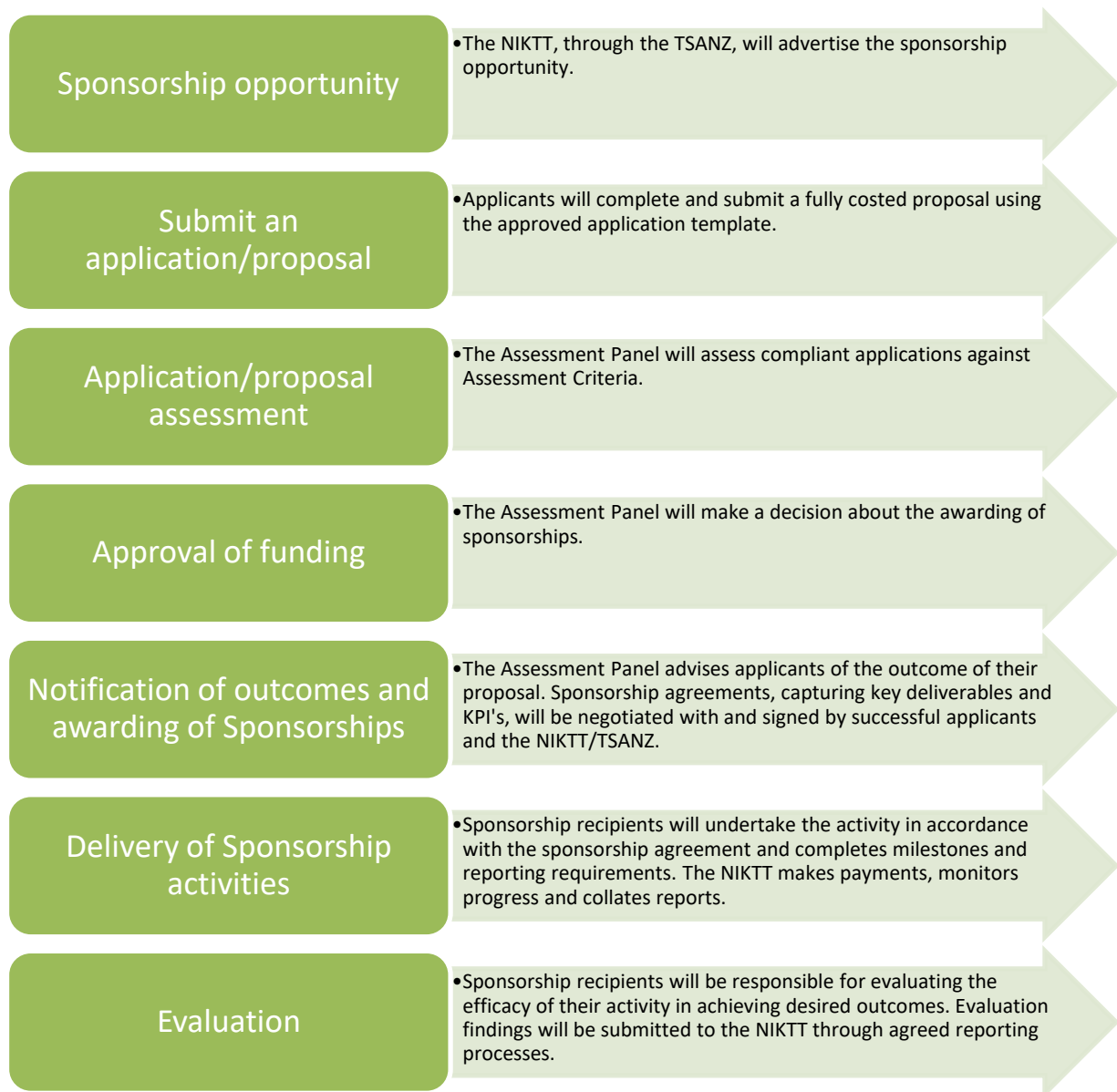
If any part of the application is not compliant then the application may be determined to be ineligible under the Sponsorship Application guidelines and may not be assessed.

The Application Form may require additional documentation. If this additional information is not provided then the application may be determined to be non-compliant and may not be assessed.

If there are any reports and studies which are relevant, this information should be summarised and analysed within the relevant area of the Application Form. If relevant, the assessment panel may request additional information at a later date.

If an application contains information that is considered false or misleading, it will be excluded from any further consideration for funding.

Figure 1: Sponsorship application process



Important notice

A checklist is provided on the last page of the Application Form. You should complete this checklist and ensure all information and documentation has been provided.

If you do not provide all of this information, your application may be determined to be non-compliant and may not be assessed.

Please Note:

- All proposals received will be acknowledged in writing shortly after the closing date.
- Information provided by applicants will be treated as “Commercial-in-Confidence”.
- Applications will be provided to members of the NIKTT Operations Committee for comment.

Merit Criteria

Applications will be considered against the following criteria. The objective of this process is to select those projects that will deliver both policy outcomes and value for money.

1) Improve Equity and Access:

The applicant must provide a clear and convincing proposal that delivers defined and achievable outcomes aligned with the NIKTT’s key objective of improving equity and access to kidney transplantation for Indigenous patients.

2) Value for Money:

The applicant must demonstrate how the proposal delivers value for money. To support this, organisations should provide information showing how the proposed project activities are realistic and achievable within the timeframe and budget in the proposal. This must be supported by a clear rationale for the proposed project approach and identified need.

3) Engagement and Community Support

The proposal must demonstrate how the applicant has or will work with and engage the community, in particular Indigenous Australians, local health professionals and relevant community groups to ensure culturally safe, high quality, responsive and accessible service provision of the activity.

4) Measurement of Effectiveness

The applicant must demonstrate how the proposed project is responsive, accessible and culturally appropriate and how improved health outcomes or key deliverables will be measured and evaluated.

Scoring and weighting applied to the merit criteria

In assessing each application, a score out of 10 will be applied to each of the merit criteria. Criteria 1, 2 and 3 will be weighted to provide a score out of 30. The total score provided for an application will be a score out of 100. The table below demonstrates:

Criterion	Weighting
Improve Equity and Access	35%
Value for Money	20%
Engagement and Community Support	35%
Measurement of Effectiveness	10%

Should an application be assessed in any one criteria with a score of less than 5 before any weighting is applied it will be deemed as unsuitable for funding.

Other sources of funding

Applications must provide information on other sources of funding as well as any other funding applications for the proposed project. Applications must also indicate whether the activity will proceed without Sponsorship funding. Applications that have already received funding from other funding sources for a particular project may not be considered for Sponsorship funding. However, funding may be considered for a new direction or enhancement of an existing project, or to ensure a project’s continued viability.

Applicant organisations will be required to provide a budget for the proposed project and information about the duration and nature of funding required.

6. Sponsorship Approval and Payments

Notification of Sponsorships

The NIKTT will write to organisations advising if they have been successful in obtaining funding. Successful organisations will be required to enter into a funding agreement before

the Sponsorship is paid. Further details on the conditions that may apply to a Sponsorship are outlined below.

Funding Agreement

The successful applicant organisations will be required to enter into a legally binding funding agreement. A funding agreement is a document signed by the funding provider, the NIKTT, and a Sponsorship recipient setting out the terms, conditions and arrangements under which a Sponsorship is to be provided, received, managed and acquitted.

Funding agreements provide an opportunity to clearly document the expectations of both parties in the delivery of the proposed activity. A funding agreement protects the NIKTT's interests by defining project deliverables and timelines, scheduling payments, specifying progress reporting and ensuring that public money is used for the intended purpose. It also covers the return of unused funds and possible sanctions against organisations for non-compliance. Applicants should ensure they are familiar with and, where necessary, seek legal advice on, the terms and conditions of the proposed funding agreement to ensure that their organisation is capable of meeting the NIKTT's requirements of funding recipients.

The drafting of particular sections of the funding agreement may involve negotiations with the applicant organisation.

A letter of offer and two copies of the proposed funding agreement will be sent to successful organisations once funding has been approved by the NIKTT. When the signed funding agreement has been returned to the NIKTT by the successful organisation, the agreement will be executed. Once the agreement has been executed by the NIKTT, one original copy will be returned to the recipient organisation.

Payment

Payments will not be made before the funding agreement has been formally executed by both parties. Payments will only be made to the organisation named in the funding agreement.

In accordance with the Terms and Conditions of the funding agreement, an invoice for payment from a funded organisation should be provided to the NIKTT within two weeks of the specified date(s) as agreed in the executed funding agreement.

Impact of GST on Sponsorship payments

It is the responsibility of the organisation to advise whether or not GST is payable in relation to a Sponsorship. When a Sponsorship is paid to an organisation with binding conditions, it is generally the case that GST is payable if the recipient is registered for GST. The funded organisation is required to provide a valid tax invoice to the NIKTT.

7. Management of Sponsorship Outcomes

Monitoring Frameworks

The monitoring of Sponsorship payments and progress are an integral part of good governance and risk management and provide a measure of assurance that public funds allocated to Sponsorship recipients have been spent for their intended purpose.

Recipient organisations should advise the NIKTT as soon as possible should they become aware of:

- 1) the use of Sponsorship funds for a purpose contrary to the terms and conditions of the Sponsorship,
- 2) changes in the status and/or competence of the recipient that could adversely affect their ability to complete the proposed project, and

3) unapproved variations to projects during the period of the Sponsorship.

Acquittal

Applicants will need to demonstrate, either through a statutory declaration or a financial statement, that Sponsorship funds have been expended in accordance with the terms of the funding agreement.

Evaluation

To ensure accountability for the Sponsorship, interim and final reports must be submitted. Details will be outlined in the funding agreement and may vary based on the individual project/activities. However, generally this will include:

- a summary of the project/activities planning and issues that arose,
- a summary of outcomes of events and activities,
- a summary of learnings and recommendations from the activity,
- a statement of expenditure, and
- a declaration by an appropriate officer that the report is a true and accurate account of the project/activities.

Variation of funding agreements

During the course of the funding agreement, a variation to the agreement may become necessary. For example, the NIKTT and the recipient may agree to vary the agreement to reflect changed circumstances or the NIKTT may unilaterally apply a variation if the organisation breaches the funding agreement.

Any variation must be put in writing and signed by the parties' authorised representatives.

Conflict of Interest

A conflict of interest arises where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interests (financial or non-financial) or material personal associations. A conflict of interest could arise where decision makers or officials involved in Sponsorship administration have a direct or indirect interest in the selection of a particular project or activity for funding. Actual and perceived conflicts of interest can be potentially damaging to the NIKTT, TSANZ and the sponsored activity.

A direct interest arises whenever there is a potential for a staff member to directly gain financially from the results of the NIKTT's discussions or decision-making processes to which the staff member contributes.

An indirect interest arises from a staff member's employment or professional interests or their personal relationships. This is exemplified in an application for a Sponsorship by a staff member's partner or relative, a close friend or a close professional colleague.

Applicant organisations should provide the details of any actual or potential conflict of interest in their Application Form.

The NIKTT requires all members to provide various undertakings in relation to conflict of interest and confidentiality.

Recovery Action

When requirements under the agreement are not being met, consideration may be given to suspending further funding. Any suspension of payments would be carried out in accordance with appropriate delegations of authority, and would involve considerable communication with the recipient.

The funding agreement will require recipients of Sponsorship funding to repay any funds that remain unspent or have not been committed at the end of the funding agreement.

Feedback for Applicants

Applicants are entitled to feedback on their applications if unsuccessful. Feedback will not be provided until the round is completed and funding agreements have been executed with the successful organisations. Should you wish to seek feedback please email nikt@anzdata.org.au to arrange.

8. Roles and Responsibilities

Role of applicants during the application process

Applicants submitting proposals must ensure all questions in the Application Form are answered and ensure the accuracy of all information provided as part of the application process. Applicants receiving funding are also responsible for carrying out any discussions with potential project partners.

Role of the NIKTT during the application process

The NIKTT will be responsible for assessing all eligible applications. Contact details for any queries in relation to the application process and for resolving any uncertainties that may arise in relation to application requirements can be found on the following page of these Guidelines.

Role of the Funded Organisation

The funded organisation is responsible for ensuring that the terms and conditions of the funding agreement are met.

The funded organisation is responsible for:

- ensuring project activities are achieved,
- maintaining contact with the NIKTT,
- providing copies of documents to the NIKTT as requested (as specified in the funding agreement),
- reporting on activities and milestones as specified in the funding agreement, and
- submitting an evaluation report on project completion.

Role of the NIKTT in Managing Funded Projects

The NIKTT is responsible for negotiating, developing, and administering funding agreements with successful applicants.

9. How to submit your application

It is the responsibility of the potential applicant to submit the correct application BY Friday 10 January 2020.

When submitting your application:

- Ensure that all sections of the Application Form template have been completed and required supporting documents are attached. Use the checklist provided to ensure your application is complete before submission.

Applications may be submitted by email or post:

By email: niktt@anzdata.org.au

By post to: National Indigenous Kidney Transplantation Taskforce
C/O ANZDATA Registry
SAHMRI, Level 4
North Terrace
Adelaide, SA 5000

Contact Information

Please direct any questions to niktt@anzdata.org.au telephone (08) 8128 4765 or visit the website at <https://www.tsanz.com.au/>.