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Dust Diseases Board
Support Organisation Stream Grants Program Guidelines FY25

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Table of Contents

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Dust Diseases Board Support Organisation Stream Grants Program Guidelines FY25

1.   Introduction

The Dust Diseases Board (DDB) has been funding support organisation grants since 2016. Through this funding, the DDB aim to reduce the risk of people developing dust diseases, advance access to treatments and optimise health and care outcomes for people with a dust disease and their families.

By supporting services, programs or targeted projects that focus on educating about dust exposure and disease prevention and raising awareness around treatments including clinical trials, the DDB strive to make a significant impact on the lives of those affected by dust diseases.

icare Dust Diseases Care (DDC), also known as the Dust Diseases Authority (DDA), provides financial and health care support to over 5,200 people affected by work-related dust diseases annually. More than 83% of the dust diseases managed by DDC are asbestos related. DDC only administers funding directly related to the dust diseases dealt with by DDC:

- 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.

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Dust Diseases Board 2025-2029 Strategy for Support Organisations

Vision: The Dust Diseases Board's vision is to make a positive difference to those impacted by hazardous dust exposure and dust diseases.

Mission:

Funding of support organisations: Fund organisations that support people with a dust disease and their families; to inform and educate people about dust diseases and the dust diseases scheme; support people through the compensation process; optimise the wellbeing of people with a dust disease.

Engaging effectively with ecosystem partners: Engage with relevant partners in the dust diseases environment to increase the impact and effectiveness of DDB funding to both research and support organisations.

Strategic Priorities:

Be more selective and adaptable in how the DDB funds support organisations: Funding for support organisations will be more selective and adaptable. It will prioritise organisations with connections to broader support networks to enhance the services available to dust disease victims and their families. Additionally, regular reviews of the funding scope will be conducted to meet evolving worker, victim, and family needs.

Actively seek and engage potential partners whose missions align with the DDB: Collaborative partnerships will be forged with careful consideration of our scope in comparison to similar organisations to avoid duplication and maximise impact.

Dust Diseases Board Grant Strategy Guiding Principles

The DDB has established a set of guiding principles that form the cornerstone of their grant strategy. These principles are essential criteria against which all grant applications are evaluated. Applicants must ensure their proposals align with one or more of these principles as relevant to this stream:

- Benefits NSW workers with dust diseases and their families and contributes to a better quality of life for workers with dust diseases.
- Contributes to the effective administration of the dust diseases scheme in NSW.
- Supports early-stage innovations and ideas that can be turned into impact.
- Fosters collaboration to develop and broaden expertise and leverage investment to increase impact.
- Develop a better understanding of dust diseases in NSW, to prevent the development of dust diseases among people at risk.

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2. Dust Diseases Board Support Organisation Stream Grants Program

Support Organisation Grants

Funding Allocation

Category	Details
Total Project Funding Available	$600,000 pa
Project Funding Duration	Up to 3 years

Purpose

These grants are designed to fund groups or organisations able to offer a diverse range of services, programs, activities and support. By funding eligible organisations, it aims to optimise the wellbeing of people with a dust disease, inform and educate people about dust diseases, increase the reach for this funding, and enable the measurement of its impact.

Target Demographic

The Board's grant making intends to benefit a specific demographic (hereafter referred to as the *target demographic*). In this context, target demographic refers to all people 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.

3. Priority Area Requirements – Cohort, Support, Collaboration and Innovation & Technology

The Support Organisation Stream has four priority areas in order to achieve its objectives. An application for funding needs to align with (at least) one of these priority areas. Applicants are required to indicate which priority area their application relates to, more than one can be selected. Applicants must demonstrate an understanding of the priority areas that their application relates to.

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Cohort

Aims to fund proposals that provide targeted 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).

Addresses Specific Needs: Applicants should demonstrate knowledge of the target demographic, and how the proposed project will address an existing need or issue for people affected by specific dust diseases and their families.

Increases Engagement and Reach: Applicants must highlight the methods or tools used to reach the target demographic of the proposal, and how those needing support will be made aware of what is available to them.

Support

Aims to fund support services, programs or interventions that aim to enhance the wellbeing of the target demographic.

Adaptable Approach: Applicants provide direct "in person" support, as prioritised by the DDB, or other methods to deliver support to people suffering from a dust disease and their families, and to demonstrate how affected individuals are assisted through the service, programs or activities.

Builds Connections: Applicants must demonstrate how the organisation is positioned to deliver the proposed service, programs or activities, and outlines the role of referring clinicians. Applicants should describe how the program reaches those needing support and contributes to wider support networks. Applicants should also describe how they propose to assess the ongoing needs of those accessing the service, program or activity.

Collaboration

Aims to support eligible organisations to collaborate on the delivery of a service, program or activities that harnesses each organisation's strengths to achieve the objective of supporting people affected by a dust disease in NSW.

Leverages Strengths: Applicants are encouraged to consider collaboration with partners with similar aims in order to maximise impact. Applicants should highlight how this collaboration will benefit the target demographic and clearly outlines each organisation's individual contribution.

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Builds Capabilities: As part of the application, each partner is required to outline how the collaboration will enable them to better provide the services or improve the quality of support provided.

Innovation & Technology

Aims to fund proposals that trial new and innovative ways of supporting the target demographic.

New and Emerging Methods: Applicants should demonstrate how the use of the new method assists or supports those impacted by a dust disease and meets their needs, and how success will be measured. These could include pilot projects delivered in a non-clinical setting or online based support.

Technology Solutions: Applicants must highlight how their proposal will employ new technologies to reach the target demographic and enable connection.

Common Requirements Across All Grants

Sustainability Considerations: All projects should include considerations for the long-term sustainability of the proposed solutions or interventions.

Diversity and Inclusion: DDB encourages proposals that consider the diversity of affected populations, ensuring that services/programs and activities are inclusive and applicable to a wide range of demographics affected by dust diseases.

4. General Provisions

Funding

Grant funding will commence between 1 July 2025 and 31 December 2025 for a maximum of three years. The grant will be offered as a "one-line" grant without specification of distribution between salaries, consumables and equipment. There will be no additional sums paid by DDC outside of the one-line grant. The grant must be spent wholly for the purposes for which it was requested and so certified by the Project Lead and the Administering Organisation. If the program/service is terminated early or completed at a lower than initially envisaged cost, DDC must be advised, and any unspent funds returned.

Payments in respect of any grant will be within the terms and conditions specified in the funding offer and set out in the Funding Agreement. **Funds will not be provided to cover any overhead costs levied by the Administering Organisation/Institution**.

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The stage payments are structured as follows: 20% of the funded amount will be paid upon execution of the Funding Agreement, 10% will be reserved for the final stage of the project, and the remaining funds will be equally distributed across the intermediate stages, with **no instalment exceeding 30%** of the total grant.

All amounts referred to in the Funding Agreement are exclusive of GST, unless stated otherwise. Administering Organisations are responsible for all financial and taxation implications associated with receiving funds.

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*. 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 DDB, independent assessors requested by the Board to provide advice, and relevant employees of Insurance and Care NSW (icare) involved in the assessment process and grant administration.

The announcement of the successful applicants will involve the release of information to the public about the general nature of the Grant funded including the lay description provided in the application, the funding awarded, the applicants involved in the Grant, the Administering Organisation/Institution, and any actual organisations at which the Grant is being carried out.

Intellectual Property

Applicants must adhere to an Intellectual Property Policy approved by the governing body of the Administering Organisation and to the intellectual property requirements set out in the Funding Agreement.

Conflict of Interest

All parties involved in or associated with the application/project must disclose all material, personal, and financial interests, and conflicts of interest to the Administering Organisation before submitting the full application. The Administering Organisation is then responsible for notifying DDC about these conflicts in a timely manner. If a conflict of interest arises after the grant is funded, the Administering Organisation must report it to DDC as soon as practicable after being identified. The Administering Organisation must agree to manage all conflicts of interest in line with the *icare Conflict of Interest Policy*, and any relevant successor documents.

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Impact Planning

The DDB's approach to impact assessment encompasses the entire Disease Lifecycle— from risk identification and prevention to treatment and quality of life. Impact assessment starts at the application stage, where applicants outline the type of service or program they plan to offer to support those living with a dust disease (as well as their families). For those awarded funding, impact assessment continues throughout the duration of the grant, from the delivery of support services to measuring the success of those interventions at the completion of the grant. The DDC Research and Education Team will work with successful applicants in a co-design session to develop the impact plan. The DDB evaluates impact against four primary categories: Knowledge, Health, Economic, and Social impact.

Reporting on the benefits, successes and key learnings of the funded program, services or activities provided is an important aspect of grant funding. Recipient organisations have obligations as part of their funding agreement to report on grant impact. The DDB is required to demonstrate the impact of its grant funding and aims to demonstrate the vital work support organisations provide. This information will be shared with the broader dust diseases community.

Enquiries

Enquiries can be directed by Administering Organisation/Institution to DDC by email at ddcgrants@icare.nsw.gov.au

Guidance for Administering Organisation and Compliance

Administering Organisation

The Administering Organisation/Institution must have in place policies and procedures for the administration of public funds; for the management of intellectual property; and proper conduct in relation to participant confidentiality. For the purposes of GST arrangements, the Administering Organisation/Institution is defined as the supplier.

For organisations selecting collaboration as a priority area for their grant, one organisation is to be nominated as the administering organisation responsible for reporting and managing 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.

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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 of the project without need for further written or oral explanation, or reference to additional information.

All details provided in the application must be current, particularly concerning any other successful grants, at the time of application. If you provide false or misleading information within the application to the DDB, it will be excluded from any further consideration for funding.

Declaration

By signing the applications, the accuracy and completeness of all information submitted must be certified. The Administering Organisation/Institution is responsible for the appropriate use of the awarded funds and compliance with the grant guidelines and Funding Agreement. All required documentation and consents must be obtained before the lodgement of the application. Relevant parties must be informed that the applications will be shared with external assessors and may be shared with other NSW Government Departments or Agencies for advisory and assessment purposes. Personal and financial interests and conflicts must be disclosed and managed according to relevant policies. The project cannot commence until any required ethics plans, if applicable, are in place. Potential risks must be considered, and a risk management plan implemented if funded. The signatory must have the authority to sign on behalf of the Organisation/Institution. Electronic signatures on grant applications are acceptable. Funding Agreements will be signed via icare Procurement Central using DocuSign.

5. Eligibility Criteria

To be eligible for funding an organisation needs to meet all of the following criteria. The application form requires the applicant organisations to demonstrate 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 and Territory in which it is registered.
2. The organisation has demonstrated experience in providing support, or a like service, to a particular cohort with similar needs or their service or program relates to the prevention and treatment of dust diseases, as per the *Workers' Compensation (Dust Diseases) Act 1942 s6(2A)*. A "like service" is defined as a service or program that

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delivers a measurable positive impact on the wellbeing of a particular cohort with demonstrated support needs.

3. The organisation is able to demonstrate that the target demographic will be the beneficiaries of this program.
4. That the proposed program/service aligns with the criteria of one or more of the DDB Support Organisation Stream program priority areas outlined in the section below.
5. That the proposal aligns with the overall purpose of the Support Organisation Stream Program: to inform and educate people about dust diseases; support people through the compensation process; optimise the wellbeing of people with a dust disease.

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Project Lead

The Project Lead is the primary point of contact and the figurehead responsible for the overall management and reporting of grant-funded programs/services within support organisations. This role encompasses the leadership of project planning, implementation, and evaluation phases, ensuring that all activities align with the grant's objectives and intended outcomes for supporting individuals with dust diseases and their families. The Project Lead orchestrates the collaboration of relevant teams, manages stakeholder relationships, oversees budget allocation, and ensures adherence to grant conditions and timelines.

Delegated Officer

The Delegated Officer is the person from the Administering organisation with the authority to sign the Funding Agreement and administer the grant.

6. Permissible Uses of Grant Funds

6.1 Allowable Use of Grant Funds

Grant funds from the DDB **may be** allocated to the following eligible expenditure items that directly support the Support Organisation service/program.

Personnel Expenses

Salary Support: Funding is available for support organisation staff at appropriate salary levels with **up to 30% on-costs**, as employed by the Administering Organisation.

Equipment and Supplies

Equipment: Funds can be used for the purchase and maintenance of essential equipment, including specialised computer hardware and software required for the program/service.

Maintenance/Experimental Supplies: Funding is provided for consumable items necessary for conducting the program/service.

Travel Expenses

Project-Related Travel: Justified travel expenses directly related to the project's progress and objectives may be covered by the grant.

Essential Travel Costs: Essential travel expenses, including outreach work, are covered **up to $15,000** over the project duration.

6.2   Non-Allowable Use of Grant Funds

Grant funds from the DDB **cannot** be allocated to the following items:

Indirect Expenses

Costs not directly tied to the project, such as professional membership fees, patent application and maintenance fees, entertainment expenses, insurance, and mobile phones.

 Basic Facilities

Items and facilities expected to be provided and funded by the Administering Organisation, including:

- Work accommodation (office space)
- Basic computer facilities (desktops, laptops, printers, standard software)

Additional Non-Eligible Costs

- **Administrative Overheads:** General office supplies, rent, and utility bills.
- **Personal Expenses:** Any personal costs incurred by Specified Personnel.
- **Entertainment Expenses:** Costs related to entertainment or hospitality.
- **Non-Essential Travel:** Travel expenses not critical to the success of the program/service
- **Office Equipment:** Purchases of office furniture and non-specialised equipment not directly related to the program/service.
- **Unapproved Equipment:** Equipment not directly related to the objectives of the program/service.

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7. Application Process and Assessment

The DDB is committed to improving the lives of those living with a dust disease and their families by funding support organisations through a systematic and transparent funding allocation process. This section outlines the application procedure for support organisations detailing the steps from the initial application to the commencement of funding. Our aim is to ensure clarity and fairness throughout the selection process, enabling the best support initiatives to succeed.

All applications will undergo a competitive review. The evaluation will focus on how effectively each application meets the **assessment criteria**, its **ranking in comparison to other submissions**, and its overall **value for money**. As part of the competitive assessment process, "value for money" refers to the efficient and effective use of funds to achieve the proposed outcomes. It involves ensuring that the costs of the service/program are reasonable, the resources are well-allocated, and the expected benefits justify the investment. Additionally, it considers the potential impact, feasibility, sustainability, and risks associated with the program/service, ensuring that the funding provides significant returns and long-term benefits while managing any potential risks effectively.

*Key Dates

Opening of Applications	Call for applications will open on **4 October 2024**.
Closing of Applications	The call for applications will close at **4pm AEDT on 7 November 2024.**
Initial Eligibility Check	DDC will review the applications to ensure they meet the basic eligibility requirements.
Assessment of Applications	Eligible Applications will be assessed by DDB based on specific criteria outlined in *Section 7.2* of these *Guidelines*.
Notification of Outcome	DDB will notify all applicants of the outcome of their application. Unsuccessful applicants will be provided with feedback concerning their applications upon request. Notification of outcome will occur by the **24 March 2025.**
Execution of Funding Agreements	Funding Agreements must be signed by the **26 June 2025.**
Commencement of Funding	The funding period will start between **1 July 2025** and **31 December 2025**.

7.1 Submission of Application

The following instructions are provided to guide applicants through the process of submitting an Application for the DDB Support Organisation Grants Program.

Instructions:

Item	Instructions
Use the Correct Form	Applicants **must** use the DDB Support Organisation Grants Program Application Form FY25 shared via the notification email or available from the DDC website.
Adhere to Word Limits	Word limits are strictly enforced. Any information provided beyond the word limit **will not** be considered.
Respond to All Questions	Applicants must respond to **all relevant** questions in the application form.
Include Comprehensive Details	Ensure **all** significant information is **included** in your submission. Applications that omit significant information will **not be** considered.
Use Required Templates	Applicants must use the following templates in their submission: • Project Budget Template • Risk Management Plan Template
Refer to 'How-To' Submission guide	• **Follow** the Guide to submitting an application when completing your application form. • **Adhere** to the document formatting and PDF submission requirements as outlined in the **'How-To' Submission guide.**
Submission Format	The application **must** be saved as a **PDF** using the format outlined in the **'How-To' Submission guide**. **Use** the following subject line for email submission: DDB FY25SO Application_Organisation Name_2025.

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Submission Guidelines	• **PDF Format:** Ensure the final full application is formatted as **a single PDF file**, including **all** attachments. • **Review and Confirmation:** Before submission, **review** all information for accuracy. **Confirm** that all entries have been reviewed and are accurate by signing the *F1. Declaration by Delegated Officer* section in the application form. • **Submission Method:** Submit the completed full application via email to ddcgrants@icare.nsw.gov.au
Deadline	Applications **must** be submitted by **4.00 pm AEDT** on **Thursday 7 November 2024**. Late submissions **will not** be considered unless due to exceptional circumstances, which must be communicated to the DDC in advance.

7.2 Assessment of Applications

Upon receipt, Applications will be reviewed for completeness and eligibility. Applications not meeting the eligibility criteria described in the previous section will not be considered for funding.

The Dust Diseases Board will assess the applications received against the assessment criteria listed below.

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

All applicants will be notified directly of the outcome of their application in March 2025.

Support Organisation Grants Application Assessment Criteria

Applicants must address **all** relevant assessment criteria within the application. Applications will be evaluated based on the weighting assigned to each criterion. The assessment criteria for the Support Organisation Grants application are as follows:

Organisational details (20%):

- Overview of Organisational history, mission and vision
- Meets eligibility criteria (5)
- Demonstrates knowledge of target demographic
- Provides relevant service
- Provides annual financial information (e.g. Annual financial reports | ACNC)

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Target demographic (20%)

- Demonstrates an understanding of the needs of the recipients of the service/program
- Clearly demonstrates how the proposed service/program will service the needs of the recipients

Project details (30%)

- Clearly articulates how the program/service relates to the selected focus areas
- Demonstrates alignment of the aims of the proposed service/program with the aims of the Dust Diseases Board's Support Organisation Stream Grants Program
- Clearly articulates the activities that will be undertaken to achieve the aims of the proposed service/program
- Clearly articulates the key performance indicators that will be used to measure successful achievement of the aims of the proposed service/program
- Includes key performance indicators that are meaningful and measurable
- Provides a clear evaluation plan that outlines how the organisation will assess short- and medium-term outcomes. The evaluation plan will not contribute to the applicants overall score. Evaluation plans will be finalised with successful applicants prior to entering into a funding agreement.

Budget (15%)

- Provides a well-planned budget that is plausible and realistic
- Provides detailed cost-calculations including anticipated income and expenditure
- Clearly demonstrates how value for money will be achieved

Risk Management (15%)

- Clearly identifies and assesses possible risks associated with the proposed service/program
- Clearly articulates the likelihood and consequences of the identified risks
- Clearly outlines appropriate mitigation strategies for each of the identified risks

The DDC Research and Education Team welcomes organisations to discuss their proposal ahead of submission. Please email ddcgrants@icare.nsw.gov.au and a member of the team will contact you to discuss your proposal.

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8. Grant Administration

Grant Funding Agreement

If the application for grant funding is successful, the Administering Organisation will be required to enter into DDC's standard Funding Agreement. Preparation of the Funding Agreement will commence in April 2025.

The Funding Agreement details the specific conditions for each grant type and each individual grantee including reporting requirements and financial management.

All parties involved in a grant should familiarise themselves with the standard Funding Agreement conditions, but only the Administering Organisation and DDC will be parties to the document.

By signing the Funding Agreement, the Administering Organisation is agreeing to the conditions contained in that Agreement. A grant will not commence, nor grant funds be expended, prior to the Funding Agreement between DDC and the Administering 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 DDC's absolute discretion. A standard Funding Agreement can be found [here](#).

Progress Reporting

DDC requires Project Progress and Financial Acquittal Reports to be submitted according to the *Schedule 2 Project, Reporting and Payment Schedule* which is part of every Funding Agreement. Any departure from the approved program/services and/or the budget must be disclosed in the Project Variation Request Form. DDC reserves the right to suspend or terminate a grant if progress reports are not supplied by the due date or if progress is considered unsatisfactory by the DDB and/or DDC in accordance with Procedures for Dealing with Delayed Reports and Non-compliance specified in the Active Project Reporting User Manual.

At the completion of the project, the Administering Organisation will be required to submit the Final Financial Acquittal Report certified by the Administering Organisation/Institution Finance Manager to confirm its accuracy and completeness.

DDC withholds the final 10% of grant monies which are not paid until all of the support organisations obligations under the Funding Agreement are fulfilled.

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Grant Performance Monitoring and Audit

DDC monitors grant performance through regular progress reports and periodic audits. The DDB is updated quarterly on grant performance. Reasonable notice will be given if a random audit is required. The Administering Organisation/Institution must maintain all documents and financial records.

DDC may, at any time during the Term and for **12 months afterwards**, conduct an audit or ask the recipient organisation to arrange for an independent auditor, approved by DDC, to do so. This audit can cover any aspect of the service/program or the performance of the Funding Agreement, including verifying information provided to DDC. The recipient organisation must give the auditor access as described in *clause 10 (Access and Audits)* of the Funding Agreement. The auditor can make copies of any relevant records or documents. DDC may also appoint an independent person to help with the audit. DDC will cover the audit costs unless the audit finds non-compliance with the Funding Agreement or misleading information from the recipient organisation, in which case the recipient organisation will bear the cost.

Organisations should account for this need in the proposed budget of their application.

Quality Assurance Reference

You must refer to the Quality Assurance section in the Project Planning and Scheduling Manual for detailed information on internal and external audits. The Manual includes the Quality Assurance Plan and tips on preparing for audits.

Quality Assurance Plan Template

You are required to use the Quality Assurance Plan Template to prepare for potential audits. While implementing a Quality Assurance Plan is **not mandatory during the grant application**, it is essential once the grant is awarded to ensure integrity and excellence of the proposed program/service.

Impact Evaluation

Impact will be assessed throughout the grant's life cycle and documented in Project Progress and Final Reports. These evaluations will inform the DDB about the impact areas addressed by each grant for reporting purposes.

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Recognition of Funding

All publications, media releases or discussion of results emanating from a grant must acknowledge funding support with the following wording:

"This project was supported by a Dust Diseases Board competitive grant. The views expressed herein are those of the authors and are not necessarily those of icare or the Dust Diseases Board."

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