



Vulnerable Vaccination Program (VVP) Small Grants

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1. COORDINARE - South Eastern NSW PHN

COORDINARE (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.

COORDINARE works directly with general practitioners, other primary health care providers, secondary care providers and hospitals to bring about improved outcomes for patients. Our focus is on local health needs as well as national health priorities and funded programs, particularly in the areas of chronic disease (and potentially preventable hospitalisations), mental health, drug and alcohol, Aboriginal health, after-hours services and healthy ageing.

Commissioning is central to COORDINARE's ability to achieve these objectives and address local and national priorities. As a commissioning organisation, COORDINARE is involved in a continual cycle of developing and implementing health services and related initiatives based on a planning, procurement, review and evaluation cycle involving providers, communities and consumers.

2. Background and purpose of funding

The Australian Government's Vulnerable Vaccination Program (VVP) enables Primary Health Networks (PHNs) to develop and implement innovative, short term COVID-19 vaccination activities tailored to the needs of priority populations.

In order to support and coordinate the delivery of these activities across the South Eastern NSW PHN region, COORDINARE is offering small grant opportunities to General Practices and Community Organisations until 31 December 2024.

The purpose of these small grants is to address any social, cultural or physical barriers that may be preventing vulnerable groups from accessing the COVID-19 vaccination, including concerns that are causing hesitancy in receiving the vaccinations.

3. Eligible proposals

Organisations eligible to receive funding under this initiative are:

- not-for-profit community organisations; or
- COVID-19 vaccinating General Practices.

4. Scope and specifications

People requiring service in the South Eastern NSW PHN catchment

A number of populations have been identified as having difficulty accessing COVID-19 vaccines. This includes (but is not limited to):

- those who are experiencing homelessness, including those living on the streets, in emergency accommodation, boarding houses or between temporary shelters;
- those who do not have a Medicare card or are not eligible for Medicare;
- people with a disability or who are frail and cannot leave home (homebound individuals);
- people in rural and remote areas with limited healthcare options, including those who cannot travel to a regional centre;
- First Nations Peoples;
- people living in and remote communities;
- culturally, ethnically and linguistically diverse people, especially asylum seekers and refugees and those in older age groups who may find it difficult to use other vaccination services;
- children aged 5-11 who have complex needs, who are not captured by another suitable vaccination channel; and
- any other vulnerable groups identified as requiring dedicated support to access vaccinations e.g. residential aged care and disability housing residents and staff.

Service required

Facilitating the organisation of COVID-19 vaccinations specifically targeted to vulnerable groups within South Eastern NSW.

Facilitating the organisation of activities that address any social, cultural or physical barriers that may be preventing vulnerable groups from accessing the COVID-19 vaccination, including concerns that are causing hesitancy in receiving the vaccinations.

Funding can be used for

Travel

In Scope:

- Vehicle hire – hire of a vehicle to allow travel to and from a specific pop-up clinic, in-reach service, or mobile vaccination approach.
- Petrol – for travel beyond what is reasonably expected to be covered by the usual flag fall distance, or at a location that would not be considered a patient's place of residence. This should be calculated using the ATO travel reimbursement rates.
- Travel expenses – for related expenses used for remote outreach services. Where possible, use tools available to calculate distance travel rates (e.g., the motor vehicle and car expenses tool from the ATO).
- Where possible, public transportation options should be considered for eligible patients where the only reason the patient is unable to attend a clinic is due to transportation. Reasonable reimbursement should be made available for the patient under this circumstance.

Out of Scope:

- Other travel expenses not related to outreach or mobile services, or which could realistically be expected to be supported through the flag fall item.
- Vehicle hire for general business not related to vaccine roll-out activities.
- Petrol for general business not related to vaccine roll-out activities.

Infrastructure

In Scope:

- Purchases - small asset purchases required to conduct an education session, awareness raising campaign, in-reach or pop-up clinic such as portable eskies or other equipment required to facilitate vaccination.
- Equipment hire - the hire of infrastructure/equipment, including but not limited to:
 - fridges;
 - generators;
 - tents;
 - tables & chairs, and
 - portable toilets.

Out of Scope:

- Prolonged hire of infrastructure/equipment outside of the funding period.
- Purchase of infrastructure/equipment that could be hired.
- Capital asset purchases.

Communications

In scope:

- Local advertising to coordinate/organise and encourage local vaccination efforts, in line with Commonwealth advertising guidelines and the COVID-19 Vaccine campaign.
- Development of culturally appropriate and linguistically diverse communication materials suited to local contexts, particularly for rural and remote areas when available resources are not appropriate.

Out of scope:

- Major campaign advertising or messaging that conflicts with COVID-19 vaccine roll-out.

Staffing

In Scope:

- Contract/engage additional staff including surge workforce, to support education sessions, awareness raising campaigns, or pop-up clinic vaccinations.
 - This includes engagement of short-term clinical, administration and auxiliary staff (including security as required).
 - Staff should be employed through a participating general practice or community organisation.
 - Staffing costs should be funded in alignment with average local rates so as not to create perverse incentives.
- Staff training or up-skilling to support vaccination efforts.

- Interpreters when the Free Interpreting Service is not able to assist or translated resources are not suitable.

Out of Scope:

- Providing staff bonuses or incentives.

NOTE 1:

Vaccination providers are expected to receive the relevant funding for **COVID-19 assessment and vaccination through existing mechanisms** (i.e. MBS funding items).

NOTE 2:

Any clients vaccinated must be entered into the Australian Immunisation Register, regardless of Medicare eligibility for all vaccinations given. For further advice, including for individuals with an expired or cancelled visa, see [Advice for Vaccine Providers](#).

5. How to apply?

Please review the scope and specifications and complete the application form(s) relevant to the small grant(s) you wish to apply for. The closing date is 31 October 2024 however applications will be reviewed as they are submitted.

6. Reporting required

All activities need to be finalised by 31 December 2024. Final activity report requirements can be viewed here:

- [Homebound COVID-19 vaccinations Final Report](#)
- [Targeted, local COVID-19 vaccination and/or awareness activities Option 1 Final Report](#)
- [Targeted, local COVID-19 vaccination and/or awareness activities Option 2 Final Report](#)

7. Timeline

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

Small grants launched	June 2024
Last day for proposal to be received	Once funding has been expended or 31 October 2024, whichever is sooner
Evaluation of application	On receipt
Clarification/negotiation with applicant	On evaluation of application
Contracts awarded	Within two weeks of evaluation outcome
Contracts commence	On completion of contract signing
Draft final report submitted	By 30 November 2024
Contracts finish	31 December 2024
Final report submitted (if any changes from draft)	By 31 January 2025

8. How to contact us

For any questions regarding this process please email rjohnson@coordinare.org.au.

9. Contract arrangements

Funding is available from contract commencement as applications are submitted and approved through to 31 December 2024.

Successful respondents will be required to enter into a contract with COORDINARE. The term of the contract awarded will be from the date of execution until the 31 December 2024. Funding recipients will be required to provide a final activity report.

10. Compliance

All appropriate insurances that apply for the activity, including public liability insurance cover to a minimum of \$2 million as well as professional indemnity and workers compensation insurances (if applicable).

11. Evaluation of application

COORDINARE - SENSW PHN reserves the right to work with applicants, to clarify and finetune proposals, and in some cases request revised proposals, before a contract is awarded.

12. Conditions of this Expression of Interest

General	Respondents should familiarise themselves with this document and the application form to ensure that their proposals 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 proposal.
Acceptance	Non-complying applications may be rejected.
Explanations	Verbal explanations or instructions given prior to acceptance of a proposal shall not bind COORDINARE.
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.
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.
ABN/Taxation requirements	COORDINARE will only deal with Respondents who have an Australian Business Number (ABN).

Expenses	All expenses and costs incurred by a Respondent in connection with this small grants process including (without limitation) preparing and lodging an application, providing COORDINARE with further information, attending interviews and participating in any subsequent negotiations, are the sole responsibility of the Respondent.
Additional information	If additional information to that requested in this document is required by COORDINARE when proposals 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.
Process	COORDINARE reserves the right to withdraw from, or alter, the application process for whatever reason, prior to the signing of any agreement/contract with any party.
Negotiation	COORDINARE reserves the right to negotiate with shortlisted applicants and allow any Respondent to alter its application. Contract negotiations are strictly confidential and not to be disclosed to third parties.
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 application or participation in the grant process, or in the event their application is successful.
Ownership	All applications become the property of COORDINARE once lodged. COORDINARE may copy, or otherwise deal with all or any part of an application for the purpose of conducting evaluation of applications.
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 Director of Commissioning at commissioning@coordinare.org.au
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 application from further consideration.
No contract	Nothing in this small grant process should be construed to give rise to any contractual obligations or rights, express or implied, by the issue of this small grant process or the lodgement of an application 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.