



ACT
Government
Health

Vaping Cessation and Nicotine Dependence Support Service for Young People in the ACT

Grant Requirements



Vaping Cessation and
Nicotine Dependence
Support Service for
Young People in the
ACT

Grant Requirements

Date March 2025

Contents

Contents.....	2
1. Introduction	3
1.1 Acronyms	3
1.2 Definitions	3
1.3 About the grant	5
1.4 Objectives	5
1.5 Considerations for applicants.....	6
2. Eligibility Criteria	7
3. Scope.....	7
3.1 Eligible expenditure	8
3.2 What grant funds cannot be used for	8
4. How to apply	9
4.1 Joint (consortia) applications	9
4.2 Timeframe	9
4.3 Grant briefing	10
4.4 Questions during the application process.....	10
5. How we will assess your application.....	11
5.1 Grant Response Questions	11
5.2 Grant Assessment.....	16
6. Successful grant applications.....	18
7. Ethical process	19
8. Grant Requirements.....	20
9. Transition Requirements.....	23
10. Reporting	24
11. Meetings	25
12. Contract Management and Governance	25
13. Performance Management	26

1. Introduction

1.1 Acronyms

ACTHD	ACT Health Directorate
ATOD	Alcohol, tobacco and other drug
LGBTIQA+	People who are lesbian, gay, bisexual, transgender, intersex, queer, asexual and other sexually or gender diverse
NGO	Non-government organisation
SLJC	Secure Local Jobs Code

1.2 Definitions

Clients	People who access the service seeking treatment and/or support.
Community Sector Indexation	The annual percentage increase set by the ACT Government and paid to Community Sector Organisations funded to deliver health and community services.
Demographic Data	Service providers must report on aggregated demographic data of participants who use their services, including, where available: <ul style="list-style-type: none">a) Genderb) Agec) Aboriginal or Torres Strait Islander statusd) Cultural and Linguistically Diverse backgrounde) LGBTIQA+ status.
Grant	A grant is an arrangement where money is provided to a recipient as financial assistance by the Territory for a specified purpose that enables the recipient to achieve goals and objectives that are consistent with Territory policy.
Grant Period	The total period of the grant program.
Grant Recipient	A Service Provider that has an executed agreement in place and has received funding from the Territory to undertake a grant activity.
Non-Preferred Respondent	A grant Respondent whose grant application has not been selected as a preferred application, however an executed Agreement is not yet in place. Should negotiations with Preferred Respondents break down, the Territory reserves the right to engage a Non-Preferred Respondent in an Agreement for grant activity.
Objectives	Objectives are what the ACT Government wants achieved by the health and community services sector through investment in the ATOD sector by

	<p>following the commissioning approach. Objectives may not be realised for a long time following initiation of new services and programs and may only be met if other conditions outside of the service are addressed. Services may contribute to Objectives being met, but not solely, and attribution of individual Service's achievement to Objectives being met may be difficult to quantify.</p> <p><i>Example: Reduce barriers to service navigation.</i></p>
Outcome	<p>The level of performance or achievement that occurs because of the delivery or service provided by a Service. The actual change or difference resulting from intervention.</p> <p><i>Examples: Service User has improved wellbeing following treatment.</i></p>
Output	<p>The level of performance or achievement that occurs because of the delivery or service provided by a Service. The actual change or difference resulting from intervention.</p> <p><i>Example: number of Service Users who received treatment during the reporting period.</i></p>
Preferred Respondent	<p>A grant Respondent whose grant application has been selected as a preferred application, however an executed agreement is not yet in place.</p>
Respondent	<p>An organisation that submits an application for funding to undertake a grant activity.</p>
Service	<p>The set of activities the organisations are funded to provide. <i>Example: Youth vaping cessation and nicotine dependence support service</i></p>
Service Provider	<p>Refers to organisations providing youth vaping cessation and nicotine dependence support services.</p>
Service User	<p>A person who attempts to access a Service, a person who uses a Service, or a person who has recently ceased using a service.</p>
Stakeholder	<p>Used as an all-encompassing term for individuals, groups or sectors with an interest in, or are affected by the delivery of the health services. Stakeholders may include non-government organisations, people with lived and living experience and their families and carers, government workers, peak organisations, and academics.</p>
Territory	<p>As represented by the ACT Health Directorate.</p>

1.3 About the grant

Vaping and nicotine dependence is a significant public health concern for young people in the ACT. In 2022 almost a third of ACT secondary school students reported ever vaping. Between 2018 and 2022, the proportion of young adults aged 18–24 years who had ever vaped increased from 18.6% to 63.3%.¹

There are no formal vaping cessation or nicotine dependence support services in the ACT that are targeted to supporting young people to quit or manage dependence and engagement with the telephone-based ACT Quitline is low for young people.

The vaping cessation and nicotine dependence support service will support the needs and preferences of young people by providing access to a free and confidential vaping cessation and nicotine dependence support service for people in the ACT aged up 24 years old.

Funding

Total maximum funding available for this grant is \$660,000 (GST exclusive) available from 1 August 2025. The grant will be for a period of up to three years.

At the end of each financial year of the Term, the Territory will increase the base Funds by Community Sector Funding Rate of Indexation (Indexation) calculated by the Territory. The Territory will notify the Recipient of the relevant indexation rate applied from financial year to financial year and the revised Funding amount payable.

A Federation Funding Agreement (FFA) on Smoking and Vaping Cessation Activities was signed on 6 June 2024 to enhance Quitline and cessation services in the ACT over four years. A proportion of the FFA funding has been allocated to this grant opportunity. Further work will be undertaken by the ACT Government prior to the expiry of any resulting agreements to consider the ongoing needs for smoking and vaping cessation services in the ACT.

Timeframe

This grant is for a period of up to three years.

1.4 Objectives

Commissioning objectives

- (a) The service/s will respond to community need, both existing and emerging, through increased flexibility and opportunities for innovation.
- (b) The service/s will contribute to improvements in coordination and collaboration across the health and community service system to support seamless and holistic care, and transitions between services.

¹ ACT Health Epidemiology Section: Smoking and Vaping in the ACT: Trends and characteristics. March 2024. [Smoking-and-vaping-in-the-ACT-2024-compendium-report-results-in-brief.pdf](#)

- (c) The service will contribute to improved sector sustainability through closer partnerships and by ensuring the ACT Government better understands service needs.

ACT Drug Strategy Action Plan 2022-2026 objectives

- (a) Increase access to targeted nicotine dependence treatment and cessation support services,
- (b) Reduce barriers to service navigation,
- (c) Reduce stigma and discrimination experienced by individuals who use alcohol, tobacco and other drugs,
- (d) Ensure non-judgemental, inclusive and culturally appropriate services and resources are available,
- (e) Improve early intervention for populations requiring special consideration,
- (f) Reduce the prevalence of harms associated with use of alcohol, e-cigarettes and other drugs,
- (g) Improve systems to better protect Canberrans from ATOD and related harms, and
- (h) Improve support for people with complex needs or requiring access to multiple services.

National Tobacco Strategy 2023-2030 aligned actions

- (a) Provide greater access to evidence-based cessation support services to support people to quit the use of e-cigarettes, tobacco and other nicotine containing products,
- (b) Develop new approaches or expand existing services to incorporate support for vaping cessation,
- (c) Improve public awareness of services demonstrated to assist with smoking cessation,
- (d) Strengthen tobacco control workforce capability and capacity to deliver evidence-based services to support people to quit the use of tobacco, e-cigarettes and novel and emerging products.

1.5 Considerations for applicants

Population requiring special consideration:

- (a) Applicants are strongly encouraged to consider the priority populations requiring special consideration: young people living with mental illness and/or alcohol and other drug dependence; young people experiencing homelessness; Aboriginal and/or Torres Strait Islander young people, young people under 18 years; young people who are unemployed; young people who are lesbian, gay, bisexual, transgender, intersex, queer, asexual and other sexually or gender diverse people (LGBTIQ+); pregnant young people and their partners; young parents; and
- (b) Applicants should include in applications how the service/s caters to the needs of relevant populations requiring special consideration.

2. Eligibility Criteria

To be eligible the Applicant must:

- (a) Have an Australian Business Number (ABN) or Australian Company Number (ACN)
- (b) Be registered for the purposes of GST
- (c) Have an account with an Australian financial institution and
- (d) Be one of the following entity types:
 - i. A company incorporated in the ACT under the Associations Incorporation Act 1991;
 - ii. A company limited by guarantee and incorporated under the Corporations Act 2001 (Commonwealth);
 - iii. An incorporated trustee on behalf of a trust;
 - iv. An incorporated association;
 - v. A partnership;
 - vi. A joint (consortia) application with a lead organisation (refer to section 4.1 of grant guidelines for further guidance);
 - vii. A registered charity or not-for-profit organisation;
 - viii. A publicly funded research organisation.
- (e) Meet the criteria under 'Eligible services'.
- (f) The successful applicant is required to be compliant with ACT policy priorities, and where applicable Secure Local Jobs Code (SLJC) certification. Where SLJC certification is not applicable, it is highly recommended that the successful applicant is SLJC certified or is working towards certification.

Organisations with previous experience of operating a smoking or vaping cessation service are encouraged to apply.

Ineligible organisations and individuals:

- (a) Commonwealth, state, territory or local government agency or body (including government business enterprises);
- (b) Individuals;
- (c) Unincorporated associations; and
- (d) Overseas residents or organisations.

3. Scope

The Territory is purchasing an evidence-based vaping cessation and nicotine dependence support service/s to support the needs and preferences of young people aged up to 24

years in the ACT.

Service Providers must adhere to all Performance Requirements unless an exemption is granted.

3.1 Eligible expenditure

Not all expenditure outlined in your grant response may be eligible for grant funding. The Territory makes the final decision on what is eligible expenditure under the grant. Should you be selected as a preferred provider in a grant assessment process, eligible expenditure will be further discussed during contract negotiations.

For expenditure to be eligible, you must incur the expenditure on your grant activities between the start date and end or completion date for your grant activity.

It is recommended that administration costs (indirect costs) of your grant activity should not exceed 17.5% of the total funding, including any academic support fees. Administration costs include expenses that are not directly related to the delivery of the relevant service but are necessary for the program's operations (such as utilities and insurance costs). Applicants who outline administration costs beyond 17.5% will not be excluded from consideration, however the proportion of total activity costs used for administration purposes will be taken into account.

3.2 What grant funds cannot be used for

- Purchase of land;
- Purchase of vehicles;
- Major capital expenditure;
- Costs incurred in the preparation of a grant application or related documentation;
- The salaries or training and development of staff not involved in the delivery of grant funded activities;
- Activities for which you are already receiving government funding;
- Major construction/capital works;
- Activities undertaken by or on behalf of political organisations;
- Activities which subsidise commercial activities;
- Funded clinical trials;
- Overseas travel; and
- Activities for which other commonwealth, state, territory or local government bodies have primary responsibility.

4. How to apply

Prospective Respondents will be required to access the grants package and submit their grant responses via the [SmartyGrants](#) Platform.

4.1 Joint (consortia) applications

We recognise that some organisations may want to partner with other organisations. In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation may submit the Application Form and enter into a grant agreement with the Territory.

The application must identify all other members of the proposed consortium and include a letter of support from each of the partners. Each letter of support should include:

- Details of the partner organisation;
- An overview of how the partner organisation will work with the lead organisation and any other partner organisations in the consortium/group to successfully complete the grant activity;
- How governance and administrative requirements (such as strategic decision making, risk identification/mitigation, financial management and reporting) will be facilitated between entities involved in the consortium/group;
- An outline of the relevant experience and/or expertise the partner organisation will bring to the consortium/group;
- The roles/responsibilities of the partner organisation and the resources they will contribute (if any); and
- Details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement. A copy of this formal arrangement must be provided to the ACTHD if requested, prior to the execution of the grant agreement. Consortium partner organisations may also need to provide key documentation such as evidence of insurance and accreditation when requested by the Territory.

Only the lead organisation will enter into a grant agreement with ACTHD, however the lead organisation must have the authority to do so on behalf of the consortium members.

4.2 Timeframe

You must submit a grant application between the published opening and closing dates. We will not accept late applications, unless it is the direct result of mishandling by ACTHD.

If you are successful, ACTHD expects that you will be able to commence your grant activity in September 2025.

Activity	Expected timeframe
Grant opportunity open on Smartygrants	Mid-March – Late April 2025
Formal notification to unsuccessful respondents (until new grants have been awarded and executed, this cohort is referred to as ‘non-preferred respondents’)	June 2025
Negotiations with Preferred Respondents and award of new grant agreements	June – August 2025
Earliest start date of grant activity	September 2025

4.3 Grant briefing session

A recorded grant briefing will be made available shortly after the opening of the grants opportunity where we will further clarify the grant requirements. A link to the recording will be made available on the ACT Government Grants webpage.

4.4 Questions during the application process

If during the application period, you require clarification of grant information or if you experience technical or process difficulties, please contact ATODPolicy@act.gov.au. ACTHD will respond to emailed questions within three working days.

The opportunity to ask questions or seek clarification will close five full days before the end of the application period. This allows ACTHD to broadly disseminate information to applicants (in line with principles of probity), with sufficient time for applicants to consider the impact of the response on their application.

ACTHD cannot assist you to address assessment criteria, determine eligibility or complete your application.

5. How we will assess your application

5.1 Grant Response Questions

Mandatory Criteria	
Grant Governance and Compliance Declaration	
<p>The below Governance and Compliance Declaration assures the Territory that the grant recipient has the capacity to govern, plan and manage the required approach/model of service delivery in accordance with ACT Government policies and procedures, and industry and legislative requirements.</p> <p>Respondents must:</p> <ol style="list-style-type: none"> 1. complete the Compliance and Governance Declaration as part of their grant application (within SmartyGrants). 2. if a respondent answers No to questions 1-8, 10 (and 11 if applicable) or Yes to question 9, they must provide supplementary explanation/commentary and appropriate evidence as part of their grant application. 3. Complete, have witnessed and upload into SmartyGrants a Statutory Declaration to support responses to the Governance and Compliance Declaration. 	
MC1	<p>Does the Respondent have a Board or similar governance structure that oversees its functions, processes, and funding?</p> <p><i>Note: The Service Provider must be able to provide evidence of structures and processes <u>if requested by the Territory.</u></i></p>
MC2	<p>Does the Respondent have a formal process which describes how the organisation ensures continuous quality improvement?</p> <p><i>Note: The respondent must be able to provide evidence of formal processes <u>if requested by the Territory.</u></i></p>
MC3	<p>Does the Respondent have a formal process which describes how the organisation obtains, uses, stores and shares information in line with relevant national/Territory legislation and policy (e.g., confidentiality, information security and specific technology/data management systems, policies and practices used by the organisation)?</p> <p><i>Note: The respondent must be able to provide evidence of formal processes <u>if requested by the Territory.</u></i></p>
MC4	<p>Does the Respondent have a formal process which describes how risks are identified, managed, and reported?</p> <p><i>Note: The respondent must be able to provide evidence of formal processes <u>if requested by the Territory.</u></i></p>
MC5	<p>Does the Respondent have appropriate insurance to cover delivery of the approach/model of service delivery (including public liability and professional indemnity insurance, if required and as specified in Grant Requirements above)?</p> <p><i>Note: The respondent must be able to provide evidence/copies of insurance <u>when requested by the Territory.</u></i></p>

MC6	<p>Is the Respondent compliant with relevant legislation, regulation, and policy (as required by the approach/model of service delivery), for example:</p> <ul style="list-style-type: none"> • Relevant Commonwealth and Territory legislation (e.g., work health and safety legislation and privacy legislation) • ACT Government policy, including <i>'fair and ethical treatment of workers and prioritisation of local and secure employment'</i>. • The successful applicant is required to be compliant with ACT policy priorities, and where applicable Secure Local Jobs Code (SLJC) certification. Where SLJC certification is not applicable, it is highly recommended that the successful applicant is SLJC certified or is working towards certification. <p>Note: <i>The respondent must be able to provide evidence/copies of relevant accreditation, industry certifications, professional qualifications/registration <u>if requested by the Territory.</u></i></p>
MC7	<p>Does the Respondent hold relevant accreditation and personnel possess appropriate qualifications and certifications (as required by the approach/model of service delivery), for example:</p> <ul style="list-style-type: none"> • Relevant accreditation standards/requirements • Relevant industry/role certifications (e.g., Working With Vulnerable People registration) • Relevant professional qualifications/registration (e.g., Australian Health Practitioner Regulation)
MC8	<p>Is the Respondent financially viable to support the sustainable delivery of the approach/model of service delivery over the term of the grant agreement, and can your organisation provide audited financial statements for the last 3 years?</p> <p>Note: <i>The respondent must provide evidence/copies of audited financial statements <u>if requested by the Territory.</u></i></p>
MC9	<p>Has the Respondent identified any issues or risks* to disclose which may impact their ability/capacity to provide the approach/model of service delivery, or which may adversely impact the reputation of the respondent organisation or the Territory as the funding provider?</p> <p><i>*Risks include any disciplinary action (current or historical) on the part of the organisation taken by a funding body, criminal/civil action taken against the organisation or staff members/contractors in the context of their employment, critical incidents, or failed accreditation, or if any of the services may be sub-contracted.</i></p> <p>Note: <i>If yes, the respondent must provide additional information <u>when requested by the Territory.</u></i></p>
MC10	<p>Does the Respondent agree to all Performance Requirements under the grant?</p> <p>Note: <i>If no, the respondent must provide additional information <u>when requested by the Territory</u> (additional information may include a request/justification for exemption to the performance requirements, for consideration by the Territory).</i></p>
<p>Additional question just for respondents involved in a consortium</p>	

MC11	<p>Can the respondent provide letters of commitment from all agencies identified in a consortium as well as consortium governance arrangements (including financial management, risk management and reporting arrangements)?</p> <p><i>Note: The respondent must provide these documents <u>if requested by the Territory.</u></i></p>
-------------	--

Weighted Criteria		Weighted score
WC1	Service/s to be delivered under the grant (Capability, Capacity and Demonstrated Ability to deliver the Services)	/50
	<i>Describe how your organisation will deliver the proposed service/s detailed in Section 8 of the Grant Requirements, including addressing the following:</i>	
1a	<p>How will the service/s deliver the service delivery requirements detailed in Section 8, including the application of an evidence-based model of care? How will the service/s meet the performance requirements detailed in Section 8?</p> <p>Strong responses will include details on:</p> <ul style="list-style-type: none"> • Proposed service capacity • Proposed service location/s and hours of operation • Proposed service characteristics and model of care • Proposed method of engagement with target cohort <p>Word limit: 2,000 words</p>	40
1b	<p>How will the service adapt to provide tailored interventions to the priority populations in Section 1.5 above?</p> <p>Word limit: 750 words</p>	5
1c	<p>Submit a completed Risk Register template, identifying risks and challenges which may impact the service/program to be delivered and the sustainability of the sector*, and articulate how they will be addressed by your organisation (including opportunities for innovation)</p> <p><i>* Risks and challenges may include (but are not limited to) workforce issues, client/population demographics and need, funding, the legal/policy environment, quality and safety, consortia arrangements, reputation and relationships, communications, technology and advancement, evidence, agency, and advocacy. If any of the services may be sub-contracted, this should be considered as a risk. If the service is high risk, describe the processes the organisation has in place to manage this.</i></p> <p>Note: Word limit does not apply to this section.</p>	5

WC2	Relevant experience	/30
2a	Demonstrate organisational capability to provide the required service/s including previous relevant experience in providing similar services in the last three (3) years. <i>Word limit: 1,500</i>	20
2b	Demonstrate your organisation's experience and capability working with young people and with populations requiring special consideration as identified in Section 1.5, including the strategies you have used to deliver culturally safe and accessible services. <i>Word limit: 1,000</i>	10
WC3	Organisational capacity and resourcing	/20
3a	Provide an up-to-date organisational structure, flow chart or similar to show the staff who will be responsible for the proposed service/s, and the management oversight/ reporting lines and discuss how the organisational structure will support the delivery of the proposed service/programs. <i>Word limit: 500 words</i>	10
3b	Identify the existing resources, assets, staffing (including hiring people local to the Canberra region) etc the organisation has to deliver this program. If relevant, demonstrate access to, or plans to procure/recruit appropriate equipment, assets, staffing and resources required to deliver the proposed service/s. <i>Word limit: 500 words</i>	5
3c	Articulate the roles and responsibilities of key personnel involved with the service/s to be delivered, including positions, professional qualifications and registrations held (if required by the role and/or legislation). <i>Word limit: 1,000</i>	5

Non-weighted criteria	
NW1	<p>Measuring and evaluation (word limit 500 words)</p> <p>The Respondent must articulate how they will measure the outputs and outcomes of the service/program, including:</p> <ul style="list-style-type: none"> • Data management software (e.g., what methodologies and systems you will utilise to measure identified outputs) • Measurement methodology (e.g., sample group, timepoints for data collection, context of data collection) • Measurement tool/s
NWC2	<p>Referees</p> <p>Provide contact details for 2 referees who could substantiate documented experience.</p>
NWC3	<p>Provide a breakdown of how the annual grant funding will be used to deliver the service/program under the grant via submission of a completed Pricing Schedule. You must include details on the following:</p> <ul style="list-style-type: none"> • Direct costs associated with service/program delivery - with a clear breakdown of each itemised cost for the financial year. Direct costs should include (but are not limited to): <ul style="list-style-type: none"> ○ Staffing (including number of FTE, indication of whether wages are linked to existing award rates, management/supervisors), ○ Equipment hire, and ○ Consumables • Indirect costs which will support organisational capability over the life of the grant – with a clear breakdown of each itemised cost for the financial year. Indirect costs may include (but are not limited to): <ul style="list-style-type: none"> ○ Assets, ○ Administration, ○ Rent, ○ Utilities, ○ Communications, ○ Insurance, and ○ Accreditation. <p><i>* Tip for respondents: When providing your itemised costings, provide as detailed a breakdown as possible (e.g., Number of nurses versus number of administrators etc).</i></p>
NWC4	<p>State if the proposal is dependent on another funding source and if so, whether the funding stream is ACT Government funding or from another source.</p>

5.2 Grant Assessment

ACTHD will establish a Grant Assessment Panel to check the eligibility of applications, then assess each against the mandatory and weighted and non-weighted criteria.

ASSESSMENT CRITERIA SCORING MATRIX		
DESCRIPTOR	RESPONSE TO ASSESSMENT CRITERIA	RATING
Outstanding	Response to Weighted Assessment Criterion far exceeds all the relevant requirements and provides significant additional value to the Territory. Response demonstrates an outstanding understanding of the requirements as assessed against the Weighted Assessment Criterion and presents a strategic view of the requirement within the broader Territory context. Information provided is concise, extensive and offers some knowledge gain to the Territory. All claims are fully substantiated.	10
Excellent	Response to Weighted Assessment Criterion exceeds all the relevant requirements such that the Territory will receive some additional value above the grant requirements. Response demonstrates an excellent understanding of the requirements as assessed against the Weighted Assessment Criterion. Information provided is comprehensive. All claims are fully substantiated.	9
Very Good	Response to Weighted Assessment Criterion meets all the relevant requirements and exceeds some relevant requirements such that the Territory will receive minor value above the grant requirements for those. Response demonstrates a very good understanding of the requirements as assessed against the Weighted Assessment Criterion. All claims are soundly substantiated. Some minor omissions in substantiation may be evident, however the overall claim is well supported.	8
Good	Response to Weighted Assessment Criterion meets all the relevant requirements and may marginally exceed some relevant requirements. Response demonstrates a good understanding of the requirements as assessed against the Weighted Assessment Criterion. Some insignificant uncertainties are evident, however claims or documentation contains most of the information expected of this Weighted Assessment Criterion.	7
Adequate	Response to Weighted Assessment Criterion meets all the relevant requirements. Response demonstrates an adequate understanding of the requirements as assessed against the Weighted Assessment Criterion. Some minor uncertainties or information gaps are evident, however claims or documentation generally contains the information expected of this Weighted Assessment Criterion.	6
Reservations	Response to Weighted Assessment Criterion meets most of the relevant requirements. Response demonstrates a general understanding of the requirements as assessed against the Weighted Assessment Criterion, however detail is lacking in specific areas. Some uncertainties or information gaps are evident within the key requirements.	5
Poor	Response to Weighted Assessment Criterion does not meet a minority of the relevant requirements. Response demonstrates a poor understanding of the requirements as assessed against the Assessment Weighted Assessment Criterion, with some shortcomings or deficiencies noted. Claims and documentation omit or are unable to substantiate key requirements of the Weighted Assessment Criterion.	4
Very Poor	Response to Weighted Assessment Criterion does not meet a majority of the relevant requirements. Response does not demonstrate an understanding of the requirements as assessed against the Weighted Assessment Criterion, through lack of provided detail or information. Claims and documentation omit or are unable to substantiate requirements of the Weighted Assessment Criterion.	3
Inadequate	Response to Weighted Assessment Criterion meets only a negligible number of the relevant requirements. Response demonstrates a minor misunderstanding of the requirements as assessed against the Weighted Assessment Criterion. Significant flaws in approach are evident. Claims and documentation are largely unsubstantiated.	2
Not Acceptable	Response to Weighted Assessment Criterion does not meet any of the relevant requirements. Response demonstrates a significant misunderstanding of the requirements as assessed against the Weighted Assessment Criterion. The response lacks fundamental details to address this Weighted Assessment Criterion. Claims and documentation are unsubstantiated and unreliable.	1
Not able to access	Response did not address this Weighted Assessment Criterion. (NOTE: There needs to be confirmed evidence of this circumstance). Response was not evaluated, as it did not provide any requested information.	0

Guidance Note: During *Phase 2 of Stage 3 - Assessment*, each Assessment Panel member must assess and score each Response for each Weighted Assessment Criterion using the Scoring Scale Table. A total weighted score for each Response will be calculated from the sum of each individual Weighted Assessment Criterion rating and multiplied by the individual Weighted Assessment Criterion weighting.

Following discussion and moderation of scores by Assessment Panel members, the agreed consensus score provides the overall score for each Weighted Assessment Criterion. All Weighted Assessment Criteria consensus scores will be multiplied by their respective weighting with the resulting figures tallied to give a total score out of a possible 100% for each Response.

NOTE: The descriptions in the "Response to Assessment Criterion" column is intended to act only as guidance on assessing ratings. They are not intended to be wholly exclusive of the issues to be taken into account, nor to be applied literally.

5.4 Grant approvals

Once the Grant Assessment Panel has finalised the assessments, the Chair of the Panel will provide a number of formal recommendations to the Delegate for their approval.

The delegate will make a final determination of the grant recipients based on the recommendations put forward by the Chair of the Grant Assessment Panel and the available funding under the grant.

The delegate's decision is final in all matters, including:

- The approval of the grant;
- The grant funding amount to be awarded for each service/program; and
- The terms and conditions of the grant.

5.5 Notification of application outcomes

The Grant Assessment Panel will advise you of the outcome of your application by phone and in writing. If you are successful (Preferred Respondent), we will advise you of any specific conditions attached to the grant and will set up a time to commence contract negotiations.

If you are notified that you are a Non-Preferred Respondent, that means that your application has been unsuccessful in the short-term. From time to time however, contract negotiations with Preferred Respondents break down, and in such circumstances, ACTHD reserves the right to re-engage Non-Preferred Respondents in contract negotiations as a Preferred Respondent until all coverage for all service streams has been achieved and new grant agreements have been executed.

Once new grant agreements with providers have been executed, Non-Preferred Providers will be formally notified that they have been unsuccessful in the grant process. Unsuccessful Respondents are able to request a formal debrief. Debrief requests should be made to ATODPolicy@act.gov.au within 5 working days of being notified as an Unsuccessful Provider. The business unit responsible for the grant will respond to your request via email as soon as practicable.

6. Successful grant applications

Successful Respondents will be offered a legally binding grant agreement with the Territory. We will use a standard agreement for this program.

Each agreement has general terms and conditions that cannot be changed.

The agreement must be signed by the Successful Provider and executed by the Territory before any payments can be made under the grant. The Territory is not responsible for any expenditure until the agreement has been executed. If you choose to commence your grant activities before you have received a copy of the executed agreement, you do so at your own risk.

Your agreement may include specific conditions, such as those determined during the assessment and/or contract negotiations, or conditions imposed by the delegate. ACTHD will clearly articulate these within the agreement.

Successful Respondents who have been offered an agreement will have 20 days from the date of written offer to sign and return the signed agreement to ACTHD so that it can be executed by the Delegate in a timely manner. ACTHD will work Successful Respondents to finalise the details.

The offer may lapse if both parties (the Successful Respondent and the Delegate) do not sign and execute the grant agreement within the allocated timeframe (20 working days from offer to execution). Under certain circumstances, ACTHD may extend this period. ACTHD will base the approval of your grant on the information you provide in your application.

Once an agreement has been executed, a Grant Recipient may request changes to the grant during the life of the agreement. However, any changes would have to be agreed by ACTHD and the Grant Recipient.

6.1 Grant payments

The agreement will clearly state:

- The total amount of grant funding to be paid over the period of the agreement; and
- If annual indexation will be applied; and
- the schedule of payments.

ACTHD will not be able to exceed the maximum grant amount outlined in the agreement. Further costs incurred by your organisation that are related to the grant activity, but which exceed the maximum grant amount will fall under the responsibility of the organisation to meet.

ACTHD will make payments to Grant Recipients according to an agreed schedule set out in the agreement. Some payments may be subject to satisfactory progress on the grant activity and compliance with reporting requirements.

The grant payments must be used to deliver the service, and the Grant Recipient must provide financial reporting as required, setting out the amount of funding received for that period of time, and the costs of the service.

7. Ethical process

7.1 Probity

The ACT Government defines probity as *“complete and confirmed integrity, uprightness and honesty in a particular process”*. Compliance with probity assists in ensuring that an investment can withstand internal and external scrutiny. In pursuing value for money in a grant process, the Territory must have regard, amongst other things, to probity and ethical behaviour. More information about probity can be found on the [Procurement ACT website](#).

Furthermore, the ACT Government will make sure that the grant opportunity process is fair, according to the published guidelines and that it incorporates appropriate safeguards against fraud, or other unlawful activities. This grant process will also be undertaken in a manner which is consistent with the ACT Government’s framework and best practice policy for the [Administration of Government Grants in the ACT](#).

7.2 Conflicts of interest

Conflicts of interest have the potential to compromise the integrity of the grant opportunity or program. A conflict of interest, or perceived conflict of interest may arise for an ACT Public Service employee, a member of a Grant Assessment Panel, a member of a committee, an advisor or a grant Respondent (or personnel within a Grant Respondent organisation). Conflicts of interest include:

- Professional, commercial or personal relationships with a party who is able to influence a grant assessment or application selection process, such as an ACT Government officer; or
- Someone who has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

Grant Respondents will be asked to declare, as part of a grant application, any perceived or existing conflicts of interests.

If a Grant Respondent identifies a potential, actual, apparent, or perceived conflict of interest after a grant application has been submitted, or at any time during the grant assessment or selection process, they must inform the Directorate in writing immediately.

Territory employees also have existing confidentiality obligations and an ongoing requirement to disclose and take steps to avoid any actual, perceived, or potential conflicts of interest in connection with ACT Public Service employment. These obligations arise from such sources as:

- (e) ACT Public Service Code of Conduct 2022;*
- (f) ACTPS Code of Ethics 2010;*
- (g) Public Sector Management Act 1994; and*
- (h) Crimes Act 1900.*

To promote best practice, the Delegate, all Assessment Team members, and other individuals involved with the grant assessment process must read and sign a Conflict of Interest Disclosure and the Confidentiality Undertaking prior to undertaking a grant assessment.

8. Grant Requirements

8.1 Service requirements

Having regard to progressing the broad policy goals outlined in Section 1.4, the Service Provider will provide a vaping cessation and nicotine dependence support service for people in the ACT aged up to 24 years old.

The Service Provider must work towards improved outcomes for Service Users, including, but not limited to:

- Improved access for young people in the ACT to information and support for vaping cessation and nicotine dependence support,
- Reductions in nicotine use and/or vaping behaviours,
- Improvement in physical health and/or mental health,
- Improvement in quality of life,
- Service users are referred and linked to other services as appropriate,
- Service users are satisfied with the service, and
- Service users receive culturally safe and appropriate services.

The service will support the needs and preferences of young people wishing to cease vaping or other nicotine use by providing access to a free and confidential vaping cessation and nicotine dependence support service. This must include the provision of free NRT where deemed clinically appropriate, in accordance with an evidence-based model of care.

The service delivery model should include options for both one-to-one counselling and peer group programs.

The target group of the service is ACT residents aged up to 24 years old who use e-cigarettes or other nicotine-containing products, who are seeking to quit or reduce these behaviours and/or are interested in quitting or reducing.

The service should provide tailored interventions where possible for people from priority groups who vape or use other nicotine-containing products, outlined in Section 1.5 of these requirements.

Service hours of operation and service access should reflect the needs of the target cohort, such as flexible options for engagement / after-hours windows.

The service must operate in a way that minimises the stigma and discrimination felt by individuals who use nicotine and vaping products.

The service must offer visible, accessible and acceptable avenues for self-referral by young people. The service must establish an integrated referral program from health professionals and other sources, including provision of feedback to referrers on client outcomes.

The service may offer options for digital supports as an adjunct to the core service.

Linkages to existing support services for young persons in the ACT are encouraged.

The service will collect information from clients in relation to service satisfaction, use of smoking/vaping/other nicotine products, quit attempts and success, use of cessation assistance, and referral pathway, to inform service evaluations and improvement.

8.2 Performance Requirements

The Service Provider/s will ensure that information, education and services delivered are:

- High quality,
- Evidence-based,
- Accessible,
- Confidential,
- Integrated,
- Targeted,
- Culturally appropriate, and
- Free to clients, including where nicotine replacement therapy (NRT) is deemed clinically appropriate.

The Service Provider/s will apply an evidence-based model of care, as agreed by ACTHD.

The Service Provider/s must deliver a non-discriminatory, accessible and confidential service which is trauma informed and sensitive to the social and cultural values of the consumer, the consumer's family, and the community.

The Service Provider/s must implement strategies to ensure access to culturally safe care by Aboriginal and Torres Strait Islander people and those from culturally and linguistically diverse backgrounds.

The Service Provider/s must have feedback and complaints processes in place and promote these to service users, including internal processes and external processes.

Service staff must be appropriately qualified and accredited to deliver these services, with staff receiving appropriate ongoing training and supervision.

If required, the Service Provider/s will further enhance services driven by evidence of effectiveness and need.

The Service Provider must be accredited in accordance with an appropriate standard, such as the National Safety and Quality Primary and Community Healthcare Standards, to deliver the services.

The Service Provider must have consumer information available (such as through a website) to Service Users, potential Service Users and the broader community.

The organisation will ensure employees and volunteers maintain current Working with Vulnerable People registration, appropriate to their position, and where applicable to the services being provided.

8.3 Interactions and connections with the health and community sector

Service Providers must cooperate with each other and the broader ACT health and community sector to ensure that there are effective connections with and between health and community sector organisations in the ACT, so clients experience services delivered by as being as 'joined up' and as seamless as possible.

8.4 Client Co-Payments

Service providers must not require co-payments/co-contributions from clients.

8.5 Qualifications and resourcing

Staff must have the relevant qualifications, knowledge and skills to provide safe, high quality, evidence-based care to service users.

8.6 Risk Management and Business Continuity

The Service Provider must ensure that they have appropriate business continuity plan documents to ensure the continuity of service in the event of natural disasters, power outages, medical emergencies/pandemics, or other significant events that would otherwise impact the delivery of regular services.

8.7 Work Health and Safety Requirements

The Service Provider must comply with *WorkHealth and Safety Act 2011* (ACT) to ensure the health and safety of staff and clients through the assessment and mitigation of risks in the service.

8.8 Privacy

In respect of any Personal Information (defined in section 8 of the *Information Privacy Act 2014* (ACT)) that is held in connection with the Contract, the Service Provider must:

- (i) Comply with the Territory Privacy Principles (TPPs) and any applicable TPP Code (sections 21(1) and (3) of the Information Privacy Act refer) as though the Service Provider is a public sector agency and must not (and procure that any subcontractor engaged by the Service Provider under this Agreement does not) act or engage in a practice that breaches a TPP or a TPP Code, and
- (j) Co-operate with any reasonable requests or directions of the Territory arising directly from, or in connection with, the exercise of the functions of the Information Privacy Commissioner under the Information Privacy Act.

Providers must also manage all Personal Health Information in accordance with the *Health Records (Privacy and Access) Act 1997*.

9. Transition Requirements

9.1 Transition Process Requirements

Transitions signal a shift to a new operating environment and are a key component of any human service system grant program. Through this grant opportunity, it is envisaged that a number of providers will be transitioning into the service system through a new grant arrangement.

9.2 Transition-in

During the Transition-In Period the Territory's responsibilities will include:

- (k) Providing a point of contact at the ACTHD to engage with Providers; and

During the Transition-In Period the Provider's responsibilities will include:

- (l) Providing support as required during the transition and implementation to allow problem determination and resolution;
- (m) Meeting as required with the Territory's Relationship Manger and other stakeholders;
- (n) Complying with all reasonable directions from the Territory.

10. Reporting

For year 1 of service provision (2025-26) Service Providers must report against the measures outlined in the Performance Report Template.

Performance Reports will be a central reference point for discussion during Annual Service Visits.

Reporting requirements for year 2 onwards will be developed and agreed to between the Territory and Service Providers.

The Service Provider must provide the following reports:

Title	Description	Distribution	Timing
Financial Report	This report will contain information about how funding was acquitted during the reporting period and an Audit Report on the Service Providers accounts. In addition, it will include information about the indirect costs connected with the delivery of Services to enable ACTHD to improve insights into the real cost of service delivery.	To be submitted to ACTHD Community Sector Contracts & Grants unit (CSCGU)	Within 30 days of 30 June and 31 December, for each financial year of the Agreement Period.
Performance Report	This report will contain data and information demonstrating agreed performance requirements.	To be submitted to ACTHD CSCGU and ACTHD Alcohol, Tobacco, Other Drug and STIBBV Policy (ATODS Policy)	Within 30 days of 30 June and within 30 days of 31 December for each financial year of the Agreement Period, commencing 31 December 2025, unless otherwise negotiated.
Service User Incident Report	The Provider must notify and fully disclose to the Territory in writing any incident in which a serious, notifiable incident which involves a service user causing harm to themselves, another service user, an engaged person or a third party, or any other similar adverse situation, such that: (a) death or serious injury has been caused; or (b) severe damage or destruction of a property has occurred; or	To be submitted in writing to ACTHD ATODS Policy.	As required – the Territory must be notified of any Service User Incidents within 48 hours of the Service User Incident occurring.

Title	Description	Distribution	Timing
	<p>while receiving a service or undertaking an activity while under the care of the Service Provider.</p> <p>The Critical Incident Report must include:</p> <ul style="list-style-type: none"> (a) Details of the Incident (b) How the Service User Incident was managed by the Service Provider (c) If the Service User Incident was reported to relevant authorities; and (d) Any consequences of the Service User Incident 		

11. Meetings

The Service Provider must attend the following meetings:

Meeting	Timing	Attendees
Service Visit (may be face to face or virtual)	Annual unless otherwise advised	The Territory Relationship Manager, the Territory Contract Manager and the Service Provider's Contract Manager or a senior proxy must attend.
Transition meeting to discuss matters related to Transition In and/or Transition Out	As required	The Territory Relationship Manager, the Territory Contract Manager and the Service Provider's Contract Manager or a senior proxy must attend.

Either party may request additional meetings throughout the Term of the Agreement to aid communication or resolution of issues, and overall contract management, at no additional costs to the Territory.

12. Contract Management and Governance

The funding instrument will be managed in accordance with the Territory contract management plan and any variations to the funding instrument will not be accepted without prior Territory written approval.

The Service Provider must nominate a Contract Manager as the authorised representative under the funding instrument and the key contact for notices under the funding instrument. The Contract Manager will have delegation to represent the Service Provider in all respects, including ensuring Service Provider alignment with the Territory's strategic priorities.

A Territory Contract Manager with appropriate delegations will engage and work with the Service Provider Contract Manager.

The Territory reserves the right to negotiate the inclusion of additional Service Requirements or amendments of existing Services for the term of the funding instrument.

The Service Provider must notify the Territory as soon as practicably possible if for any reason they are no longer able to deliver a particular Service Requirement and discuss potential alternative approaches.

The Service Provider must maintain the same Service Requirements for the term of the funding instrument and substitutions will not be accepted without prior review, testing and approval by the Territory.

13. Performance Management

The Service Provider must achieve compliance with the Performance Requirements and Service Requirements.

Together with data and information reported in the Service Performance Report will be used to measure ongoing performance and raise any issues in any contract management meetings with the Service Provider.

The performance of the Service Provider will be monitored over time using the agreed measures.

Where a deficiency in the Service Provider's performance is identified the Territory and the Service Provider will work together to develop a means of remedying the deficiency. Where an identified deficiency is unable to be remedied or non-performance continues despite a remedy being implemented, the Territory may seek to terminate the funding instrument for default.

Acknowledgment of Country

We acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

Accessibility

If you have difficulty reading a standard printed document and would like an alternative format, please phone 13 22 81.



If English is not your first language and you need the Translating and Interpreting Service (TIS), please call 13 14 50.

For further accessibility information, visit www.act.gov.au/accessibility

www.act.gov.au/health | Phone: 132281

© Australian Capital Territory, Canberra Month Year
