

1. overview

icare dust diseases care also known as the Workers Compensation (Dust Diseases) Authority (DDA) administers the New South Wales Dust Diseases Scheme (the Scheme) that provides financial compensation and health care support to over 4,000 people affected by work-related dust diseases annually.

In addition, **icare dust diseases care** provides funding for research into the causes, mechanisms, diagnosis, treatment and prevention of dust diseases, to reduce the risk of people developing a dust disease and to optimise health and care outcomes for people with a dust disease and their families.

The dust diseases managed by **icare dust diseases care** under the Scheme include the following:

- Aluminosis
- Asbestosis
- Asbestos induced carcinoma
- Asbestos related pleural diseases (ARPDs)
- Bagassosis
- Berylliosis
- Byssinosis
- Coal dust pneumoconiosis
- Farmers' lung
- Hard metal pneumoconiosis
- Mesothelioma
- Silicosis
- Silico-tuberculosis
- Talcosis
- and other pathological conditions of the lungs, pleura or peritoneum caused by the same dusts that cause the above diseases

More than 95% of the dust diseases managed by **icare dust diseases care** are asbestos related.

2. description of the support organisation funding program

2.1 purpose

Through funding organisations that support people with a dust disease and their families, **icare dust diseases care** aims to:

- inform and educate people about dust diseases and the Scheme;
- support people through the Scheme's compensation process; and
- optimise the well-being of people with a dust disease.

2.2 objective

The objective of the funding program is to support the continuity and financial sustainability of organisations that support New South Wales workers and residents with a dust disease and their families.

3. eligibility and assessment

3.1 eligibility requirements

An organisation is eligible to apply for funding under the Support Organisation Funding Program if it:

1. is not-for-profit, registered as a charity in New South Wales and operates under an authority issued under the *Charitable Fundraising Act 1991* (NSW) at all times during the funding period
2. provides support services to people with a dust disease and their families as a core function of its business
3. delivers a minimum of 80% of its services to **icare dust diseases care's** customers and/or residents of New South Wales
4. provides a minimum of 250 service transactions annually, whereby a service transaction may include a telephone, face to face, electronic or social media interaction
5. provides a minimum of 35 service delivery hours per week
6. provides, as part of its service delivery model, a majority of the following services:
 - community information and education about dust diseases
 - emotional and well-being support and/or counselling for people with dust diseases and their families
7. provides a copy of its most recent financial statements with its application for funding

3.2 application process

Applications are to be made on the prescribed form and submitted via email to ddcgrants@icare.nsw.gov.au

The application is to be completed in accordance with these Guidelines and must include evidence supporting the seven eligibility requirements outlined in section 3.1. At a minimum, this includes:

- copy of the organisation's registration as a charity and authority issued under the *Charitable Fundraising Act 1991*; and
- copy of the most recent annual audited financial statements of the organisation

3.3 selection criteria and assessment

Applications will be assessed in accordance with three criteria:

Assessment Criteria	Description	Weighting %
Addressing the seven Eligibility Requirements (refer section 3.1)	The application should clearly demonstrate how the support organisation meets all of the eligibility requirements for funding	70%
Purpose and use of the funds applied for	What the funds will be used for and how this use aligns with the purpose and objective of icare dust diseases care 's Support Organisation Funding Program	20%
Budget	The application is supported by a reasonable and realistic determination of the funding budget relative to the intended purpose and use of the funds	10%

The assessment and selection process involves an initial eligibility appraisal to determine whether the application has satisfied all of the eligibility requirements. An application that meets all of the eligibility requirements will proceed for assessment against the selection criteria. Recommendations and approvals for funding will be based on the application's assessment results.

3.4 award of funding

An eligible organisation can apply for funding of up to \$60,000 per year exclusive of GST if it satisfies the Dust Diseases Board and **icare dust diseases care** that it is reasonably able to meet the minimum 250 service transactions annually and 35 service hours per week requirements.

Applications for funding grants of greater than \$60,000 can be made where the support organisation exceeds the minimum number of annual service transactions and weekly service hours requirements. However the amount of the grants awarded is subject to funds availability in any given year.

Successful applications will be awarded funding for a period of up to three years.

In order for funding to commence, a funding agreement must be entered into with **icare dust diseases care**. Funding agreements must be executed by the applicant support organisation and **icare dust diseases care**.

The awarded grant will form the sole source of funding to the organisation from **icare dust diseases care** for the year in respect of the specific purpose and use of the funds as outlined in the application.

4. general provisions

4.1 assessment of applications

Upon receipt, applications will be reviewed for completeness and eligibility.

The Dust Diseases Board will score and rank applications based on an assessment of merit against the three criteria described in section 3.3 of these Guidelines.

Applications may be reviewed by additional independent assessors if required.

The submission of an application does not confer any entitlement on the applicant.

The decision to make a grant is totally within the discretion of the Dust Diseases Board and **icare dust diseases care**.

The Dust Diseases Board requires its members and independent assessors to declare conflicts of interest and to withdraw from considering individual applications where such conflict exists.

Applications will be considered in the first instance for eligibility. Applications meeting the eligibility requirements will be merit assessed against the designated selection criteria for support organisation funding accordingly.

4.2 funding

4.2.1 terms and conditions

Funding is offered for a maximum period of three years. The grant will be offered as a “one line” grant in each year applied for without specification of distribution. There will be no additional sums paid by **icare dust diseases care** outside of the one line grant awarded under the application in respect of the purpose and use of the funds as specified in the application.

The grant must be spent wholly for the purposes and use for which it was applied for and awarded.

Payments in respect of a grant will be within the terms and conditions specified in the funding offer and set out in the relevant funding agreement. Refer to section 5.1 of these Guidelines.

All amounts referred to in the relevant funding agreement are exclusive of GST. Successful applicants are responsible for all financial and taxation implications associated with the receipt of funds.

4.2.2 what will not be funded

The following will generally not be funded:

- activities or projects that do not support NSW workers and residents with a dust disease and their families, and/or **icare dust diseases care**'s customers

- retrospective activities or projects that have already been completed
- cash prizes, gifts and/or incentives
- donations and awards
- repayment of a debt or loan
- activities or purchases intended to benefit a single individual or related unit
- capital works and purchases of buildings or land
- activities or projects operated for commercial or business profit
- private events

4.3 incomplete, false or misleading information

The application is the only source of information available for assessment. As such it must contain all the information necessary for assessment without need for further written or oral explanation or reference to additional information. All details provided in the application must be current at the time of application.

In some circumstances, it is an offence to provide false or misleading information to **icare dust diseases care**. If an application is found to contain false or misleading information it may be excluded from any further consideration for funding.

4.4 declarations / certifications

Signatures on the application form certify the accuracy and validity of all information submitted.

The support organisation signatory is certifying that the information contained in the application is true, correct and complete, and that the organisation will be responsible for the appropriate use of the funds awarded resulting from the application, and all other items as dictated by the funding agreement.

The signatory of the support organisation must have the appropriate authority to sign on behalf of their organisation.

Electronic signatures on grant applications are acceptable. Funding Agreements require original signatures.

4.5 privacy and confidentiality

Documents containing personal information will be handled and protected in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998* (NSW).

Applicants are required to consent to the information supplied as part of their application being disclosed for assessment and purposes connected with the making and administration of the Grant. Such disclosure includes, but is not limited to, members of

the Dust Diseases Board, independent assessors requested by the Dust Diseases Board to provide advice, and relevant employees of Insurance and Care NSW involved in the grant process.

4.6 conflict of interest

All parties involved in or associated with the application are required to disclose to **icare dust diseases care** any conflict of interest that has the potential to influence, or appear to influence the scholarship and fellowship and research/project proposal, publications and media reports, or request for funding related to the application/proposal. Such conflicts may be disclosed to **icare dust diseases care** at the time of submission of the application, and in reporting on funded grants as soon as practicable after the conflict of interest is identified.

4.7 notification of outcome

All applicants will be notified directly of the outcome of their application. The details of successful applications will be published on **icare dust diseases care's** website.

The announcement of the successful applicants may involve the dissemination of information to the public about the general nature of the purpose and use of the awarded funds including the amount.

4.8 enquiries

Enquiries can be directed to the Manager, Research and Education, **icare dust diseases care**, by phone on 139 444 or by email at ddcgrants@icare.nsw.gov.au

5. funds administration

5.1 funding agreement

If the application is successful, the support organisation will be required to enter into **icare dust diseases care's** standard Funding Agreement.

The Funding Agreement contains the specific conditions for the grantee including the grant details, reporting requirements and financial management.

The parties involved in a grant should familiarise themselves with the Funding Agreement conditions. The support organisation and **icare dust diseases care** will be parties to the Funding Agreement.

By signing the Funding Agreement, the support organisation is agreeing to the conditions contained in that Funding Agreement. The support organisation is responsible for the administration of the funds in accordance with the Funding Agreement.

Funding will not commence, nor funds be expended, prior to the Funding Agreement between **icare dust diseases care** and the support organisation having been signed by both parties.

Requests to vary a Funding Agreement or schedules must be forwarded in writing. Amendment of any clauses of the Funding Agreement will be at **icare dust diseases care**'s absolute discretion.

5.2 reporting requirements

icare dust diseases care requires reporting against the purpose and use of the awarded grant which is part of every Funding Agreement.

The support organisation is required to identify its spending of the grant funds and demonstrate that the grant funds have been used and spent in a manner that aligns with the purpose and use described in the application.

icare dust diseases care reserves the right to suspend or terminate a grant if reports are not supplied by the due date or if the report is considered unsatisfactory by the Dust Diseases Board and/or **icare dust diseases care**.

icare dust diseases care will provide notice in writing of any concerns to the support organisation.

5.2.1 performance reporting

Organisations awarded funding under this program must provide **icare dust diseases care** with a report at the end of every 6 months showing various information for that period as **icare dust diseases care** considers applicable to the purpose and use of the awarded funds. This information may include all or some of, but not limited to, the following items of information:

- The number and types of service provided to people with a dust disease and their families against the minimum 250 service transactions annually and 35 service hours per week requirements.
- The number of people referred to **icare dust diseases care**.
- The number of publications issued which includes a statement identifying **icare dust diseases care** as a major source of funding of the organisation.
- The number of community education activities conducted by the organisation.
- The training provided to members about the Scheme and services provided.
- Copies of documents, publications and educational information published using grant funds
- Copies of the organisation's membership rules, charters or other governance documents

Specific reporting requirements will be detailed in the Funding Agreement.

5.2.2 financial reporting

The organisation will also be required to provide:

- a copy of its audited annual report and financial statement covering the period of the funding
- a certification statement in the prescribed form setting out the amount of funds expended during the period and attesting that those funds were expended in accordance with the terms and conditions of the funding grant
- details of payments made to volunteers, employees and other persons from the grant.

5.3 acknowledging support

A condition of funding requires that successful applicants will be responsible for acknowledging funding support from **icare dust diseases care** on those occasions where activities, outputs and/or related outcomes directly resulting from the use of awarded funds are publicly discussed or presented. This includes but is not limited to documents, conferences, forums, media interviews, journals, printed articles and social media.