



Aged Care Collaborative:  
Accelerator Grant Guidelines  
V2.0  
11 March 2025





## Grant Guidelines

Please read these Guidelines to determine your eligibility and suitability before applying.

<b>Opening date</b>	Monday 17 February 2025
<b>Closing date and time</b>	Monday 7 April, 5pm ACST
<b>Enquiries</b>	Enquiries regarding the application can be submitted via email to <a href="mailto:agedcarecollaborative@ariaa.org.au">agedcarecollaborative@ariaa.org.au</a> until 5pm ACDT Wednesday 2 April 2025

<b>Grant amount</b>	Up to \$100,000 (ex GST) total from ARIIA
<b>Co-contribution</b>	1:1 matching the grant funds (includes cash and in-kind contribution) See example under Eligibility Criteria.
<b>Total project budget</b>	Grant amount requested, co-contribution (cash and in-kind), additional contributions (out of scope/ineligible for grant spend).
<b>Project funding period</b>	A maximum of 1 year (anticipated to be June 2025 – June 2026)
<b>Project topic</b>	<p>The Accelerator Grants will fund projects that address workforce and skills shortages by augmenting the workforce – supplementing the existing aged care workforce via access to resources that improve the efficiency or effectiveness of the workforce.</p> <p>This includes:</p> <ul style="list-style-type: none"><li>• digital or assistive technology,</li><li>• telehealth,</li><li>• innovative workforce models, and</li><li>• innovative human service models</li></ul> <p>that bring specialist skills, support, knowledge and resources to where they're needed.</p> <p>The aged care workforce includes paid employees of either residential or community aged care providers (any organisation that provides a formal program of services to support older people) who deliver clinical, operational or governance services. Projects may also include augmentation by volunteers.</p> <p>Projects that address workforce shortages in regional, rural and remote locations will be looked upon favourably.</p>

These guidelines should be read in conjunction with the Grant Application Form and the Grant Funding Agreement available online.



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## Definitions

<b>Aged Care Provider</b>	An organisation that provides a formal program of services to older adults, including residential, home care and community care settings.
<b>Aged Care Workforce</b>	The aged care workforce includes paid employees of either residential or community aged care providers (any organisation that provides a formal program of services to support older people) who deliver clinical, operational or governance services. In the context of workforce augmentation this can also include volunteers.
<b>ARIIA</b>	Aged Care Research & Industry Innovation Australia.
<b>Challenges</b>	Current situations which may create difficulties or opportunities.
<b>Eligibility criteria</b>	The qualifying conditions which must be met to apply for a grant.
<b>Evidence-based</b>	Encompasses formal publications, pilot programs, demonstrations, letters of support, and other relevant documentation that validate the solution's effectiveness.
<b>Co-contribution</b>	The funding provided by the Lead Organisation (including from Participating Organisation/s) to match grant funds 1:1 minimum.
<b>Grant Funding</b>	The ARIIA funding provided through the Aged Care Collaborative Accelerator Grants.
<b>Grant Guidelines</b>	This document which contains the relevant information for potential grant applicants.
<b>Lead Organisation</b>	The organisation that takes responsibility for compliance with the Grant Funding Agreement including milestones, deliverables, project governance and financial accountability and sub-contract or commercial responsibilities.
<b>Project</b>	The proposed project seeking funding through the Accelerator Grant.
<b>Research Organisation</b>	The Research Organisation must be a recognisable research organisation including universities, publicly funded research organisations, and research institutes. The Research Organisation must be independent of the other Participating Organisations.
<b>Risks</b>	Potential future events which may have a negative impact on the proposed project.
<b>Workforce augmentation</b>	Workforce augmentation means supplementation of the existing aged care workforce via access to resources that improve the efficiency or effectiveness of the workforce. This includes digital or assistive technology, telehealth, or innovative workforce and human service models that bring specialist skills, support, knowledge and resources to where they're needed.



## Background

### **Aged Care Research & Industry Innovation Australia**

Aged Care Research & Industry Innovation Australia (ARIIA) is an independent, not-for-profit organisation funded by the Australian Government to respond to the emerging workforce challenges in the Australian aged care sector.

With support from the Department of Health and Aged Care, ARIIA has led positive transformation through innovative, evidence-based programs and projects in aged care. ARIIA has funded translational research projects that equip the aged care workforce and sector with the knowledge and skills to implement evidence-based practices and new technologies. Guided by principles of co-design, inclusion, connection, and innovation, the aged care workforce has been empowered to improve care through innovation.

### **Aged Care Collaborative**

Aged care is undergoing a transformative shift, driven by increasing demand, changing consumer expectations and the Government's Reform agenda, with a rights-based and person-centred approach at the core. This transformation requires a workforce that is flexible, agile and empowered with skills to think differently, and a sector-wide culture of collaboration and innovation.

The Aged Care Collaborative has been established by ARIIA to harness the collective wisdom of the aged care ecosystem to invest in and implement evidence-based solutions that address complex workforce challenges.

In 2025, the Aged Care Collaborative was established with \$3 million of Commonwealth funding, \$1 million of which will fund Accelerator Grants of up to \$100,000 each.



## Accelerator Grants Overview

The demand for aged care services is continually growing with more older people choosing to age in place and living longer. This leads to more complex care needs, stretching the workforce across broader geographical areas with limited access to the specialist skills needed to support place-based care and provide high-quality care at the scale needed in the future.

The sector recognises that recruitment and traditional workforce solutions alone will not address this challenge, and there is opportunity to support and augment the current workforce to meet these increasing and complex needs.

The Accelerator Grants will fund projects that address these challenges by augmenting the existing aged care workforce to meet the growing demand, clinical complexity and geographic spread of older people via:

- **Digital assistive technology;**
- **Telehealth;**
- **Innovative workforce; and/or**
- **Innovative service models.**

The Accelerator Grants will fund the expansion of approaches that have evidence of success. Projects will test the approach in a different setting, location or with a different group of care recipients. Acknowledging that not all approaches are scalable or transferable to different contexts, these grants provide the opportunity to test an evidenced solution for its potential broader scalability across the aged care sector.

Grants of up to \$100,000 are available via one grant round, with a requirement for matched co-contribution (cash and/or in-kind). Applications must include an aged care organisation and a research organisation.



## Eligibility Criteria

To be eligible, an application for funding must:

<b>1</b>	<p>Address the Project Topic: Addressing workforce and skills shortages by augmenting the workforce – that is, supplementing the existing aged care workforce via access to resources that improve the efficiency or effectiveness of the workforce. This includes digital or assistive technology, telehealth, or innovative workforce and human service models that bring specialist skills, support, knowledge and resources to where they're needed.</p>								
<b>2</b>	<p>Be a consortium consisting of at least:</p> <ul style="list-style-type: none"> <li>• One aged care service provider; and</li> <li>• One research organisation.</li> </ul>								
<b>3</b>	<p>Nominate a Lead Organisation that takes responsibility for compliance with the Grant Funding Agreement including milestones, deliverables, project governance and financial accountability and sub-contract or commercial responsibilities.</p> <p>The Lead Organisation must:</p> <ul style="list-style-type: none"> <li>• Be incorporated in Australia with an active ABN; and</li> <li>• Be registered for GST.</li> </ul> <p>Note that an organisation can only be the Lead Organisation in one application but can join as a participating organisation in multiple applications.</p>								
<b>4</b>	<p>Articulate that the project involves the refinement and implementation of an evidence-based solution that has demonstrated effectiveness in a similar setting and is ready for deployment in aged care settings.</p> <p>Articulate that the project has the potential for future scalability, adaptability and translation across the aged care sector, and provide a robust sector dissemination and translational research plan to share lessons learnt, outcomes, findings and resources developed with the aged care sector.</p>								
<b>5</b>	<p>The Consortium is required to match the amount of grant funding requested (1:1 matching). This may include cash and in-kind contribution and is exclusive of GST.</p> <p>Note that the maximum grant amount from ARIIA is \$100,000 (ex GST).</p> <p>ARIIA are highly supportive of organisations that support care delivery in thin markets. Should organisations from Regional, Rural or Remote regions (MMM regions 3-7), small providers (250 or less total beds or packages) or providers of care with a focus on Aboriginal or Torres Strait Islander Elders wish to participate and want to discuss the 1:1 funding commitment requirement please contact: <a href="mailto:agedcarecollaborative@ariia.org.au">agedcarecollaborative@ariia.org.au</a></p> <p><b>Example</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #d9ead3;"><b>Total project cost</b></td> <td>\$220,000</td> </tr> <tr> <td style="background-color: #d9ead3;"><b>Grant amount requested</b></td> <td>\$100,000</td> </tr> <tr> <td style="background-color: #d9ead3;"><b>Co-contribution</b></td> <td>\$100,000 (cash or in-kind)</td> </tr> <tr> <td style="background-color: #d9ead3;"><b>Other project costs (outside of eligible funds scope)</b></td> <td>\$20,000</td> </tr> </table>	<b>Total project cost</b>	\$220,000	<b>Grant amount requested</b>	\$100,000	<b>Co-contribution</b>	\$100,000 (cash or in-kind)	<b>Other project costs (outside of eligible funds scope)</b>	\$20,000
<b>Total project cost</b>	\$220,000								
<b>Grant amount requested</b>	\$100,000								
<b>Co-contribution</b>	\$100,000 (cash or in-kind)								
<b>Other project costs (outside of eligible funds scope)</b>	\$20,000								
<b>6</b>	<p>Complete the Grant Application Form in its entirety including:</p> <ul style="list-style-type: none"> <li>• The compulsory Attachment Pack; and</li> <li>• Any other relevant attachments.</li> </ul>								



## Eligible use of Grant Funds and Co-contribution

### Eligible Expenditure

Expenses related to the grant amount requested and matched co-contribution that directly support the project are eligible. These include, but are not limited to:

- Salaries and on-costs for personnel who perform the project or activities that support the project. Note that while salary overheads are eligible, organisational/institutional overheads are not eligible.
- Subcontractor costs are eligible for advisory purposes only. The use of subcontractors for other purposes are not eligible expenditure as a goal of this program is to enhance aged care workforce capability.
- Equipment, hardware and software specifically required for the project.
- Consumables required for the project but excluding those deemed to be for broad general use.
- Costs for publication and dissemination of outputs and outreach activity.
- Costs supporting stakeholder participation in co-design activities where this is related to the project.
- Intellectual Property protection costs.
- Ethics application costs.

### Ineligible Expenditure

'Business as Usual' and capital expenses are ineligible. These include, but are not limited to, the following 'business as usual' activities:

- Retroactive costs (i.e., those costs incurred before a grant funding agreement is fully executed).
- Capital, infrastructure, or equipment costs that are unrelated to the project, or the objectives of the Conditions of Grant.
- Depreciation of assets.
- Fines and penalties.
- Cost of computers, tablets, mobiles, phones, or office facilities for project personnel.
- Rent or other property fees.
- Grant application and administration costs.
- Student placement costs.
- Any other expenditure determined by ARIIA as non-project costs.
- Organisational overheads or infrastructure levies.





## Accelerator Grant Application Form

This section provides guidance on completing the Accelerator Grant Application Form. All sections must be completed while adhering to word limits. Note that any areas of non-compliance with the Grant Agreement should be listed in the Grant Application Form for negotiation (Non-Compliance and Declarations Section).

### Lead Organisation

A Lead Organisation must be nominated satisfying the requirements provided in the Eligibility Criteria section (Point 3 in Table above) who, if the application is successful, will enter into an Agreement for funding with ARIIA.

The Lead Organisation must nominate key personnel who will lead the project and be responsible for oversight of all aspects of the project. They will also be responsible for milestone completion, reporting requirements, and financial acquittal.

If the Lead Organisation is a university, the key person submitting the grant requires endorsement from the university's research office. The applicant will need to attach the relevant email as evidence of endorsement.

The Lead Organisation is responsible for obtaining formal endorsement from an authorised party from each Participating Organisation.

### Participating Organisation/s

Other organisation/s participating in the delivery of the project are required to provide information about their role in the project and a primary contact for the organisation in relation to the project.

For overseas organisation/s wanting to be a participating organisation, note that the grant amount and co-contribution must be expended in Australia (unless otherwise agreed in writing with ARIIA) and that the project must articulate the benefits to Australia.

### Project Topic

Applicants must indicate how the application addresses the project topic:

Addressing workforce and skills shortages by augmenting the workforce – supplementing the existing aged care workforce via access to resources that improve the efficiency or effectiveness of the workforce. This includes digital or assistive technology, telehealth, or innovative workforce and human service models that bring specialist skills, support, knowledge and resources to where they're needed.



## Project Information

<b>Project Title</b>	<p>Provide a concise title in lay terms that accurately describes the project to be conducted. Note that the title will be used by ARIIA to publicise successful grant applications.</p> <p><i>No more than 20 words.</i></p>
<b>Project Description</b>	<p>Provide a brief, lay, and non-confidential description of the project, including the setting in which it will be conducted and target workforce type. Note that this project description will be used by ARIIA to publicise successful grant applications.</p> <p><i>No more than 200 words.</i></p>
<b>The Problem – organisational context</b>	<p>Describe the problem/industry challenge to be addressed by this project and the need for this project in the context of the participating organisation/s. Include information related to the setting and workforce.</p> <p><i>No more than 500 words.</i></p>
<b>The Problem – national context</b>	<p>Describe the problem/industry challenge to be addressed by this project and the need for this project in the context of the aged care nationally. Include information related to the setting and workforce.</p> <p><i>No more than 500 words.</i></p>
<b>Proposed Solution</b>	<p>Describe the proposed solution that supports the translation of the evidence for this solution to the problem.</p> <p><i>No more than 500 words.</i></p>
<b>Existing Evidence</b>	<p>Describe the existing evidence that supports the proposed solution.</p> <p><i>No more than 500 words.</i></p>
<b>Approach to Implementation</b>	<p>Briefly describe your proposed approach to implementation of the evidence into practice.</p> <p><i>No more than 500 words.</i></p>
<b>Project Aims</b>	<p>List the aims of the project.</p> <p><i>No more than 200 words.</i></p>
<b>Milestones</b>	<p>Provide a project timeline with key milestones.</p>
<b>Project Location and Setting</b>	<p>Provide a description of location/s and setting/s where the project will be conducted.</p> <p>Please include metropolitan, rural, regional, or remote location and describe the setting/s e.g., community, retirement village, residential aged care setting, etc.</p> <p><i>No more than 100 words.</i></p>
<b>Project Participants</b>	<p>A short description of the participants involved in the project (workforce and other participants) and how they will be recruited. This might include individuals and/or organisations. Please include any elements of diversity.</p> <p><i>No more than 200 words.</i></p>
<b>Risk Management</b>	<p>Complete a Risk Management Plan in the template provided in the Attachment Pack that includes the top risks related to the proposed project, considering governance, budget, ethics, recruitment and human resources.</p> <p>A risk matrix to guide the assessment of level of risk is provided.</p>



## Project Budget

Project budget to adhere to the Eligible Use of Grant Funds and Co-contribution (listed above).

Applicants are strongly urged to provide a full and transparent budget that allows reviewers to determine the value for money for each element of the proposed project.

All project budget line items are to be included as exclusive of GST. Any ineligible expenditure that constitutes in-kind contributions provided (if relevant), should be in addition to the 1:1 co-contribution to grant funding.

In addition to the matched contribution, the applicant must agree to provide and fund the following business as usual facilities to support the project where required:

- Basic computing facilities such as desktop computers, portable computer devices, printers, word processing and other standard software.
- Use of photocopiers, telephones, mail, e-mail, and internet services.

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### Project Budget Overview

Please enter your total project expenses (for the grant amount requested and co-contribution) over the entire duration of the proposed project (maximum of 12 months).

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### Detailed Expenditure

Use the Detailed Expenditure template provided in the **Attachment Pack** to document your detailed budget. Include requested grant funding, eligible co-contribution and additional in-kind and cash contribution not listed under Eligible Expenditure.

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## Key Personnel

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### Key Project Personnel

Use the **Attachment Pack** to list details of key project personnel.

Include: Commitment of time (e.g. 0.5 FTE), name, position, qualifications, project role and responsibilities (*no more than 150 words*), relevant previous experience and capability

*No more than 250 words.*

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### FTE Estimate

Provide an FTE estimate of the total number of personnel working across the lead and other participating organisations, highlighting the number of Aboriginal or Torres Strait Islander people.

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### Governance

Provide a brief description of the governance arrangements and project management plans and capabilities including project meetings and advisory groups that provide a clear approach to planning, tracking, assessing, and reporting on progress. Include any partnership or other agreements such as sub-contractor agreements that may impact the feasibility of the completion of the project.

*No more than 500 words.*

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### Consumer Involvement

Provide a short description of the co-design and co-production to be used in your project including consumer involvement in your project.

*No more than 250 words.*

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## Outcomes, Impact and Dissemination

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### Expected Outcomes and Impact

In the template provided in the Attachment Pack, provide a description of the expected outcomes and impact of the project against the project aims, including how these outcomes and impacts will be measured and evaluated, in the table provided.

This may include the impact to:

- People and their families receiving aged care services;
- People and organisations providing aged care services;
- Workforce capability;
- Efficiency and accessibility outcomes;
- Improved care;
- Financial and economic benefit;
- Implementation outcomes (for example, feasibility, appropriateness, acceptability, adoption, penetration, fidelity, costs, and sustainability); and
- Other stakeholders in the aged care sector (for example, government, technology company, product provider, etc.).

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### Dissemination and Translation Plan

Describe your plan to disseminate project outcomes, findings, lessons learnt and resources with other organisations and the aged care sector beyond the project participants, and any plans for translational research. Include specific activities and the stakeholders you will target.

*No more than 300 words.*

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## Non-Compliance and Declarations

List any matters of non-compliance with the Grant Agreement including any proposed amendments that you wish to negotiate.

## Reference List

Add a reference list (if applicable to your application). Note that ARIIA prefers to use Vancouver referencing system.



## Application Submission

Applications must be submitted via email to [agedcarecollaborative@ariia.org.au](mailto:agedcarecollaborative@ariia.org.au) by **5pm ACST Monday 7 April 2025**. Note that any areas of non-compliance with the Grant Agreement should be listed in the Grant Application Form with any proposed amendments for negotiation. Late applications will not be considered.

ARIIA, at its discretion, may seek additional information, or allow applicants to remedy minor errors, but will not accept responsibility for any misunderstanding arising from the failure by an applicant to comply with the requirements set out in these guidelines, or arising from any ambiguity, discrepancy, inconsistency, error, or omission contained in the Application or these Guidelines. Contact ARIIA at [agedcarecollaborative@ariia.org.au](mailto:agedcarecollaborative@ariia.org.au) for any questions, clarifications, or further information.

### Selection Criteria

Applicants can participate in more than one application. However, an organisation can only be a Lead Organisation for one application per application round.

Applications will be assessed against the following:

1	The significance of the problem that the project will address.
2	The proposed solution, its impact and expected outcomes and the strength and relevance of the existing evidence that supports the translation of the proposed solution.
3	The approach to implementation is appropriate, the aims are clear and targeted towards the priorities, the timeline is feasible and well matched to the project aims.
4	The project team has the skills and expertise to undertake and deliver the project.
5	The budget is appropriate and justified, representing value for the investment.
6	Relevant governance oversight and risk mitigation strategies to support successful project completion.
7	Robust dissemination strategy in place in order to share outcomes with the aged care sector.
8	Project feasibility in achieving a translational outcome for the Aged Care Sector.



## Selection Process

An initial review of all applications will be completed against the Eligibility Criteria by ARIIA. ARIIA uses external and independent panel members (Independent Assessment Panel) for the assessment of all applications. Two independent panellists will be assigned to all eligible applications who will assess the applications assigned to them for review against the Selection Criteria. All panel members are required to declare conflicts of interest and sign confidentiality agreements.

The Independent Assessment Panel will make recommendations to the ARIIA Board on which applications should receive funding based on the Selection Criteria. The final decision for approval rests with the ARIIA Board.

## Application Outcomes

Applicants will be notified by email of the outcome of their application within 6 weeks of applications closing.

For successful applications, the Lead Organisation will complete negotiations and enter into a Grant Agreement with ARIIA within 3 weeks of the initial notification email. The Grant Agreement defines obligations on the parties relating to the conduct and completion of the project. Inability for sign off within the 3 weeks may lead to withdrawal of the offer for funding.

## Further Information and Feedback

<b>Enquiries</b>	Any queries regarding the application can be submitted via email to <a href="mailto:agedcarecollaborative@ariia.org.au">agedcarecollaborative@ariia.org.au</a> <b>Until 5pm ACDT Wednesday 2 April 2025.</b>
<b>Feedback</b>	Any feedback, or comments on the application process are welcome and can be submitted via email to: <a href="mailto:agedcarecollaborative@ariia.org.au">agedcarecollaborative@ariia.org.au</a> .

# Aged Care Collaborative

Accelerating workforce innovation

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For more information visit [ariia.org.au](http://ariia.org.au) | Email [agedcarecollaborative@ariia.org.au](mailto:agedcarecollaborative@ariia.org.au) | Call 08 7421 9134

