



Grant Guidelines

Older adults primary care capacity building program

Due: 6.00pm 06 May 2025

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1. Introduction

COORDINARE, as the South Eastern NSW Primary Health Network, is dedicated to fostering healthier communities. We focus our efforts on those who face the biggest inequities. To do this, we collaborate with the community, general practices and other stakeholders to design solutions that make it easier for people to get the health care they need. **More information about COORDINARE – SENSW PHN can be found on our [website](#).**

COORDINARE - South Eastern NSW Primary Health Network (SENSW PHN) invites applications from general practices in an Expression of Interest (EOI) to participate in an initiative aimed at enhancing the skills, confidence, and experience of the primary care nursing workforce. This initiative also seeks to build practice capacity to better support healthy aging and the care of older adults within the community, reducing the need for more complex services and/or early entry into residential aged care.

A total of \$100 000 (excl. GST) is available through this initiative. In addition to a funded position in the Gerontological Nursing Competencies (GNC) program. Successful applicants will receive **up to \$10,000 (excl. GST) paid before 30 June 2025**. Funded projects will run up to **30 July 2026** from the date of execution.

2. Who can apply

Accredited General Practices in the SENSW PHN catchment with a strong interest in enhancing practice nurse capacity and overall practice capacity to deliver a more person-centred approach to the care of older adults are invited to apply for this project. Practices must have the capability to analyse their data to identify eligible population cohorts and be committed to prioritising and implementing project activities over a 12-month period until July 2026. Practices must be willing to support one interested practice nurse who is able to participate in and complete the Gerontological Nursing Competencies (GNC) program and meet the entry requirements below.

[Gerontological Nursing Competencies \(GNC\) program](#) entry requirements

This course is open to:

1. New graduate registered nurses
2. Early career registered nurses
3. Experienced registered nurses
4. Nurse practitioners

Entry requirements:

1. Registered as an RN with AHPRA
2. Proficiency in English (as the course is delivered in English)
3. Experience working with older people in community, acute or aged care settings

3. Issue background

The South Eastern NSW PHN region has an ageing population that is going to continue to grow. Many people are living longer but not necessarily healthier. Preventative care plays a crucial role in helping older adults maintain their health, prevent or delay the onset of chronic diseases, manage existing conditions, reduce impact on support systems, and plan for the future. Older people in our region frequently use GP services, diagnostic imaging, allied health, and non-GP specialist services but face inequities and access challenges such as cost, transportation, wait times, and unmet specific needs. The misconception that illness is a normal part of ageing further complicates access to quality care. Early intervention in the community can help

manage and prevent the progression of chronic diseases such as diabetes, heart disease, and arthritis and support practice approaches to healthy ageing. Regular health screenings, lifestyle modifications, and timely medical interventions can keep these conditions under control, slowing the need for more intensive care requirements. By supporting primary care to focus on these areas, a more supportive and preventative healthcare environment for older adults can be achieved, ultimately improving their quality of life and reducing healthcare costs.

More information about COORDINARE'S Population Health Profile and Health Needs assessment can be found on our [website](#).

4. Funding purpose and objectives

Funding purpose

These grants aim to enhance the skills, confidence, and experience of the primary care nursing workforce, thereby supporting healthy ageing and improving the care provided to older adults in the community. Additionally, they seek to build practice capacity to better support healthy ageing and the care of older adults within the community, reducing the need for more complex services and/or early entry into residential aged care.

Funding objectives

1. Increase workforce confidence, knowledge and skills required to work effectively with older adults and their families/carers
2. Develop a network for ongoing mentoring and support for practice nurses
2. Embed collaborative approaches through team building and improved practice communication
3. Review, develop and implement workflows that provided enhanced preventative and maintenance care of older adults in the community
4. Develop leadership through capacity building approaches in general practice.

5. Scope and specifications

Location

All funded activities must occur within the **South Eastern NSW PHN catchment**.

Scope and specifications

Required activities funded under this program

- Practice nurse enrolment, participation and completion of the Gerontological Nursing Competencies (GNC) program commencing July 23 2025 for 6 months including:
 - 4 x virtual workshops (12 hours)
 - 6 weekly group mentoring sessions (12 hours)
 - 2 hours per fortnight on self-directed work-based learning

Additional participation hours:

- contributing to online discussion forums
- preparation activities prior to workshops
- completing assessment tasks

Successful completion of the course and quality improvement project provides participants with a pathway to apply for advance standing/ recognition of prior learning towards a graduate certificate or master's degree.

Backfilling of the participants role is allowed under this grant.

- Register the practice nurse participating the GNC program for an online membership to Gerontological Alliance of Nurses Australia <https://www.adhere.org.au/gana-registration>. ***Membership fee is covered under this grant.***
- Engage in a community of practice including group sessions and a personalised session with the COP lead.
- Work with the practice team and the HCC to develop a practice level action plan which will include working with practice data to identify the patient cohort, identify service gaps and track changes. The practice plan should include a description of how the practice's processes will change.
- Implement and document improved workflow, enhanced referral processes and outcomes achieved.
- Share learnings with the general practice community and develop a good news story with the support of COORDINARE.
- Participate in a program level pre and post survey developed by COORDINARE.
- Submit final report on template provided to demonstrate how the new workflow has been implemented.
- Registration for [LUMOS](#).
- Implementation of secure messaging, e-referrals where available, linkage to HealthPathways and MyHR uploads are encouraged- these processes can be supported by the HCC.
- Project administration - for 1 General Practitioner and 1 administrative staff member to support the project.

Activities out of scope

The following activities are **ineligible** for funding under this project:

- leasing or purchase of motor vehicles and/or capital works
- depreciation of expenses
- activities which duplicate those funded under other PHN or government initiatives
- activities already undertaken or expenses already incurred
- items not directly related to grant outcomes
- payments for professional services (i.e., where payment is made for a medical service item listed in the Medicare Benefit Schedule)
- conference attendances
- clinical trials
- board fees

The above list is indicative and is not intended to be exhaustive.

Performance Indicators – outputs and outcomes

Practices must adhere to performance indicators that enable the monitoring of program activity and outcomes (Attachment 2). Practices will be required to provide a short final report at the end of the project. Reporting templates will be provided by COORDINARE.

6. Eligibility

Organisations **eligible** to receive funding under this initiative must be an accredited General Practice with established legal status (e.g. under Corporations Law, Health Services Act, Trustee Act).

Organisations **not eligible** for direct funding under this initiative include state government services, such as Local Health Districts, NSW Ambulance etc.

7. Timeline

An indicative timeline is outlined below. COORDINARE reserves the right to modify these timeframes.

Registered providers will be notified of key changes via Commissioning mailbox: commissioning@coordinare.org.au.

Activity	Date
Grant opportunity released	14 April 2025
Industry Briefings & Q&As via Teams RVSP here .	1pm 28 April 2025
Deadline for questions from potential respondents via Commissioning mailbox commissioning@coordinare.org.au .	01 May 2025
Deadline for COORDINARE to respond to questions.	02 May 2025
Closing date and time for applications	6.00 pm 06 May 2025
Shortlisting of successful EOI submissions	May 2025
Clarification / negotiation with shortlisted providers	May 2025
Funding awarded	May/June 2025
Contracts commence	June 2025
Commencement Gerontological Nursing Competencies (GNC) program	23 July 2025

Please note that our office will be closed for Easter from April 18th to April 21st, and for ANZAC Day on April 25th, 2025.

7. Developing and submitting your submission

Grant applications close 6:00pm (AEST) on 06 May 2025. Responses to this Grant Opportunity should be submitted via commissioning@coordinare.org.au. **Late submissions after cut-off date and time will not be considered.**

Complete all sections of the **Grant Application template (Attachment 1)** and include all relevant documentation. All submissions will be reviewed by a selection panel.

Applications should be aligned to the scope and specifications and address all the assessment criteria outlined in this document.

Please ensure you read each assessment criterion carefully and answer each component and section of the proposal template by considering all information provided. Documents can be attached which are directly relevant to your response.

Please avoid attaching large documents as only the first 5 pages will be read by the Evaluation Panel. If the documents are large, please specify the relevant page number(s)/section(s) to your response.

File formats accepted: word, excel, pdf and jpg files are all acceptable formats.

8. Respondent questions

All questions about the Grant Opportunity process or content can be submitted to the Business Team via commissioning@coordinare.org.au by **01 May 2025**.

Please note that any questions, answers and points of clarification will be shared with all other providers participating in the Grant Opportunity. Any identifying information about the organisation submitting the question will be removed.

9. Assessment criteria

All items listed in the table below must be addressed as part of the application.

Required Response	Weightings
1. Interest in Gerontological Nursing Competencies (GNC) Program and implementation plan (max word count approx 1000 words max)	30%
<p>Describe the reasons your practice nurse is interested in completing the GNC program and detail your approach to planning and delivering the activity, including:</p> <ul style="list-style-type: none"> - Reason for Practice Nurse interest and benefits to practice capacity: <ul style="list-style-type: none"> o explain how they meet the GNC course entry requirements criteria o explain why your practice nurses is interested in the course and what they how to achieve by completing the course o describe how their participation will enhance the practice's capacity - Review of practice data: <ul style="list-style-type: none"> o Use practice data to support the need for the activity, examples include: <ul style="list-style-type: none"> ▪ Total number of individuals aged 65 plus ▪ Number of 45-49 year or 75-year health assessment ▪ Number with associated chronic conditions/risk factors o Identify potential practice population that will benefit from the activity - Practice level review and workflow enhancements <ul style="list-style-type: none"> o Detail how you will lead a review of current workflows at the practice level o Outline potential strategies to enhance these workflows. <p>Key factors to consider include:</p> <ul style="list-style-type: none"> - specify strategies aimed at improving care for older adults - outline the expected benefits of these strategies - identify activities that could be undertaken by the practice team to improve patient outcomes, such as improved patient appointments, review of care planning, timely and appropriate referrals, investment in care coordination and outreach options. 	
2. Sustainability (max word count approx 500 words)	25%
<p>Explain how your practice will continue to use the knowledge and experience gained by the practice nurse during the education program and embed the enhanced workflow activity resulting in sustained change over the long term, including the following key components:</p> <ul style="list-style-type: none"> • What strategies will be put in place to ensure the activity is embedded into practice workflow processes and procedures. 	
3. Quality improvement approach (max word count: approx 500 words)	15%
<p>Please submit an example of a previous quality improvement project or activity that your practice has completed and shows how your practice:</p>	

<ul style="list-style-type: none"> Identified the area for improvement, implemented the change and monitored progress. 	
4. Aboriginal cultural safety (max word count: approx 500 words)	15%
Provide a brief outline of what steps you are taking to ensure your practice is safe and appropriate for Aboriginal and Torres Strait Islander people.	
5. Roles and responsibilities (max word count approx 500 words)	15%
Practices must commit minimum resources to this project of 1 Practice Nurse (who is enrolled in the GNC program) to lead the design and implementation of the project. Additionally, 1 General Practitioner and 1 administrative staff member to support the project. Outline the practice staff that will be involved in the project including: <ul style="list-style-type: none"> Details of which staff will be responsible for the activities outlined in the scope and specifications. 	
Total scored criteria	100%
Provide copies of your current practice accreditation certificate(s) from your professional body	Mandatory Compliance
Aboriginal and Torres Strait Islander Impact Statement, Aboriginal and Torres Strait Islander Health Strategy or a Reconciliation Action Plan.	Optional Compliance

COORDINARE reserves the right to work with shortlisted bidders, to clarify and finetune submissions, and in some cases request revised submission, prior to a contract being awarded.

Please refer to section 11. *Evaluation of submissions* for more information on COORDINARE's approach to evaluating applications.

10. Contracting arrangements

Successful respondents will be required to enter into a Grant agreement with COORDINARE. The final agreement and schedule, however, will be subject to negotiation with shortlisted respondents. Funding recipients will be required to provide progress reports on agreed milestones. The format and framework for progress reports may take account of the size, costs, complexity and relative risks of the project being undertaken.

11. Evaluation of submissions

Successful respondents will be selected through a competitive process. An evaluation panel will consider each submission against the mandatory requirements as well as the selection criteria outlined in [Section 9](#).

If additional information to that requested in this document is required by COORDINARE when submissions are being considered, written information and/or interviews may be requested to obtain such information at no cost to COORDINARE.

Issues or complaints

The Respondent may, in good faith, raise any issue or complaint about the EOI or EOI process, at any time. Please contact the Business Team via commissioning@coordinare.org.au.

12. Interpretation

Definition of key terms

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

13. EOI General Terms and Conditions

ABN/Taxation requirements	COORDINARE will only deal with Respondents who have an Australian Business Number (ABN).
Acceptance	Non complying submissions may be rejected. COORDINARE may not accept any response
Additional information	If additional information to that requested in this document is required by COORDINARE when responses are being considered, written information and/or interviews may be requested to obtain such information at no cost to COORDINARE. COORDINARE may also provide additional information or clarification.
Assessment	COORDINARE reserves the right to engage a third party to carry out assessments of a Respondent's financial, technical, planning and other resource capability.
Conflicts of interest	Respondents must declare to COORDINARE 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 EOI process, or in the event their response is successful.
Expenses	All expenses and costs incurred by a Respondent in connection with this EOI including (without limitation) preparing and lodging a submission, providing COORDINARE with further information, attending interviews and participating in any subsequent negotiations, are the sole responsibility of the Respondent.
Explanations	Verbal explanations or instructions given prior to acceptance of a response shall not bind COORDINARE.
General	Respondents should familiarise themselves with this document and the separate online Submission Form and ensure that their responses comply with the requirements set out in these documents. Respondents 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 response.
Legal entity	COORDINARE will only enter into 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.
Lobbying	Any attempt by any Respondent to exert influence on the outcome of the assessment process by lobbying COORDINARE staff, directly or indirectly, will be grounds for disqualification of the response from further consideration.
Ownership	All submissions become the property of COORDINARE once lodged. COORDINARE may copy, or otherwise deal with all or any part of a submission for the purpose of conducting evaluation of submissions.
Negotiation	COORDINARE reserves the right to negotiate with short-listed Respondents after the EOI closing time and allow any Respondent to alter its submission. Contract negotiations are strictly confidential and not to be disclosed to third parties.
No contract	Nothing in this EOI should be construed to give rise to any contractual obligations or rights, express or implied, by the issue of this EOI 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 COORDINARE and a Respondent. Respondents will not be considered approved until a final service agreement is in place.
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 the Business Team at commissioning@coordinare.org.au .
Part applications	COORDINARE reserves the right to accept applications in relation to some and not all of the scope of activity described, or contract with one, more than one or no Respondent on the basis of the responses received.
Process	COORDINARE reserves the right to withdraw from, or alter, the EOI process described in this document for whatever reason, prior to the signing of any agreement/contract with any party.