Guidelines:
Dental Relocation and Infrastructure Support Scheme (DRISS)

DRISS Guidelines are reviewed at the end of each funding round. Visit www.rhwa.org.au/DRISS to see the latest version.
## CONTENTS

1. **DRISS OVERVIEW**  
   1.1 INTRODUCTION  
   1.2 AIMS  
   1.3 GRANTS  
   1.4 HOW TO APPLY  
   1.5 ELIGIBILITY  
   1.5.1 Dentists  
   1.5.2 Locations  
   1.6 LOCATION AND SPECIFIC CIRCUMSTANCES  
   1.6.1 Dental Graduates  
   1.6.2 Applicants not Employed  
   1.6.3 Applicants Relocating from Overseas  
   1.7 RETENTION OBLIGATIONS  
   1.7.1 Retention Periods  
   1.7.2 Default and Recovery  
   1.8 PAYMENTS  
   1.9 EXCLUSIONS  

2. **RELOCATION GRANTS**  
   2.1 GRANT OVERVIEW  
   2.2 HOW IS IT CALCULATED?  
   2.3 ASSESSMENT  
   2.4 RELOCATION PAYMENTS  
   2.5 COMPLIANCE WITH INDUSTRY STANDARDS  

3. **RELOCATION AND INFRASTRUCTURE GRANTS**  
   3.1 GRANT OVERVIEW  
   3.2 WHAT CAN BE FUNDED  
   3.3 WHAT’S NOT FUNDED  
   3.4 ASSESSMENT  
   3.5 COMPLIANCE WITH INDUSTRY STANDARDS  
   3.6 BUSINESS PLANS AND FINANCIAL STATEMENTS  
   3.7 LETTERS OF SUPPORT  
   3.8 ASSETS  

4. **ADDITIONAL INFORMATION FOR ALL DRISS APPLICANTS**  
   4.1 APPLICATION GUIDANCE  
   4.2 PROOF OF IDENTIFICATION  
   4.3 CERTIFIED DOCUMENTS  
   4.4 DENTAL REGISTRATION  
   4.5 RECEIPT OF OTHER GRANTS  
   4.6 RELOCATING TO JOIN AN EXISTING PRACTICE  
   5. **ASSESSMENT**  
   5.1 APPLICATION SCREENING  
   5.2 REFEREE CHECKS  
   5.3 COMMUNICATION  
   5.4 GRANT AGREEMENT  
   5.5 NO GRANT DEFERRALS  

6. **REVIEWS AND COMPLAINTS**  
   6.1 PROCESS FOR REVIEW  
   6.2 FALSE OR MISLEADING INFORMATION  
   6.3 TAXATION  
   6.4 PROBITY  
   6.4.1 Conflict Of Interest  
   6.4.2 Arm’s Length Transactions and Related Party Transactions  
   6.4.3 Privacy and Confidentiality  
   6.5 RHWA AND RWA ROLES AND RESPONSIBILITIES  

7. **CONTACT RHWA**  

**APPENDIX A**  
EVIDENCE GUIDELINES  

**APPENDIX B**  
ASSESSMENT CRITERIA AND WEIGHTING
1. DRISS OVERVIEW

1.1 INTRODUCTION
The Dental Relocation and Infrastructure Support Scheme (DRISS) supports the distribution of dental services into regional, rural and remote communities by providing relocation grants and infrastructure support grants to dentists. It is funded by the Commonwealth Department of Health (Health) and administered by Rural Health Workforce Australia (RHWA). DRISS Guidelines are determined by the Department of Health.

1.2 AIMS
The aims and objectives of DRISS are to:

- support individual dentists who are relocating to more rural, regional and remote locations within Australia, in accordance with the Australian Standard Geographical Classification – Remoteness Areas system
- increase the number of new Private Practices, and expand the services of existing Private Practices, in rural, regional and remote locations within Australia
- address the needs of rural, regional and remote communities and improve access to dental services by providing funding to establish new, and expand existing, private dental practices
- support the provision of public dental services by private practitioners, particularly in remote locations
- increase the placement and retention of dentists in rural, regional and remote areas
- support individual dentists to establish and enhance private dental services in rural, regional and remote communities
- provide information and support to dentists about DRISS.

1.3 GRANTS
DRISS offers:

1. Relocation Grant of $15,000 to $120,000
   This is subject to a 12-month Retention Period (see Section 2).

2. Relocation and Infrastructure Grant up to $370,000
   This is subject to a 24-month Retention Period. (maximum of $250,000 for Infrastructure and maximum of $120,000 for Relocation) (see Section 3).

1.4 HOW TO APPLY
Two DRISS funding rounds are held each year. Dates are advertised on the RHWA website and in dental publications.

Applications and supporting evidence must be submitted online via a secure website portal. The portal link can be accessed at www.rhwa.org.au/DRISS once the funding round has opened. Handwritten applications are not accepted.

Supporting documentation should be in Microsoft Word, Excel, or PDF format and not in a .jpg or picture format. No attachment should exceed 30 pages per document.

Dentists should carefully read the DRISS Guidelines and Evidence Guidelines when preparing their application. Failure to comply with evidence requirements may render the Application ineligible. Dentists applying for Relocation and Infrastructure grants need to complete a Business Plan and a Budget/Cash flow using the templates provided.

RHWA sends an email to acknowledge receipt of application. This usually happens within 24 hours.

Prospective applicants can register their interest in DRISS at any time by completing an online enquiry form at www.rhwa.org.au/DRISS. Registered parties are notified via email when a funding round has opened.

1.5 ELIGIBILITY
1.5.1 Dentists
At a minimum, all applicants must:

1. have general registration as a dentist with the Dental Board of Australia (this registration must not be subject to any conditions, undertakings, restrictions or supervision requirements)
2. be a permanent resident of Australia or an Australian citizen
3. provide predominantly general dental services
4. be able to deliver private practice or a combination of predominantly private practice with public practice in the relocation destination
5. all applicants must work a minimum of 0.5 FTE (15 hours per week) in private practice

1 Full time is defined as a minimum of 30 hours and can include a mix of public and private hours. A pro-rata grant may be provided to applicants undertaking part-time work and will be individually negotiated with each part-time applicant. The applicant funding agreement will outline the mix of private and public hours that will need to be delivered and reported on.
6. need to have relocated less than six months before the opening date of funding round or relocate within six months after the opening date of the funding round.

7. must have worked at their current or most recent practice location (Remoteness Area) for a minimum of six months in the last twelve months.

8. be relocating to provide services in more rural, regional or remote locations.

To be eligible for Relocation and Infrastructure Grants, applicants must also:

9. have a minimum of six months’ experience in a private or public practice as at the start date of the funding round.

10. work full time to receive a full grant.

11. not be insolvent at the time of lodging the application.

1.5.2 Locations

To be eligible for a DRISS Grant, an applicant must be relocating their dental services to an area that is more rural, regional or more remote than their current (or most recent) practice. The Australian Standard Geographical Classification – Remoteness Area (ASGC-RA) is used to determine the remoteness of a practice location:

- RA1 – Major City (not eligible for DRISS funding)
- RA2 – Inner Regional
- RA3 – Outer Regional
- RA4 – Remote
- RA5 – Very Remote

Find the ASGC-RA status of a location with the mapping tool at: [www.ruralhealthaustralia.gov.au](http://www.ruralhealthaustralia.gov.au). Enter the name of the town or suburb and the State/Territory in the ASGC-RA locator to find its ASGC-RA classification.

Applicants relocating to a less remote or regional area (e.g. from RA3 to RA2) or moving to an area within the same category will not be eligible for a DRISS Grant.

1.6 LOCATION AND SPECIFIC CIRCUMSTANCES

1.6.1 Dental Graduates

An application from a dental graduate will take into account the location of the university or tertiary institution where they completed their studies. The starting location of a graduate of the Voluntary Dental Graduate Year Program will be the most recent location of dental practice.

1.6.2 Applicants not Employed

If an applicant is not employed at the time of the DRISS application, the proposed location must be more regional or more rural than their most recent location of dental practice.

1.6.3 Applicants Relocating from Overseas

Applicants relocating from overseas will be entitled to a maximum Relocation Grant of $15,000.

1.7 RETENTION OBLIGATIONS

1.7.1 Retention Periods

A successful applicant for a Relocation Grant must provide dental services in the relocation practice for at least 12 months. The minimum retention period for a Relocation and Infrastructure Grant is 24 months. This period begins on the retention start date in the relocation practice specified in the Grant Agreement.

For example:

- If you have commenced in your relocation practice within six months prior to the opening of the DRISS funding round, your retention start date will commence on the day your agreement is executed;
- If you are intending to relocate after the funding round closes, your Retention Start Date is the later of the Grant Agreement Start Date or the commencement of private dental services.

Permitted leave from the retention period includes:

- Annual Leave – up to six weeks per year, including Christmas closure (specify dates of Christmas closure time) and four weeks recreation leave
- Maternity Leave – subject to medical certificate
- Extended Leave – up to three months, approved on a case-by-case basis
- Carer’s Leave or personal sick leave, including Workers Compensation – subject to medical certificate.

A successful Relocation Grant applicant may be able to take up to 12 months’ of extended leave in exceptional circumstances, with supporting evidence during the retention period.

2 Excludes university graduates (see section 1.6.1) and overseas graduates (see section 1.6.3)
This time will not be calculated as part of the retention period.

1.7.2 Default and Recovery
Dentists will be obliged to repay grants if they fail to meet grant conditions, including the retention period. This may also involve the withholding or adjustment of payments by RHWA.

1.8 PAYMENTS
Grant payments are made directly to the successful applicant, not to a dental practice, private business nor the trust account of a private dentist.

DRISS Grants are considered ‘assessable income’ and are subject to tax by the Australian Taxation Office.

All DRISS Grant recipients are required to have an Individual/Sole Trader ABN which is registered for GST.

1.9 EXCLUSIONS
- DRISS does not fund specialist dentists or other dental practitioners
- dental practices, companies, trusts or other organisations
- dentists who relocate within the same ASGC-RA Classification or relocate to a less remote ASGC-RA Classification
- dentists who predominantly deliver public dental hours. Public dentistry is work performed whilst engaged by a government agency and includes services provided to patients funded by a government agency (including voucher systems).
2. RELOCATION GRANTS

2.1 GRANT OVERVIEW
The DRISS Relocation Grant supports dentists moving to a more regional, rural or remote area of Australia to provide predominantly private dental services. Grant amounts are available from $15,000 to $120,000. To be entitled to the full amount, dentists must work in the new location for at least 12 months and comply with the conditions of the grant agreement.

2.2 HOW IS IT CALCULATED?
Grant amounts are based on where a dentist is moving from their current or most recent practice (or university, for recent graduates).

See how the grant is calculated:

<table>
<thead>
<tr>
<th>RELOCATING FROM:</th>
<th>Inner Regional (ASGC-RA2)</th>
<th>Outer Regional (ASGC-RA3)</th>
<th>Remote (ASGC-RA4)</th>
<th>Very Remote (ASGC-RA5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Cities (ASGC-RA1)</td>
<td>$15,000</td>
<td>$30,000</td>
<td>$60,000</td>
<td>$120,000</td>
</tr>
<tr>
<td>Inner Regional (ASGC-RA2)</td>
<td></td>
<td>$15,000</td>
<td>$30,000</td>
<td>$60,000</td>
</tr>
<tr>
<td>Outer Regional (ASGC-RA3)</td>
<td></td>
<td></td>
<td>$15,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Remote (ASGC-RA4)</td>
<td></td>
<td></td>
<td></td>
<td>$15,000</td>
</tr>
</tbody>
</table>

Find the ASGC-RA status of a location with the mapping tool at: www.ruralhealthaustralia.gov.au
2.3 ASSESSMENT

Dentists will need to complete an online grant application, accompanied by supporting evidence. The table below is a guide to the assessment process and mandatory eligibility criteria. Dentists should refer to the Evidence Guidelines when submitting an application (see Appendix A). The Assessment Criteria is detailed further in Appendix B.

Table 1: Relocation Grant Assessment

| Meets Practitioner Eligibility Criteria | • Unrestricted general registration as a dentist with Dental Board of Australia  
|                                           | • Australian permanent resident or Australian citizen  
|                                           | • Provides predominantly general dental services  
|                                           | • Delivers private practice or combination of predominantly private and public practice  
|                                           | • Works a minimum of 15 hours per week in private practice in the relocation practice  
|                                           | • Relocated less than six months before the opening of the funding round or to relocate within six months after the opening date of the funding round  
|                                           | • Applicant has worked in current or most recent practice location (remoteness area) for a minimum of six months in the previous 12 months  

| Application complies with Evidence Requirements | • Online application form completed, and supporting evidence attached  
|                                               | • Applications must be for an individual practitioner  
|                                               | • Certified copy of primary identification  
|                                               | • Certified copy of secondary identification  
|                                               | • Evidence of employment at current/most recent practice  
|                                               | • Evidence of employment at relocation practice  

| Meets Referee Checks | Names and contact details of three referees who are not related to the applicant and are not DRISS applicants, with a minimum of two professional referees  

| Meets Location Eligibility Criteria | • Relocation practice is assessed as more regional, rural or remote than current or most recent practice  
|                                    | • Application meets Location Need criteria. The Committee applies a minimum threshold to assess location need (see Appendix B)  

| Application Decision | The independent external DRISS Assessment Committee considers and decides on the application taking into account the Relocation Grant Assessment Criteria, previous Relocation Grants provided to dentists located in the same or a nearby location, funds available and other considerations required to achieve the overall aims and objectives of DRISS.  

2.4 RELOCATION PAYMENTS

Relocation Grants are paid accordingly:

1. Dentists establishing a **new dental practice** receive the full amount in a single payment as per the terms of their Grant Agreement.

2. Dentists relocating to **join an existing private dental practice** receive 50% of the full amount six months after the retention start date at the new location. The remaining 50% is paid twelve months after the retention start date.

2.5 COMPLIANCE WITH INDUSTRY STANDARDS

Successful applicants are expected to comply with industry standards and government regulations. Applicants should:

- not have a criminal record  
- not be subject to any Dental Board of Australia restrictions during the grant period  
- have satisfactorily passed a ‘Working with Children Check’ where required by State/Territory law  
- comply with local Council laws and regulations.
3. RELOCATION AND INFRASTRUCTURE GRANTS

3.1 GRANT OVERVIEW
The DRISS Relocation and Infrastructure Grant supports dentists moving to a more regional, rural or remote area in Australia to provide predominantly private dental services. The Infrastructure component must be used to acquire infrastructure or undertake capital works to support the provision of those services. The entire grant is not to be used as the primary source of funding.

Payments up to $370,000 may be available, comprising:
1. Relocation Grant – up to $120,000
2. Infrastructure Grant – up to $250,000

To be entitled to the full amount, dentists must continue to provide dental services in their new location for at least 24 months and comply with grant agreement requirements.

3.2 WHAT CAN BE FUNDED
An Infrastructure Grant can be used to support the provision of dental services in the new practice through:

- purchasing or upgrading dental equipment, for general dentistry services only
- capital works to construct a dental health practice
- capital works to build an extension to an existing structure
- refurbishing an existing structure.

3.3 WHAT’S NOT FUNDED
The following items cannot be funded with an Infrastructure Grant:

- projects located in major cities (ASGC-RA1)
- specialist dentistry equipment and/or supplies
- flights/transport costs to and from and accommodation in relocating town
- strategic service planning
- residential accommodation or furnishings for personal/family members
- salaries
- consulting fees in grant preparation and infrastructure/capital works management
- business planning
- consumables beyond $1,000 per annum
- ongoing recurrent costs, such as operating costs
- the applicant’s relocation and/or acquisition of infrastructure or capital works occur more than six months before or after the opening of the funding round
- purchasing a new practice.

3.4 ASSESSMENT
Dentists will need to complete an online grant application, accompanied by supporting evidence. The table on the following page is a guide to the assessment process and mandatory criteria. Dentists should refer to the Evidence Guidelines when submitting an application (see Appendix A). The Assessment Criteria is detailed further in Appendix B.
### Table 2: Relocation and Infrastructure Grant Assessment

#### Meets Practitioner Eligibility Criteria
- Unrestricted general registration as a dentist with Dental Board of Australia
- Australian permanent resident or Australian citizen
- Provides predominantly general dental services
- Delivers private practice or combination of predominantly private and public practice
- Works a minimum of 15 hours per week in private practice in the relocation practice
- Relocated less than six months before the opening of the funding round or to relocate within six months after the opening date of the funding round
- Applicant has worked in current or most recent practice location (remoteness area) for a minimum of six months in the previous 12 months
- Has a minimum of six months’ experience in private or public practice
- Not be insolvent at time of lodging application

#### Application complies with Evidence Requirements
- Online application form completed, and supporting evidence attached
- Applications must be for an individual practitioner, not a practice or third party
- Certified copy of primary identification
- Certified copy of secondary identification
- Evidence of employment at current/most recent practice
- Evidence of employment at relocation practice
- Business Plan and Cashflow/Budget templates
- Relevant infrastructure, equipment or refurbishment evidence requirements
- Letters of support

#### Meets Referee Checks
Names and contact details of three referees who are not related to the applicant and are not DRISS applicants, with a minimum of two professional referees

#### Meets Location Eligibility Criteria
- Relocation practice is assessed as more regional, rural or remote than current or most recent practice using ASGC-Remoteness classification
- Application meets Location Need criteria. The Committee applies a minimum threshold to assess location need (see Appendix B)
- Previous Relocation and Infrastructure Grants provided to dentists located in the same or a nearby location

#### Application Decision
The independent external DRISS Assessment Committee considers and decides on the application taking into account the Relocation Grant Assessment Criteria, previous Relocation Grants provided to dentists located in the same or a nearby location, funds available and other considerations required to achieve the overall aims and objectives of DRISS.
### 3.5 COMPLIANCE WITH INDUSTRY STANDARDS

Successful applicants are expected to comply with industry standards and government regulations. Applicants must:

- not have a criminal record
- not be subject to any Dental Board of Australia restrictions
- have satisfactorily passed a ‘Working with Children Check where required by State/Territory law
- comply with local Council laws and regulations
- ensure staff are appropriately registered, qualified and correctly supervised
- ensure all relevant insurances are obtained, including Workers Compensation insurance for staff and contractors.

### 3.6 BUSINESS PLANS AND FINANCIAL STATEMENTS

A well-researched business plan is required as part of the application for the Relocation and Infrastructure Grant. The applicant is expected to include:

- description of relocation practice, premises and its ownership
- services to be provided and operating hours
- service catchment area/locations
- assessment of expected patient demand for services
- other dental and related services in the location/catchment
- staffing
- risk management
- infrastructure project plan
- financial plan including funding sources
- two-year budget and cashflow statement.

The online application portal contains templates for business plan and financial statements. Applicants must use the templates where provided.

### 3.7 LETTERS OF SUPPORT

RHWA encourages applicants to engage with the community. Applicants should consider including letters of support to demonstrate community engagement. Such letters should provide information from key stakeholders that directly support an application. Multiple letters containing similar wording will not be accepted.

### 3.8 ASSETS

Dentists joining an existing practice as a partner must provide a copy of the partnership agreement with their application. Assets purchased with DRISS funding cannot be transferred to joint ownership during the grant retention period without written permission from RHWA. Assets purchased must be insured.
4. ADDITIONAL INFORMATION FOR ALL DRISS APPLICANTS

4.1 APPLICATION GUIDANCE

- online application form and templates must be used where provided
- applications must be complete, accurate, succinct, well considered and provide sufficient information for assessment
- supporting documentation should be in Microsoft Word, Excel, or PDF format and not in a .jpg or picture format. No attachment should exceed 30 pages per document.
- information can be presented in dot-points
- detailed financial and supporting evidence is required to ensure infrastructure and capital works acquisitions can be assessed and confirmed.

It is recommended that dentists retain a copy of their application for record-keeping.

4.2 PROOF OF IDENTIFICATION

All applicants must verify their identification with two documents:

1. a certified copy of an Australian passport, birth certificate or driver’s licence. Applicants with overseas passports or birth certificates are required to provide certified copy of Certificate of Australian Citizenship or proof of permanent residency. This applies to citizens of New Zealand. This primary identification document is to be certified to Australian legal standards.

2. the secondary primary identification document can include a copy of a passport, birth certificate, driver’s licence, Medicare card or proof-of-age card. At least one piece of identification must be photographic identification and have a clear image.

A full list of approved primary and secondary identification documents is provided in Appendix A.

4.3 CERTIFIED DOCUMENTS

Applicants must provide certified copies of identification documents. These are copies authorised or stamped as being true copies of originals by a person or agency. To find out who is authorised to certify documents in your state, go to www.ag.gov.au. Certification by family members or by work colleagues will not be accepted.

Only copies of documents certified within six months of the opening date of a funding round will be accepted.

4.4 DENTAL REGISTRATION

Applicants are not required to include Dental Board of Australia registration documents. Checks will be made on the Australian Health Practitioner Regulation Agency’s public database to confirm each applicant’s registration.

4.5 RECEIPT OF OTHER GRANTS

Applicants receiving grant funding through other Commonwealth or state and territory incentive or grant programs may still be eligible for a DRISS Grant. Dentists must disclose all current incentives and grant funding received (or expected to be received). Failure to do so may render the applicant ineligible to receive or continue to receive a grant.

Dentists will be ineligible for DRISS if they are already receiving grant funding for relocation, infrastructure or capital works from another grant source.

4.6 RELOCATING TO JOIN AN EXISTING PRACTICE

Applicants who are relocating to join an existing private dental practice may be eligible to apply for either a Relocation Grant or a Relocation and Infrastructure Grant. However, grant payments will be made to the dentist and not to the practice.

4.6.1 Proof When Joining Existing Practice

If a dentist is joining an existing practice, their application must be accompanied by a copy of the dentist’s signed employment agreement with the practice or other documentary evidence which demonstrates that they will provide general dental services at the practice during the DRISS retention period. In the case of a Relocation and Infrastructure Grant, the dentist must supply a letter from the practice confirming the applicant will use the infrastructure or capital works funded by the grant for the retention period.
4.7 INELIGIBLE APPLICATIONS

Applications will be considered ineligible for consideration by the DRISS Assessment Committee if:

- mandatory eligibility requirements are not met
- there is insufficient information and evidence for a proper assessment of the application
- the application is submitted under the name of another practitioner, private business or other nominated third party
- information or evidence has not been provided in the format required by the DRISS Assessment Committee
- there is evidence that information provided in the application is copied from another application
- an application is submitted outside the funding round. No extensions beyond the closing date will be granted.

4.8 COSTS OF APPLICATION

A dentist must bear all costs relating to the preparation and submission of an application. Successful applicants must also pay any costs associated with the negotiation of the Grant Agreement. DRISS grants can not be used to pay for the use of third parties such as consultants to prepare, submit and/or manage an applicant's Grant Agreement.
5. **ASSESSMENT**

DRISS is a competitive, merit-based grant scheme. Each funding round has limited funding. This means that applicants may meet the mandatory Eligibility Criteria and applicable Assessment Criteria but may not be successful in receiving a DRISS grant.

### Table 3. Grant Stages

- **Funding Round Closes**
- **Eligibility screening by RHWA**
- **Referee checks for applicants who meet criteria**
- **Independent Assessment Committee reviews applications and seeks additional information to conduct assessment**
- **Grant Decisions made**
- **Applicants informed of outcome in writing**
- **Grant Agreement provided to successful applicants**
- **Applicants return signed Grant Agreement**
- **Grant Agreement is executed**

5.1 **APPLICATION SCREENING**

RHWA will conduct an initial screening to assess whether an Application meets all the mandatory eligibility criteria, dental location criteria (see Appendix B) and that the application is complete and includes sufficient supporting information and evidence.

5.2 **REFEREE CHECKS**

Applications that pass the initial eligibility screening will be checked with the relevant applicant’s referees. An applicant must not nominate a family member, a DRISS applicant or a colleague working in the same practice as a referee.

5.3 **COMMUNICATION**

Dentists approved for receipt of a DRISS grant will be notified by an email sent to the email address listed in their application. The funding offered may differ from the amount requested in the application. All amounts requested are independently assessed for their financial merit by the Assessment Committee.

Unsuccessful applicants will be provided with general reasons for outcome, offered further feedback and may be invited to reapply in future funding rounds. An unsuccessful applicant may request a decision review within 28 days of being notified.

5.4 **GRANT AGREEMENT**

Applicants who have been offered a Relocation and Infrastructure Grant or a Relocation Grant must enter into a Grant Agreement with RHWA. The template Grant Agreement sets out the standard terms and conditions under which a DRISS grant will be provided by RHWA to a successful applicant. Applicants should read and, if necessary, obtain advice regarding the template Grant Agreement.

Once a dentist is notified that their application has been successful, they will be contacted by RHWA to negotiate and complete the schedules to the Grant Agreement. The schedules will include specific details relating to the Relocation Grant and/or Infrastructure Grant. Once the schedules are agreed, a Grant Agreement will be executed.

A period of 14 days is allocated to accept and execute the Grant Agreement. If the Grant Agreement cannot be finalised during that time, RHWA may withdraw its approval for the grant.

Once the schedules to the Grant Agreement are agreed, RHWA will send two copies of the Grant Agreement to the successful applicant. The successful applicant must return both signed copies to RHWA to formally accept the agreement. Upon execution by RHWA, a copy is returned to the successful applicant. A copy of the applicant’s agreement is provided to the relevant state or territory Rural Workforce Agency who will support successful applicants.

5.5 **NO GRANT DEFERRALS**

It is not possible to defer an offer for grant funding or change the relocation practice site during the contract acceptance period or after the contract is signed.
6. REVIEWS AND COMPLAINTS

RHWA has a fair and non-discriminatory review and complaints handling procedure.

Dentists wishing to lodge a request for a review or a complaint about the conduct or outcome of a DRISS grant application must write to RHWA within 28 days of receiving notice of the outcome of their application. Applicants should provide details of the basis upon which the review or complaint is being lodged, including:

- a clear statement regarding what the applicant considers was defective in the decision-making and/or application assessment process
- copies of, or references to, information in their submitted application to support the review or complaint
- a statement regarding what the applicant wishes to achieve from the review or complaint process.

Reviews or complaints that relate to RHWA disregarding incomplete or erroneous applications will not be accepted.

6.1 PROCESS FOR REVIEW

RHWA will refer the matter to a reviewer. The reviewer will be independent person not involved in the Assessment Committee. The reviewer will make a final decision regarding the review of the applicant's application and Assessment Committee process and decision making and whether the dentist's grant application should be approved. The reviewer will notify the applicant in writing to advise of their appointment and the expected timeframe for making the review decision. The written notice will also include a request for any further information that may be required by the reviewer. The applicant will be given no less than 15 business days to provide any further information.

A representative from RHWA will notify the applicant in writing of the reviewer's decision.

If an applicant is not satisfied with RHWA's handling of a complaint or the decision of the reviewer, the applicant may lodge a complaint with the Commonwealth Ombudsman www.ombudsman.gov.au

6.2 FALSE OR MISLEADING INFORMATION

Applications that are knowingly false or misleading will not be considered.

In addition, the Grant Agreement gives RHWA the right to terminate a DRISS grant and require repayment of grant amounts if the successful applicant is found to have submitted false or misleading information.

6.3 TAXATION

DRISS grants are considered assessable income and are subject to tax by Australian Taxation Office (ATO). Dentists who receive funding will need to declare DRISS payments for tax purposes. Applicants are advised to seek advice from their financial adviser, accountant or the ATO regarding individual tax arrangements.

6.4 PROBITY

RHWA is committed to providing funding under DRISS that is fair and transparent and does so in accordance with the Commonwealth Grants Rules and Guidelines as produced by the Department of Finance in accordance with section 101 of the Public Governance, Performance and Accountability Act 2013.

6.4.1 Conflict Of Interest

A conflict of interest arises where a person makes a decision or exercises a power in a way that may be, or may perceived to be, influenced by either material personal interests (financial or non-financial) or material personal associations.

A conflict of interest may exist, for example, if an applicant or any of their personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the DRISS application assessment process, such as an RHWA staff member
- has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicant in carrying out the activities to be funded by a DRISS grant fairly and independently
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the granting of DRISS funds.
As a part of their application, a dentist must declare any existing and potential conflicts of interest or declare, to the best of their knowledge, there is no conflict of interest that would impact on or prevent them from proceeding with a grant.

If an applicant realises that an actual, apparent or potential conflict of interest exists or might arise in relation to their application after submission, they must inform RHWA in writing immediately.

6.4.2 Arm’s Length Transactions and Related Party Transactions

Applicants are expected to transact DRISS funds on an arm’s length basis that does not permit:

- purchasing goods or services from friends, relatives or related party entities to the applicant and/or the relocating practice principal(s) and its employees
- engaging contractors without having a basic competitive quoting process to gain feedback on market prices
- engaging contractors who receive or give bonuses beyond what is detailed in the contracted agreement
- contractors who render service at a different site other than the relocation site as part of the DRISS-funded infrastructure
- transactions that fail to pass a probity test that ensures accountability of Government funds.

6.4.3 Privacy and Confidentiality

Each applicant is required to declare that they will comply with the Protection of Personal Information Clause in the funding agreement. This states that they will:

- comply with the Privacy Act, including the 11 Information Privacy Principles (IPPs) and the National Privacy Principles (NPPs)
- refrain from engaging in direct marketing (s 16F of the Privacy Act), to the extent that the NPP and/or s 16F apply to the participant
- impose the same privacy obligations on any subcontractors they engage to assist with the project.

The Confidentiality Clause imposes obligations on the applicant relating to certain information collected, created or held under the funding agreement. Applicants are required to seek RHWA’s consent in writing before disclosing confidential information.

6.5 RHWA AND RWA ROLES AND RESPONSIBILITIES

RHWA will:

- administer DRISS on behalf of the Australian Government (Health)
- provide information about DRISS on the RHWA website, including making available the online application, the template Grant Agreement and these guidelines
- receive applications and organise the DRISS assessment process.

RHWA has member offices located in each State and the Northern Territory, the Rural Workforce Agencies (RWAs). The RWAs will:

- promote DRISS within their jurisdictions
- support successful applicants in their practice location
- contact successful applicants and provide information about the community they are relocating to
- provide support in managing funding agreements locally, including visiting the site/location of the successful applicant to monitor progress and participation under the grant
- provide information about communities, training and other relevant conferences/professional development opportunities where applicable.
7. CONTACT RHWA

For further information or queries in relation to DRISS, please contact RHWA:

<table>
<thead>
<tr>
<th>Channel</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:DRISS@rhwa.org.au">DRISS@rhwa.org.au</a></td>
</tr>
<tr>
<td>Online</td>
<td>Complete an online inquiry form <a href="http://www.rhwa.org.au/DRISS">www.rhwa.org.au/DRISS</a></td>
</tr>
<tr>
<td>Telephone</td>
<td>1800 475 433 from 9 am – 5 pm (AEST) Monday to Friday</td>
</tr>
<tr>
<td>Post</td>
<td>Rural Health Workforce Australia Suite 2, Level 5 10 Queens Road MELBOURNE VIC 3004</td>
</tr>
</tbody>
</table>
APPENDIX A
EVIDENCE GUIDELINES

1. INTRODUCTION
As a publically funded program, Rural Health Workforce Australia (RHWA) administers the Dental Relocation and Infrastructure Support Scheme (DRISS) to:
• equitably and transparently select grant recipients that best represent value with public money to meet DRISS objectives; and
• efficiently, effectively and economically deliver funding to approved recipients.

Evidence provided by applicants is used in the assessment process, in preparing funding agreements, and for reporting and payment purposes.

This guide aims to assist applicants to prepare evidence that supports your application.

2. POINTS TO CONSIDER
The Online Application portal requires several types of information, including scanned copies of certified documents, copies of documents supporting an Applicant, and letters of support.

The following points are important to consider when providing documents for a DRISS Grant:
• Documents must be submitted as attachments via the Online Application portal.
• All supporting evidence must clearly include the name of the Applicant and, where relevant, the name and address of the practice.

• If there is evidence that the information provided in the Application that is copied from another Application, applications received may be deemed unsatisfactory.
• Detailed and accurate financial and supporting evidence is required to ensure infrastructure and capital works acquisitions can be assessed and confirmed.
• The independent external DRISS Assessment Committee or RHWA may request additional information if required to complete an assessment and undertake checks to verify information.

3. CERTIFICATION OF IDENTITY DOCUMENTS
Applicants must provide “certified copies” of all original documents used to confirm an individual’s identification. Certified copies are copies authorised or stamped as being true copies of originals by a person or agency. For a list of persons authorised to certify documents in your state, please go to www.ag.gov.au. Certification by family members or by colleagues operating in the same practice location as the Applicant will not be accepted. Only copies of documents certified within six months before the opening of a funding round will be accepted.

4. EVIDENCE REQUIREMENTS
The following checklists summarise the evidence required to support an application for a Relocation Grant or a Relocation and Infrastructure Grant.
### RELOCATION GRANT APPLICATIONS – EVIDENCE CHECKLIST

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Evidence</th>
<th>Examples</th>
<th>Key Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant Identification</strong></td>
<td></td>
<td><strong>Certified Primary ID</strong></td>
<td>Copies of ID to be certified to legal standards (see section 4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Australian Passport (current or expired within the last 2 years but not cancelled)</td>
<td>At least one ID document to be photographic identification and have a clear image.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Birth Certificate/Extract</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Certified Secondary ID</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Licence issued under Australian law (e.g. driver’s licence or other government issued licence) which contains a photograph or signature</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Medicare Card</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• A bank/credit union/building society passbook, statement or debit/credit card</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Proof of Citizenship (if applicable)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Australian Citizenship Certificate; or</td>
<td>Proof of Citizenship applies to applicants with overseas passports or birth certificates. This includes New Zealand citizens.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Proof of Permanent Residency</td>
<td></td>
</tr>
<tr>
<td><strong>Registration as a Dental Practitioner</strong></td>
<td>Dental Registration</td>
<td><strong>Australian Health Practitioner Regulation Agency number</strong></td>
<td>To be provided in Application form</td>
</tr>
<tr>
<td><strong>Proof of Relocation</strong></td>
<td><strong>Evidence of Original Practice</strong></td>
<td>• Signed Employment Agreement specifying start date at practice; or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Recent payslip dated at least six weeks before cessation of services at the practice; or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Signed letter from the principal dentist or practice owner.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Evidence of Relocation Practice</strong></td>
<td>• Signed Employment Agreement specifying start date at practice; or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Signed letter from the principal dentist or practice owner; or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Documents showing ownership of the practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Signed copy of partnership agreement if Applicant is a partner in practice.</td>
<td></td>
</tr>
<tr>
<td><strong>Successful Applicants Compliance</strong></td>
<td><strong>Working with Children Checks</strong> (if required by State/Territory law)</td>
<td></td>
<td>Copy of Document</td>
</tr>
</tbody>
</table>

RELOCATION AND INFRASTRUCTURE GRANT APPLICATIONS – EVIDENCE CHECKLIST

In addition to the evidence required for Relocation grants, additional evidence is required for Relocation and Infrastructure Grants.

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Evidence</th>
<th>Examples</th>
<th>Key Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Insolvency Status</td>
<td>Insolvency Status</td>
<td>Letter from Accountant/Financial Advisor advising on solvency status</td>
</tr>
<tr>
<td></td>
<td>Funding Sources for proposed infrastructure</td>
<td>Funding Sources</td>
<td>Copy of letters or documents</td>
</tr>
<tr>
<td></td>
<td>Business Plan</td>
<td>Business and Financial Plan</td>
<td>Completion of Online Business Plan template and Two Year Cashflow and Budget</td>
</tr>
<tr>
<td></td>
<td>Letters of Community Support (if applicable)</td>
<td>Letters of Support</td>
<td>Copy of Signed Letters of Support</td>
</tr>
<tr>
<td></td>
<td>Evidence of Secure Tenure (if applicable)</td>
<td>Secure Tenure for the period of funding agreement for relocation practice</td>
<td>Copy Signed Documents</td>
</tr>
</tbody>
</table>

Applicants are encouraged to engage with the community but multiple letters of support worded identically are not preferred.
**INFRASTRUCTURE COSTS**

DRISS funding can be used to purchase general dental equipment, refurbish practice premises or to support capital costs.

<table>
<thead>
<tr>
<th>Equipment</th>
<th><strong>Equipment Quotes/Costs</strong></th>
<th><strong>Document copies</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quotes, purchase orders or tax invoices</td>
<td>Must be addressed to the Applicant and reference the Relocation practice. Must include description of items</td>
</tr>
<tr>
<td></td>
<td><strong>Permission to use building as a Dental Practice</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Planning permit or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Lease Agreement</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Council Permits</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Planning or building permits if required or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Council evidence that permits are not required</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Licences if required by local laws eg Waste Management or Radiation licences</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capital Works</th>
<th><strong>Capital Works Quotes/Costs</strong></th>
<th><strong>Copy of signed letter</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g. renovations, minor additions, major extensions or building a new structure</td>
<td>• Quotes, purchase orders or tax invoices</td>
<td>Applicants may claim reimbursements of costs in meeting evidence requirements, but payments will not be made until all grant conditions are met.</td>
</tr>
<tr>
<td></td>
<td>• Two quotes from building practitioners</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Landlord Approval for proposed infrastructure (if applicable)</strong></td>
<td>A relevant state registered building practitioner or equivalent or licenced tradesperson must be used. Where a building practitioner is used a minimum of two quotes is required</td>
</tr>
<tr>
<td></td>
<td>Letter of approval</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Council permits</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Approved Planning permits or evidence that permits are not required</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Building permits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Local licences if required by local laws eg Waste Management or Radiation licences</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Construction Contracts</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Construction drawings and specifications; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Signed contracts with appointed building practitioners including associated specifications and drawings</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For Major Extensions/ New Buildings</th>
<th><strong>Cost Breakdown</strong></th>
<th><strong>Document copies</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Based on written quotes from licensed suppliers that itemises any additional costs including</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Professional services eg architect or design fees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fit out for floor window coverings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Project management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Other specialist consultant fees</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX B
ASSESSMENT CRITERIA AND WEIGHTING

RELOCATION GRANT
The following Assessment Criteria will be used to assess and prioritise Applications for a Relocation Grant:

1. Remoteness Area Classification (see table below)
2. Dental Location Needs Criteria (see table on page 20)
3. Referee checks (Referee checks will be undertaken for Applications that meet the Mandatory Eligibility Criterial)
4. Previous Relocation Grants provided to dentists located in the same or a nearby location.

REMOTENESS AREA CLASSIFICATION
Applications are assessed according to the ASGC-RA classification of the proposed location. Priority will be given to Applicants moving to more remote locations. Each proposed location will be allocated a score as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Lowest Score</th>
<th>RA1</th>
<th>RA2</th>
<th>RA3</th>
<th>RA4</th>
<th>RA5</th>
<th>Max Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remoteness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Score</td>
<td>0</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>
The table below outlines the factors that will be considered when assessing an Application:

**DENTAL LOCATION NEEDS CRITERIA**

A Dental Location Needs Assessment will be undertaken based on town location, postcode, state/territory identified in the application.

**Questions that will be considered during the assessment include:**
- What is the proposed practice location (address if available, town, state/territory)?
- What is the location catchment area the dentist proposes to service?
- What is the population of the location catchment?
- How many dentists already practise in the location catchment relative to the location’s need?

*Each location will be allocated a score as follows:*

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Lowest Score</th>
<th>3rd-4th</th>
<th>5th-6th</th>
<th>7th-8th</th>
<th>9th-10th</th>
<th>Highest Score</th>
<th>Max Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal and Torres Strait Islander population of location (Deciles)</td>
<td>1st-2nd</td>
<td>3rd-4th</td>
<td>5th-6th</td>
<td>7th-8th</td>
<td>9th-10th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Score</td>
<td>2-4</td>
<td>6-8</td>
<td>10-12</td>
<td>14-16</td>
<td>18-20</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>SEIFA Index of Relative Disadvantage for location (Deciles)</td>
<td>8th-10th</td>
<td>6th-7th</td>
<td>5th</td>
<td>3rd-4th</td>
<td>1st-2nd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Score</td>
<td>0</td>
<td>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Percentage of population aged 0-14 for location (Deciles)</td>
<td>1st or 2nd</td>
<td>3rd or 4th</td>
<td>5th</td>
<td>6th or 7th</td>
<td>8th, 9th or 10th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Score</td>
<td>0</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Percentage of population aged 65 and over for location (Deciles)</td>
<td>1st or 2nd</td>
<td>3rd</td>
<td>4th</td>
<td>5th</td>
<td>6th or 7th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Score</td>
<td>0</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Remoteness of location</td>
<td>RA1</td>
<td>RA2</td>
<td>RA3</td>
<td>RA4</td>
<td>RA5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Score</td>
<td>0</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Total Score</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>80.00</td>
<td></td>
</tr>
</tbody>
</table>
**RELOCATION AND INFRASTRUCTURE GRANT**

The following terms are used in the Relocation and Infrastructure Grant Assessment Criteria:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentoring/Training</td>
<td>Undertaking mentoring and/or training of dental students in the location and/or for dental education institutions</td>
</tr>
<tr>
<td>Public services</td>
<td>Providing public dental services</td>
</tr>
<tr>
<td>Outreach services</td>
<td>Providing visiting services to regional, rural or remote communities</td>
</tr>
<tr>
<td>Other grants</td>
<td>Funding through other Commonwealth, state or territory government grants has been received for the project</td>
</tr>
<tr>
<td>Location catchment</td>
<td>Town location and surrounding area that will receive the dental service</td>
</tr>
<tr>
<td>Remoteness</td>
<td>Australian Bureau of Statistics’ Australian Standard Geographical Classification – Remoteness Area (ASGC-RA) classification of location</td>
</tr>
</tbody>
</table>

A standard set of criteria will be used to assess Applications for Infrastructure Grants. Applications will be carefully considered against each criterion and assigned a score. The relative importance of each criterion is signified by the weighting assigned to it. However, RHWA, the Assessment Committee and the Steering Committee have the right to weigh criteria as they think appropriate on a case-by-case basis to best achieve the DRISS aims and objectives.

Additionally, other factors may be considered in assessing Applications, such as: stakeholder advice and other local issues.

Applicants should provide all relevant information in their Online Application.

The following Assessment Criteria will be used to assess each Application:

- Dental Location Needs Criteria (see page 22)
- Service Model Criteria (see page 23)
- Business Case and Value for Money Criteria (see page 24)

Referee checks will also be undertaken for Applicants that meet the Mandatory Eligibility Criteria.
The tables below outline the information that the Assessment Committee will take into consideration when assessing an Application and the weightings that will generally apply to each criterion.

### Dental Location Needs Criteria

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Dental Location Needs Assessment will be undertaken based on town location, postcode, state/territory identified in the Application.</td>
<td></td>
</tr>
</tbody>
</table>

**Questions that will be considered during the assessment include:**
- What is the proposed practice location (address if available, town, state/territory)?
- What is the location catchment area the dentist proposes to service?

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Lowest Score</th>
<th>3rd-4th</th>
<th>5th-6th</th>
<th>7th-8th</th>
<th>9th-10th</th>
<th>Max Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal and Torres Strait Islander population of location (Deciles)</td>
<td>1st-2nd</td>
<td>3rd-4th</td>
<td>5th-6th</td>
<td>7th-8th</td>
<td>9th-10th</td>
<td>20</td>
</tr>
<tr>
<td>Score</td>
<td>2-4</td>
<td>6-8</td>
<td>10-12</td>
<td>14-16</td>
<td>18-20</td>
<td>20</td>
</tr>
<tr>
<td>SEIFA Index of Relative Disadvantage for location (Deciles)</td>
<td>8th-10th</td>
<td>6th-7th</td>
<td>5th</td>
<td>3rd-4th</td>
<td>1st-2nd</td>
<td>20</td>
</tr>
<tr>
<td>Score</td>
<td>0</td>
<td>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Percentage of population aged 0-14 for location (Deciles)</td>
<td>1st or 2nd</td>
<td>3rd or 4th</td>
<td>5th</td>
<td>6th or 7th</td>
<td>8th, 9th or 10th</td>
<td>10</td>
</tr>
<tr>
<td>Score</td>
<td>0</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Percentage of population aged 65 and over for location (Deciles)</td>
<td>1st or 2nd</td>
<td>3rd</td>
<td>4th</td>
<td>5th</td>
<td>6th or 7th</td>
<td>10</td>
</tr>
<tr>
<td>Score</td>
<td>0</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Remoteness of location</td>
<td>RA1</td>
<td>RA2</td>
<td>RA3</td>
<td>RA4</td>
<td>RA5</td>
<td>20</td>
</tr>
<tr>
<td>Score</td>
<td>0</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Total Score</td>
<td>80.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Service Model Criteria

**Assessment**

**Questions that will be considered during assessment include:**

- Will the Applicant be:
  - mentoring and/or training dental students?
  - providing any public sector dental services?
  - providing outreach visiting services to rural or remote locations?
  - receiving any other grants?
  - providing dental services as part of a multi-disciplinary team?
  - addressing an identified community need?

Each Application will be allocated a score as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Zero Score</th>
<th>Full Score</th>
<th>Max Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant will provide mentoring and/or training to dental students</td>
<td>No</td>
<td>Yes</td>
<td>10</td>
</tr>
<tr>
<td>Score</td>
<td>0</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Applicant will also provide public dental services</td>
<td>No</td>
<td>Yes</td>
<td>10</td>
</tr>
<tr>
<td>Score</td>
<td>0</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Applicant will provide outreach services to regional, rural or remote</td>
<td>No</td>
<td>Yes</td>
<td>10</td>
</tr>
<tr>
<td>locations</td>
<td>Score</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Applicant is receiving other grants</td>
<td>No</td>
<td>Yes</td>
<td>-10</td>
</tr>
<tr>
<td>Score</td>
<td>0</td>
<td>-10</td>
<td>0</td>
</tr>
<tr>
<td>Applicant is providing dental services as part of a multi-disciplinary</td>
<td>No</td>
<td>Yes</td>
<td>10</td>
</tr>
<tr>
<td>team</td>
<td>Score</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Applicant services meet identified community need (evidenced in the</td>
<td>No</td>
<td>Yes</td>
<td>20</td>
</tr>
<tr>
<td>open-text statement)</td>
<td>Score</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>Total Score</td>
<td>60.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Questions that will be considered during assessment include:
- What are the objective(s) of the proposed infrastructure?
- What are the expected benefits of the infrastructure?
- Is the proposed infrastructure sustainable in the long term? e.g. Does it assist in the retention of a dental workforce?
- Will the infrastructure benefit the community?
- Does the proposed infrastructure demonstrate value for money?
- Have the internal and external stakeholders been identified? Is there any evidence of stakeholder consultations?

Based on the statement or business case provided by the Applicant, each Application will be allocated a score determined by the extent to which the criteria below have been demonstrated:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Not Demonstrated</th>
<th>Partially Demonstrated</th>
<th>Fully Demonstrated</th>
<th>Max Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant has articulated the objectives of the infrastructure</td>
<td>0</td>
<td>5</td>
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</tr>
<tr>
<td>Applicant has identified the benefits of the infrastructure</td>
<td>0</td>
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<td>10</td>
</tr>
<tr>
<td>Applicant has shown that the infrastructure is sustainable in the long term</td>
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<tr>
<td>Applicant has identified the benefit to the community</td>
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<tr>
<td>Applicant has demonstrated that the infrastructure represents value for money</td>
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<tr>
<td>Applicant has identified the internal and external stakeholders, including consultations where relevant</td>
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<td>The outcomes and timeframe for each key activity for infrastructure have been identified</td>
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<td>10</td>
<td>10</td>
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<td>Applicants’ budget is fully costed and justified</td>
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<tr>
<td><strong>Total Score</strong></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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