

NSW Health

Grant Guidelines: Community Connectors for Immunisation Grant

Priority Populations Immunisation Program: Increasing
vaccination coverage in culturally and linguistically diverse
communities

March 2025

Grant Program Details	
Opening date and time	27 March 2025, midday 12:00 PM
Closing date and time	9 May 2025, midday 12:00 PM
Application outcome date	June 2025
Project delivery timeframe (for successful applications)	30 June 2028
Evaluation timeframe (for successful applications)	2025 – 2028
Decision maker	Minister for Health and Regional Health
NSW Government Agency	NSW Health
Type of grant opportunity	Targeted, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	Up to \$100,000 per organisation per financial year until 30 June 2028 The total funding pool per financial year is \$550,000 until 30 June 2028.
Enquiries	HSSG-ImmunisationGrants@health.nsw.gov.au

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1

Overview of grant

1 Overview of Priority Populations Immunisation Program and the Community Connectors for Immunisation Grant

The Priority Populations Immunisation Program (PIIP) is a strategic initiative with \$15 million in funding until 30 June 2028, led by Health Protection NSW (HPNSW), a department in NSW Health. The program is designed to improve vaccination rates among groups with low vaccine coverage or significant barriers to immunisation. A key component of this initiative is the Community Connectors for Immunisation Grants program, which will provide funding to not-for-profit organisations that work with Culturally and Linguistically Diverse (CALD) communities, to foster increased vaccine acceptability and uptake.

As part of the Community Connectors for Immunisation Grants program, HPNSW is conducting an Expression of Interest (EOI) process to award annual grants to eligible not-for-profit organisations. To support a sustainable approach, grants of up to \$100,000 per organisation per financial year (up to \$550,000 in the total funding pool per financial year) will be available up until 30 June 2028. The grants will be administered by HPNSW in collaboration with Multicultural NSW, Local Health District representatives (LHDs) and Multicultural Health Communication Services, and will be awarded through a targeted, competitive selection process.

Funding will be provided to support not-for-profit organisations to recruit Community Connectors for Immunisation and reimburse them for their time. Community Connectors for Immunisation will be supported in development of necessary skills through a Training of Trainer's program delivered by an expert partner (made available through NSW Health), who will also facilitate a Community of Practice forum. This will provide Community Connectors with expert-led training of skills and knowledge required to promote vaccination, address concerns related to immunisation and assist members in their community to get vaccinated.

Grant recipient organisations will be responsible for:

- Recruiting Community Connector(s) for Immunisation.
- Developing and implementing a project to facilitate Community Connector(s) for Immunisation to engage in activities to foster vaccine confidence and uptake in the community, including culturally appropriate education and outreach activities.
- Supporting the Community Connector(s) for Immunisation to develop necessary skills by participating in training and a Community of Practice facilitated by the expert partner (See *Section 5 Successful Grant Applications* of the EOI Guidelines for more information).
- Providing a twice-yearly report to HPNSW demonstrating activities undertaken and outcomes achieved relevant to the intended objectives of the submitted project plan.
- Maintaining and providing a detailed budget, demonstrating use of grant funding for intended objectives.
- Working with key stakeholders, such as Multicultural Health Services, Public Health Units and/or Primary Health Networks.

Applications must be submitted via email to HSSG-ImmunisationGrants@health.nsw.gov.au by **midday, 12pm on the 9th of May 2025** and will be assessed against the eligibility criteria and

assessment criteria outlined in this document. Applications received after the due date will be marked as a late submission and may only be considered by the assessment panel if the circumstances are deemed to be outside the organisation's control.

These guidelines outline the submission procedure, selection process, and reporting requirements for the grants program.

1.1 Purpose and objectives

HPNSW is establishing the Community Connectors for Immunisation Grants program to train and empower trusted community members to foster vaccine confidence and uptake of immunisation in their community. The objectives of this program are to:

- **Increase immunisation uptake** in CALD communities
- **Increase the acceptability and accessibility** of vaccination among hesitant and hardly reached CALD communities
- **To promote partnerships** within CALD communities to improve vaccine uptake
- **Reduce the burden** of vaccine-preventable diseases in these communities.

We invite organisations operating in South Western Sydney, Western Sydney, South Eastern Sydney and/or Sydney LHDs, with strong connections to CALD communities to apply for funding to:

- **Recruit Community Connector(s) for Immunisation**, who will be equipped with the necessary skills through a Training of Trainers program delivered by an expert partner (made available by NSW Health), to educate and promote vaccination in their community.
- **Deliver community-based education sessions or outreach activities** to provide culturally appropriate and accurate information on vaccination and assist community members in accessing immunisation services.

Projects that will be looked upon favourably include those that:

- Promote culturally responsive and community-centred health services, ensuring that Community Connectors for Immunisation can effectively address linguistic, cultural, and health literacy barriers to vaccination.
- Encourage partnerships between LHDs, multicultural organisations, and Community Connectors, fostering collaboration and leveraging diverse resources.
- Incorporate ongoing community engagement, including consultation, co-design, and feedback loops with community members, to ensure that the project remains responsive to community needs.
- Work with communities that have low vaccination coverage or vaccine hesitancy.
- Align with the objectives of the [NSW Health Immunisation Strategy 2024 – 2028: Partnering to make immunisation everyone's business](#) and the [NSW Plan for Healthy Culturally and Linguistically Diverse Communities](#).

This grant program is designed to support projects that not only improve immediate immunisation rates but also support CALD communities in making informed health choices and accessing services.

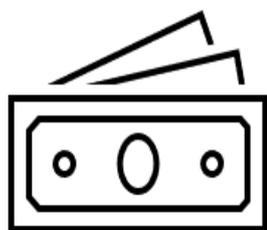
1.2 Grant value

- Grants of up to **\$100,000 per financial year** will be awarded to each organisation until 30 June 2028. The total grant pool available is \$550,000 per financial year until 30 June 2028.
- Ongoing funding until 30 June 2028 will be dependent on the organisation demonstrating annually that activity has been undertaken in relation to the provided funding.

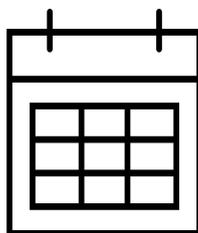
2

Selection criteria

2 Selection criteria



Up to **\$100,000**
available per
organisation in
funding per financial
year



Funding available
until 30 June 2028



Applications
close at **12pm**
midday on
**Friday 9th of
May 2025**

Applications will be evaluated on their ability to meet the eligibility and assessment criteria (see below). All submissions must be received by 12:00pm (midday) Friday 9th of May 2025 to be considered.

2.1 Eligibility criteria

To be eligible for the Community Connectors for Immunisation Grants program, applicants must meet the following criteria:

- **Be a registered not-for-profit organisation** operating in NSW as listed in the Associations Incorporation Act 2009 (NSW) or the Corporations Act 2001 (Cth). Proof of registration should include a copy of your incorporation certificate showing your organisation's legal status. If unavailable, extracts from the Australian Securities and Investments Commission (ASIC) or NSW Fair Trading or websites are acceptable.
- **Currently work with CALD communities** operating in the following LHDs: South Western Sydney, Western Sydney, South Eastern Sydney and/or Sydney LHDs.
- **Possess the appropriate insurances and licenses** or commit to obtaining them if awarded funding. Small organisations may partner with larger entities that provide necessary coverage. If awarded funding, you must provide a copy of your Public Liability Insurance (certificate of currency) before any funds are released.
- **Submit your most recent financials** for the previous financial year. This should be a copy of your most recent financial statement, approved by the Board of Directors (no more than two years old at the time of submission), and include the contact details for the auditor.
- **Disclose** details of any grant and/or funding previously or currently received from NSW Health, including the title of the grant, year, priority area, amount, key achievements and outcomes.

- **Disclose other existing funding sources** if relevant. This is required only if the co-funding impacts the scope or feasibility of the proposed project.
- **Commit to participating in an annual evaluation process**, conducted by our expert partner, to track project progress and outcomes and inform required amendments to the training material and/or resources.
- **Commit to providing a twice-yearly report**, demonstrating activity against the project plan, recruitment to positions and funding utilisation.
- **Commit to adhering** to the NSW Code of Conduct and Core Values

2.2 Assessment criteria

Refer to Section 5 (*Successful Grant Applications*) for more information about activities required as part of the Grant, including participation in an expert led raining of Trainer’s and Community of Practice forum, and the Monitoring, Reporting and Evaluation required of successful projects.

Applications will be assessed and competitively ranked against the assessment criteria below. Assessment panel members will individually score each application, then the panel will meet to finalise consensus scores and develop an order of merit.

Applications with the highest scores are most likely to be funded. The assessment panel may use discretion however, when choosing the final pool of preferred applicants from the order of merit. This will ensure a diverse breadth of projects are selected that align with the objectives of the grants program.

Responses for each criterion should be within the provided word limit. Responses that are 10% or greater in word count may not be considered beyond the requested word limit.

Criteria	Specific information and evidence required	Weighting
<p>Criterion 1:</p> <p>Project aligns with grant program objectives and the project scope is clearly articulated, including target population(s).</p>	<p>Provide an overview of the project including:</p> <ul style="list-style-type: none"> • background and scope • how it aligns with one or more of the Community for Connectors for Immunisation grant program objectives • specific target population(s) of the project <p>Word limit: 300 words</p>	15%
<p>Criterion 2:</p> <p>Implementation plan contains required level of detail and clearly outlines how the project will be planned, implemented, and evaluated</p>	<p>Provide an implementation plan for the proposed project, including:</p> <ul style="list-style-type: none"> • a project timeline, including start/end date, and key milestones • approach for how project milestones will be planned, implemented, monitored and evaluated 	20%

Criteria	Specific information and evidence required	Weighting
	<ul style="list-style-type: none"> • recruitment approach for Community Connector(s) for Immunisation • activities planned to increase vaccine acceptability and uptake • governance arrangements <p>Word limit: 400 words</p>	
<p>Criterion 3: Reach, impact and capacity to provide services for CALD communities to foster increased vaccine acceptance and uptake</p>	<p>Provide an outline of how the proposed project will:</p> <ul style="list-style-type: none"> • reach and impact the CALD community sector • be culturally appropriate and respond to the needs of CALD communities • engage with CALD consumers, organisations and/or community representatives • support Community Connectors for Immunisation to effectively address linguistic, cultural, and health literacy barriers to vaccination. <p>Word limit: 300 words</p>	20%
<p>Criterion 4: Demonstrated existing relationships and partnerships in the community</p>	<p>Provide an outline of your organisation's:</p> <ul style="list-style-type: none"> • demonstrated community relationships, including previous experience in delivering community health education or information sessions. • examples of methods for community outreach and feedback mechanisms, such as town halls, focus groups, informal consultations, etc. • existing collaborative relationships with Multicultural Health Services, Public Health Units and/or Primary Health Networks. <p>Word limit: 300 words</p>	30%
<p>Criterion 5: Project budget</p>	<p>Provide a project budget, including the amount of funding requested for each year over the project timeframe until 30 June 2028.</p>	15%

Criteria	Specific information and evidence required	Weighting
	<p>This should highlight efficient, effective and transparent budgeting to produce quality outcomes and value for money.</p> <p>Project budgets may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • set up costs within the first year of the project. • income and funding (including this grant). • staff costs (including staffing mix, training and development). There will be no attendance cost for the Training of Trainer’s and Community of Practice, however proposals should allocate sufficient budget for Community Connectors to support their participation. • administrative costs. <p>Word limit: 300 words</p>	

3

Application process

3 Application process

3.1 How to apply

- Complete the application in the Application Form – (see Word template attached: **Appendix A**), addressing each of the criteria listed in **Section 2.2**.
- Send completed application that includes all requested information to the HPNSW Team via email HSSG-ImmunisationGrants@health.nsw.gov.au by **12:00pm (midday) Friday 9th of May 2025**.
- Attach all required evidence of meeting the eligibility criteria to your application.
- Once applications are successfully submitted, applicants will receive a notification of receipt within two business days.
- Applications received after the due date will be marked as a late submission and may only be considered by the assessment panel if the circumstances are deemed to be outside the organisation's control. It is the responsibility of applicants to follow-up with HPNSW via the Grants email inbox if they have not received confirmation that their application has been received.
- All applications require signatures of the Project Lead (or appropriate delegate) and Executive Sponsor within your organisation.
- An organisation may only submit one grant application for the Grants program.

Submission Phase	EOI released and applications open	27 March 2025
	HPNSW recorded online briefing session available	3 April 2025
	Applications close	12:00pm (midday) 9 May 2025
Selection Process	Selection panel to review applications	May to June 2025
	Applicants advised of outcomes and provided with feedback (if requested)	June to July 2025
Implementation Phase	Funding provided to successful organisations	June to July 2025
	First set of training modules for Community Connectors released	August 2025
	Organisations lodge project plans with Health Protection NSW	August 2025

3.2 Communications

Support available to applicants

HPNSW aims to work collaboratively with grantees to ensure a shared understanding of the objectives and intended outcomes and benefits of the grants, and the approach to monitoring these.

Enquiries can be directed to the HPNSW team at HSSG-ImmunisationGrants@health.nsw.gov.au.

Responses to questions that may impact equity and transparency of the application process will be published on FAQ section of [NSW Health Community Connectors for Immunisation webpage](#). Please continue to check the website to ensure you remain updated on information.

4

Assessment process

4 Assessment process

4.1 Assessment of grant applications

This is a targeted, competitive grants program. All grant applications will undergo a staged assessment process. Applicants will be assessed and scored against the criteria. Applications with the highest scores are most likely to be funded, with consideration to be given by the assessment panel to ensure adequate diversity and breadth of successful grants that meet the aims of the program.

Eligibility assessment

HPNSW officers will conduct an initial review to ensure applications meet the eligibility criteria (Section 2.1). Where applications are incomplete or cannot be opened, a response will be sent to the applicant advising them that the application cannot be accepted in that format. Applicants can resubmit within the grant opening period. Late resubmissions will be registered as a late response and may be considered by the assessment panel if the circumstances are deemed to be outside the organisation's control.

Assessment Panel Review

The **Community Connectors for Immunisation Grants Assessment Panel** will be established to review and assess all eligible applications against the assessment criteria (see Section 2.2). The panel will be chaired by HPNSW, with panel representatives from:

- Multicultural NSW
- Multicultural Health Communications Services
- Local Health District vaccination program representatives.

Conflict of Interest

All panel members will declare any conflicts of interest prior to the assessment. These will be managed to ensure fairness and impartiality.

Final Recommendations

The Assessment Panel will make recommendations to the Reviewer who will consider the assessment panel's recommendations and progress these to the Decision Maker for approval. Applicants may be asked to provide additional information in order to reach a final decision.

Probity

The HPNSW has appointed an independent probity advisor for this grants program. The role of the probity advisor is to monitor procedural integrity (probity) and provide assurance throughout all phases of the grant process. The Probity Advisor is not part of the assessment panel but is an independent observer of the assessment process.

Applicants may contact the probity advisor in writing and in circumstances where they have concerns as to probity or the conduct of the grants administration process. Any contact with the Probity Advisor may be disclosed to NSW Health.

The details for the Probity Advisor and contact person are as follows:

Organisation: Procure Group Pty Ltd

Name: John Pinhorn (Senior Probity Manager)

Telephone: 0408 488 682

Email: jpinhorn@procuregroup.com.au

4.2 Notification of application outcome

All applicants will be notified in writing of the grant outcome. Applicants may request feedback on their applications by emailing the HPNSW Team at: HSSG-ImmunisationGrants@health.nsw.gov.au.

4.3 Publication of grants information

The Grants Administration Guide 2024 requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant agreement takes effect (see section 6). This information is also open access information under the Government Information (Public Access) Act 2009 (NSW) (GIPA Act), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after the grant funding is approved or declined. All records in relation to this decision will be managed in accordance with the requirements of the State Records Act 1998 (NSW).

5

Successful grant
applications

5 Successful grant applications

5.1 Requirements of successful grant applicants

In addition to locally driven engagement activities, successful applicants will be required to engage in several activities to ensure the effective implementation of the Community Connectors for Immunisation Grants program. These activities include:

Online Training Modules

All successful organisations must support the appointed Community Connector(s) for Immunisation to participate in the Training of Trainers program that will be delivered by an expert partner made available through NSW Health, in collaboration with HPNSW. These modules will provide essential knowledge and tools, and include topics such as:

- Vaccine literacy: Information about vaccines, vaccine-preventable diseases, and addressing common concerns or myths within CALD communities.
- Health promotion techniques: Effective strategies for communicating health messages to diverse communities.
- Community engagement: Best practices for recruiting and supporting other Community Connectors for Immunisation from CALD backgrounds.

Training must be completed by Community Connectors engaged by successful applicants. Access details will be provided upon confirmation of grant approval.

Participation in Communities of Practice (CoP)

Successful organisations will also be required to ensure appointed Community Connectors for Immunisation attend regular CoP sessions, facilitated by our expert partner. These sessions will:

- Provide a platform for Community Connectors for Immunisation to share learnings, challenges, and successes with their peers.
- Receive support and mentoring from experts in immunisation, community engagement, and health promotion.
- Foster collaboration and networking opportunities among Community Connectors for Immunisation to strengthen the overall impact of the program.

The CoPs will be held periodically throughout the grant period, either online or in-person (where possible), with dates to be confirmed. Participation in these sessions is essential to ensure that organisations are supported and can share insights that benefit the wider CoP.

Monitoring, Reporting and Evaluation

Successful grant applicants will be required to submit a twice-yearly progress report and a final report at the end of the grant project.

Ongoing annual funding until June 2028 will be dependent on organisations demonstrating that activity has been undertaken in relation to the provided funding, this will include organisations providing reports, including:

- Project milestones: key activities completed, such as ongoing employment of Community Connectors for Immunisation and community sessions delivered.
- Financial reporting: A summary of how the grant funds have been allocated and spent.

HPNSW will provide support to grantees in relation to this process on an as-required basis.

Grant recipients will also be required to participate in evaluation activities conducted by the expert partner, which may include formal responses such as surveys or informal conversations. In the final year of funding (June 2028), all grant recipients must participate in a final program evaluation to assess the overall success and sustainability of their projects.

Funding Agreement

If the application is successful, the applicant and NSW Health will enter into a Funding Agreement. All parties must accept the terms of the Funding Agreement, and the applicant must sign the Agreement before payments are made. It is recommended that all parties familiarise themselves with NSW Health's Competitive Grants Agreement – Short Form prior to submission of an application.

Variations

Any requests for a variation to a grant (such as time extensions, change of scope etc) needs to be submitted to HPNSW via email: HSSG-ImmunisationGrants@health.nsw.gov.au within the funding period of the existing funding agreement. Approval of a variation request is at HPNSW's discretion.

5.2 Grant payment

- The total annual amount of the grant will be paid once annually each financial year as a one-off payment following the execution of the Funding Agreement.
- The funds must be spent for the primary purpose of achieving the objectives of the Community Connectors for Immunisation Grants program.
- Funding is available for registered not-for-profit organisations operating in NSW. If a joint application is received and successful, funding will be provided to the lead applicant and distribution of funds is their ultimate responsibility. This should be identified in the project budget to be submitted as part of the application.

5.3 Unspent funds

- If a grant recipient's project is completed and there are unspent funds remaining, these should be returned to the NSW Ministry of Health. Concession may be given for carry-over of funds by not-for-profit organisations if deemed appropriate and where applicants can justify how unspent funds will be used in the following year.
- Grantees will need to request carry over of unspent funds above the amount listed in the grant agreement in writing to the Ministry of Health and these requests will be considered on a case-by-case basis. Carry over of unspent funds in subsequent years of the program will be considered in-line with the Administration of NSW Health Grant Funding for Non-Government Organisations Policy.

5.4 Indicative reporting and acquittal requirements

Successful applicants will be required to provide twice-yearly progress reports each year in May and October. Reporting templates will be provided upon signing of the grant agreement and will be tailored to individual grantees.

It is expected that the minimum required reporting information will include:

- invoices / financial reports on how funds are spent
- key milestones or targets and progress towards these
- project/ program reporting requirements, including twice-yearly progress reports on agreed performance measures and project outputs
- information and data that captures and demonstrates reach and impact of the program e.g. reported experience from consumers or community, volume of use or distribution and stories of success
- regular communication with HPNSW throughout the grant program to advise the status of the project, changes or significant delays to project start or completion dates and on completion of the project.

5.5 Evaluation

Successful applicants will be required to participate in an annual evaluation process, conducted by the expert partner, to track project progress and outcomes and inform required amendments to the training material and/or resources.

6

Additional information and
resources

6 Additional information and resources

6.1 Complaint handling

All complaints can be sent directly to HPNSW at HSSG-ImmunisationGrants@health.nsw.gov.au. Complaints handling will be managed in compliance with the [NSW Health Complaints Management Policy \[PD2020_013\]](#).

6.2 Access to information

The GIPA Act provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency (which includes Ministerial offices). Access to government information is only to be restricted if there is an overriding public interest against disclosure.

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the papers – that is, the return to order. The return to order may contain privileged and public documents. Privileged documents are available only to members of the Legislative Council.

Note that documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

6.3 Ethical conduct

6.3.1 Conflict of interest management

All individuals involved in the project must declare any actual or perceived conflicts of interest that may arise during the course of the project.

Prior to receiving applications to review, the Assessment Panel will receive a list of applicants. Members must indicate any actual or perceived conflict of interest. In all cases, the Panel Chair will oversee the management of the conflicts of interest and advise over action to be taken.

Organisations applying for grant funding must ensure all individuals involved in the grant process declare any actual or perceived conflicts of interest that may arise during the course of the project.

6.3.2 Confidentiality

NSW Health will uphold all confidentiality and privacy requirements as per [NSW Health Records and Information Privacy Act](#).

6.3.3 Compliance with NSW Health Policies, Code of Conduct and Core Values

Grant recipients must ensure that all activities conducted as part of the project comply with relevant NSW Health policies, guidelines, and procedures. This includes maintaining the integrity and confidentiality of sensitive information, particularly in relation to the health and personal data of community members, and adhering to the [NSW Code of Conduct](#) and [Core Values](#).

6.3.4 Disclaimer

Every effort has been made to ensure that this publication is free from error and/or omission at the date of publication. The authors, publisher and any person involved in the preparation of this

publication take no responsibility for loss occasioned to any person acting or refraining from action as a result of information contained herein.