



# Dust Diseases Board Support Organisation Funding Program Guidelines FY2022/23

November 2022

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# 1. Introduction

icare dust diseases care, also known as the Dust Diseases Authority (the Authority), provides financial and health care support to over 4,900 people affected by work-related dust diseases annually.

The Dust Diseases Board (the Board) has been funding research since 1983 and more recently funding for organisations that provide support services to people affected by dust diseases and their families.

More than 85% of the dust diseases managed by icare dust diseases care are asbestos related. The diseases covered by icare dust diseases care are:

- Asbestos induced carcinoma
- Asbestos related pleural diseases
- Diffuse dust-related pulmonary fibrosis
- Hypersensitivity Pneumonitis, including
  - Bagassosis
  - Farmers' lung
  - Mesothelioma
- Pneumoconiosis (any form), including
  - Aluminosis
  - Asbestosis
  - Berylliosis
  - Byssinosis
  - Coal dust pneumoconiosis
  - Hard metal pneumoconiosis
  - Silicosis
  - Talcosis
- Silico-tuberculosis
- Silica-induced carcinoma of the lung
- Systemic sclerosis

And other diseases caused by the same dusts that cause the above diseases.

It is recommended that these Guidelines are read in conjunction with the Application Form.

## 2. Support Organisation Funding Program

### Overview

The 2020-2024 Dust Diseases Board Grant Strategy outlines the aim to make a positive difference to those impacted by hazardous dust exposure and dust diseases. The Board funds research activities as well as community organisations (also referred to as “Support Organisations”) that support people affected by dust diseases and their families.

By making grants to Support Organisations, the Board aims to:

- Optimise the wellbeing of people with a dust disease;
- Inform and educate people about dust diseases and the Scheme;
- Support people through the Scheme’s compensation process;
- Build capacity and sustainability within Support Organisations, particularly within organisations that provide support in person to people living with a dust disease.
- Increase and measure the impact and reach for this funding stream.

By providing funding to Support Organisations, the Board intends to reach as many people and their families affected by dust diseases in NSW as possible. The Board acknowledges that organisations located interstate can also provide support and services to people in NSW or to those that have sustained their dust disease as a result of working in NSW. It acknowledges that family members and caring spouses can also be affected by the illness.

## Eligibility Requirements

To be eligible for funding, an organisation needs to meet all of the following criteria. The application form requires the applicant organisations to comment on how these criteria are being met.

1. The organisation is required to be a not-for-profit and registered as a charity with the Australian Charities and Not-for-profits Commission (ACNC) and/or the State or Territory in which it operates.
2. The organisation has demonstrated experience in providing support, or a like service, for people with dust diseases or their families; or the service or program relates to the prevention and treatment of dust diseases, as per the Dust Diseases Workers Compensation Act 1942 s6(2A).
3. That at least 70% of the proposed program or support service recipients are people who developed a dust disease whilst working in NSW and for their dependents or family members of people who developed a dust disease whilst working in NSW.
4. That the proposed program or service aligns with the criteria of one or more of the DDB Support Organisation Funding program pillars outlined in the relevant section below.
5. That the proposal aligns with the overall purpose of the Funding Program: to inform and educate people about dust diseases; support people through the compensation process; optimise the wellbeing of people with a dust disease.

If your organisation does not meet all the above criteria, but you believe the Board's funding aims would be met, please contact us to discuss your proposal. The Board may make exceptions at their discretion.

## Target Demographic

Please note that the Board's grant making intends to benefit a specific demographic (hereafter referred to as *target demographic*). In this context, target demographic refers to all people that are affected by a dust-related disease (refer section 1 of this document) that was sustained while having worked in NSW. It also includes their family members, especially if they provide care to the affected person. The beneficiaries are either residing in NSW or, if residing elsewhere in Australia, have sustained their illness while working in NSW.

Applicant organisations are required to demonstrate that at least 70% of program beneficiaries the funding proposal relates to belong to the target demographic. The organisation needs to outline how it will measure this.

## Funding Program Details

The Dust Diseases Board has several objectives it intends to meet by providing funding to Support Organisations. This funding program rests on the five primary pillars outlined below. A proposal for funding needs to align with one of these pillars. The application form requires you to indicate which pillar your proposal falls into. Applicants can indicate alignment with more than one pillar if applicable.

Program Pillar	Aims	Requirements
Support	Fund support services, programs or interventions that aim to enhance well-being of the <i>target demographic</i> .	<ul style="list-style-type: none"> <li>• Demonstrate knowledge about the specific needs experienced by the target demographic.</li> <li>• Demonstrate how people affected by a dust disease are being assisted through the proposal.</li> <li>• Demonstrate how the organisation is positioned to deliver the proposed service/program.</li> <li>• Outline the mechanisms of how the organisation/ proposed program reaches the target demographic and outline the role of referring clinicians.</li> <li>• Demonstrate how the proposal aligns with the applicant organisation's vision and mission.</li> </ul>
Sustainability	<p>Proposals that enhance an eligible organisation's capacity and capability, with the aim to ensure sustainability or secure ongoing operations.</p> <p>Proposals for the following would be considered:</p> <ul style="list-style-type: none"> <li>• General operations: operating expenses, staff and administration costs, relevant equipment</li> <li>• Strategic and organisational planning initiatives (e.g. financial sustainability planning)</li> <li>• Staff capacity building, e.g. leadership development initiatives, succession planning activities, professional education and staff development</li> </ul>	<ul style="list-style-type: none"> <li>• The organisation is required to demonstrate having offered a like service previously and to outline existing capacity/capabilities to deliver the service.</li> <li>• Demonstrate how the proposal would increase the organisation's ability to deliver support to the target demographic.</li> <li>• Demonstrate how this contributes to sustainability for the organisation.</li> <li>• Demonstrate how the proposal aligns with the organisation's vision, mission and strategic priorities.</li> </ul>
Cohort	Proposals that are targeted at providing specific support to people affected by silica related diseases, asbestos related diseases or another kind of dust disease (as provided in Schedule 1 of the Dust Diseases legislation)	<ul style="list-style-type: none"> <li>• The applicant should demonstrate knowledge about the specific needs of the target demographic and how their proposed project will fill that need.</li> <li>• Applicants need to demonstrate how their program assists people and their families affected by the specific disease.</li> <li>• Applicants need to highlight the mechanisms used to reach the specific target demographic for the proposal and how the specific cohort will be made aware of the support available to them.</li> </ul>

Program Pillar	Aims	Requirements
Collaboration	<p>To support eligible organisations to collaborate in a proposal that harnesses each organisation's strength to achieve the desired objectives of supporting people affected by a dust disease in NSW.</p>	<ul style="list-style-type: none"> <li>• The proposed project will be undertaken by two or more organisations, whereby one is to be nominated as the administering organisation responsible for reporting and managing the grant funds. This organisation is required to submit the application with a letter of support from the other collaboration partner(s) outlining their program and financial contribution to the project.</li> <li>• The proposal needs to highlight how it would benefit the target demographic.</li> <li>• The proposal needs to clearly outline each organisation's individual contribution.</li> <li>• Each partner is required to outline how the collaboration will enable them to better provide the services or improve the quality of support provided to the target demographic.</li> </ul>
Innovation & Technology	<p>To fund proposals that trial new and innovative ways of supporting the target demographic. For example, these could be proposals for:</p> <ul style="list-style-type: none"> <li>• Pilot projects delivered in a hospital or non-clinical setting</li> <li>• Structured psychosocial support projects</li> <li>• Technology solutions to reach the target demographic and enable connection</li> <li>• New and emerging methods of service delivery, e.g. online-based support</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how the proposal would enhance the wellbeing of the target demographic.</li> <li>• Outline how the target demographic will be reached through the proposal and how this will be measured.</li> <li>• Detail the innovative nature of the project and why the organisation is well placed to deliver this project.</li> <li>• If the proposal is for a pilot, describe the implementation plan and scalability potential.</li> <li>• Demonstrate how the proposal aligns with the organisation's vision, mission and strategic priorities.</li> </ul>

## Funding Amount and Duration

The Board's budget for the FY2022/23 Support Organisation funding round is up to approximately \$600,000.

The Board will consider applications ranging from one to three years duration. If submitting an application for multiple-year funding, please include the total amount for the entire project duration. Organisations should apply for the actual amount needed to deliver the proposal.

The Board does not set a specific cap for each grant and offers the following example as guidance only:

### Example:

Up to \$150,000 for a one-year proposal;

\$125,000 per year for a two-year proposal (total budget of \$250,000);

\$100,000 per year for a three-year proposal (total budget of \$300,000).

If your proposal is outside of this range or you have any questions, please contact us to discuss.

## Ineligible items

If successful with the funding application, the funds cannot be used for the below and any proposal listing these will not be considered:

- Retrospective funding and funding for projects that have already commenced;
- Where it is doubtful that the project sufficiently benefits NSW residents with a dust disease and their families and the Authority's customers;
- Funding will not be provided for alcoholic beverages served at any event that is conducted as part of the program;
- Cash prizes, gifts and/or incentives, donations and awards;
- Repayment of a debt or loan;
- Activities or purchases intended to benefit a single individual;
- Capital works and purchases of buildings or land;
- Activities or projects operated for commercial or business profit;
- Private events.

## 3. Application and Assessment

### Application process

You can submit more than one application for the Board to consider, noting that if at all, only one proposal would be funded.

If your organisation is successful in securing funding for one proposal, it does not preclude you from submitting a different proposal in the next funding round. It must differ from the previously approved proposal. If your proposal is unsuccessful in one funding round and you intend to reapply in the next funding round, please contact us for feedback to inform the new proposal.

Applications are to be made using the FY2022/23 Support Organisation Application Form that can be found here:

<https://www.icare.nsw.gov.au/injured-or-ill-people/work-related-dust-disease/research-and-funding>

Only applications using this form will be considered for funding. Please submit your completed application and relevant attachments via email to [ddcgrants@icare.nsw.gov.au](mailto:ddcgrants@icare.nsw.gov.au). The team will also assist with queries related to the application form.

Please provide responses to all the questions in the application form. The application form captures general information about the applying organisation, their target demographic and the proposal. The design and methodology section requires information about the project's aims, activities and outcomes including how you will identify if the intended success has been achieved. Please note that a detailed evaluation plan will be developed together with the successful applicants, with the information provided in this section informing this plan.

The Board requires a detailed budget to be provided. This can be attached as an Excel document in the example format provided. Please ensure to capture all the project costs, including funds your organisation would co-contribute to the project, as well support to be received from other entities, be it through grants, in-kind or pro-bono support. It is also encouraged to allocate 5-10% of the project budget towards evaluation.



The Board expects there to be risks associated with the proposal. Using the template in the application form, outline what risks are anticipated to occur during the delivery of the proposal and what the corresponding mitigation strategies are. List a minimum of three risks. At least one of these should cover how the COVID-19 pandemic (or comparable event) may affect the successful delivery of your project. Detailed responses to this section are mandatory. The severity of the risks will not impact the assessment, instead the Board wants to ensure that potential roadblocks to successful delivery have been considered.

Once the application is submitted, it will be assessed for eligibility. The Dust Diseases Board will assess the proposal against the criteria below.

The final funding decision is at the discretion of the Board.

All applicants will be notified directly of the outcome of their application by 3 February 2023.

## Assessment Criteria

The funding proposals will be assessed against the criteria below. Proposals from organisations not meeting the eligibility criteria described in the previous section will not be considered for funding.

Assessment criteria	Description	Weighting
Organisational details: <ul style="list-style-type: none"> <li>• Organisation history, vision and mission</li> <li>• Meets Eligibility Criteria (5)</li> <li>• Demonstrates knowledge of target demographic</li> <li>• Provides relevant service</li> <li>• Provides financial information enabling assessment of sustainability potential.</li> </ul>	Organisation meets eligibility criteria, demonstrates knowledge of the target demographic, including their needs and by what means the target demographic will be reached. The organisation is, or would be if funded, well placed to undertake the proposed project, has delivered relevant or comparable service/programs previously.  Demonstrates ability to be financially sustainable post project funding*.  <i>*The Board appreciates this may be challenging for some organisations and may make a discretionary decision, after considering recommendations incorporating all of the assessment criteria.</i>	<b>20%</b>
Target demographic/ beneficiaries: <ul style="list-style-type: none"> <li>• Needs of beneficiaries</li> <li>• How the proposed project will service this need</li> </ul>	The organisation demonstrates knowledge of the target demographic, including their needs, how the target demographic will be reached and how this information will be documented.  Demonstrates the need the intended beneficiaries have for the proposed program and how the proposed program will meet this need. The needs assessment should cover the entire duration of the proposal.  Demonstrates meeting NSW target demographic requirements.	<b>20%</b>



Assessment criteria	Description	Weighting
Project details: <ul style="list-style-type: none"> <li>• Pillar requirements</li> <li>• Activities</li> <li>• Proposed outcomes</li> <li>• KPI and measures</li> <li>• Evaluation**</li> </ul>	Determine how well the proposal aligns with the requirements of the selected pillar.  Design of the proposed project is appropriate, project aims align with Board funding aims, planned activities will achieve the intended outcomes. Indicators are meaningful and measurable.  <i>**The evaluation plan outlining how the organisation will assess short and medium term outcomes. The plan will not contribute to the applications overall score. Evaluation plans will be finalised with successful applicants prior to entering into a funding agreement.</i>	30%
Budget <ul style="list-style-type: none"> <li>• Anticipated total income and expenditure</li> </ul>	Provides a well-planned budget, that is plausible and realistic. Provides detailed cost-calculations, expenditure and other sources of income, demonstrating how value for money would be achieved.	15%
Risk management <ul style="list-style-type: none"> <li>• Inability to engage target cohort</li> <li>• Number of participants does not meet agreed threshold.</li> <li>• Loss of subject matter and/ or operational expertise.</li> <li>• Loss of crucial infrastructure e.g. client databases, servers, physical spaces.</li> <li>• Budget shortfall due to unforeseen expenses</li> </ul>	Provides detailed risk mitigation strategies for each of the risks identified as relevant to the proposal. Include how you will mitigate the risk of COVID-19.	15%

The DDC Research and Education team welcomes organisations to discuss their proposal ahead of submission. If the request is sent to the above-mentioned email address, a member of the team will contact you to discuss the proposal.

## 4. Funds Administration

### Funding Agreement

If the application is successful, the organisation will be required to enter into the Authority's standard Funding Agreement. A template of the Agreement can be provided upon request.

The Funding Agreement contains the specific conditions for the grantee including the grant details, reporting requirements and financial management. Parties involved in a grant should familiarise themselves with the Funding Agreement conditions. Successful applicants will have the opportunity to review a draft of the funding agreement ahead of execution.

The funded organisation and the Authority will be parties to the Funding Agreement.

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

Funding will not commence, nor will funds be expended, prior to the Funding Agreement between the Authority and the funded organisation having been signed by both parties.

## Variations to grants

The Board understands that projects can be affected by unpredictable circumstances. Should this case arise, the organisation is expected to communicate any changes to the proposed project activities, budget and key personnel as soon as they arise.

Additional specific reporting requirements and special conditions, if applicable, will be detailed in the Funding Agreement.

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

## Reporting Requirements

The Authority requires reporting against the purpose and use of the awarded grant which is part of every Funding Agreement. The reporting requirements will be outlined in Schedule 2 of the Funding Agreement "Reporting and Payment Schedule".

If successful, the organisation is required to provide six-monthly and annual progress reports. This includes reporting on the activities and targets achieved based on the details provided in the application and the project plan. The organisation is also expected to report against the proposed budget including an annual audited statement of income and expenditure. For auditing purposes, the grantee is required to retain receipts as proof of purchase to be produced upon request for up to six years post funding awarded.

As part of the reporting requirement, the organisation is also expected to provide an update on the risk management plan with every progress report.

The relevant reporting templates will be provided to the successful applicant organisation.

Please note that the Authority will only authorise grant instalments to be made once a progress report has been deemed satisfactory. The Authority will therefore not accept unsolicited invoices, and will request invoices once a Progress Report is approved. The initial grant instalment will be made once the Funding Agreement has been executed by both parties.

The Authority reserves the right to suspend or terminate a grant if reports are not provided by the due date or if the report is considered unsatisfactory by the Dust Diseases Board and/or the Authority. The Authority will provide notice in writing of any concerns to the support organisation.

# 5. General Provisions

## Terms and Conditions

Funding is offered for the period specified in the grant application.

The grant must be spent wholly for the purposes and use for which it was applied for and awarded. The recipient is required to report against the proposed budget and the expenditure will be tracked.

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.

## Incomplete, false or misleading information

The application and relevant attachments are 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. 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 the Authority. If an application is found to contain false or misleading information, it may be excluded from any further consideration for funding.

## 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.

## Conflict of Interest

All parties involved in or associated with the application are required to disclose to the Authority any conflict of interest that has the potential to influence or appear to influence the application, publications and media reports, or request for funding related to the application. Such conflicts may be disclosed to the Authority 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.

## 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, as outlined in the application form.

icare Dust Diseases Care accepts electronic signatures on grant applications and funding agreements.

## Recognition of Funding

A condition of funding requires that successful applicants will be responsible for acknowledging funding support from the Authority on those occasions where activities, outputs 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.

Use of icare's logo requires approval on a case by case basis.

## How to apply

Please submit your application form and related documents to [ddcgrants@icare.nsw.gov.au](mailto:ddcgrants@icare.nsw.gov.au) by **4pm AEDT, 3 February 2023**. Late submissions will not be accepted.

For more information on the grants program, including the application guidelines and application form go to:

[www.icare.nsw.gov.au/injured-or-ill-people/work-related-dust-disease/research-and-funding/](http://www.icare.nsw.gov.au/injured-or-ill-people/work-related-dust-disease/research-and-funding/)

## Enquiries

We encourage all applicants to contact us for any enquiries related to the application or Funding Program and to discuss their proposals.

Please send an email to [ddcgrants@icare.nsw.gov.au](mailto:ddcgrants@icare.nsw.gov.au) and a member of the team will contact you.