

# Immunisation Impact Grants

*Equipping primary care providers to empower informed community immunisation*

**23<sup>rd</sup> June 2025**

Applications Open

**18<sup>th</sup> July 2025**

Applications Close

## → Overview

Gold Coast Primary Health Network (GCPHN) is offering small grants of up to \$10,000 to local primary care providers, medical organisations, and not-for-profit organisations within the GCPHN region. Funding must be used to hold out-of-hours clinics targeting our vulnerable population, with the aim of increasing immunisation rates and improving knowledge on the important benefits of immunisations within local communities.

## → Who we are

GCPHN is an independent, not-for-profit organisation - one of 31 Primary Health Networks established by the Australian Government Department of Health in 2015.

We play an instrumental role working with the health sector and Gold Coast community to improve health services for residents by:

- Identifying the health needs of local residents and designing solutions to meet those needs. This includes identifying gaps and establishing new health services.
- Funding health organisations to provide local health services across a range of areas including mental health, alcohol and other drugs, aged and palliative care, persistent pain, suicide prevention, cancer screening, immunisation, improving Aboriginal and Torres Strait Islander health and supporting general practices in quality improvement.
- Helping the health system work better together for patients and their families. This includes supporting health professionals, including general practitioners, to improve the quality of patient care.

## → Objectives

### Improve Access

Expand access to immunisation services, particularly for priority populations, to increase overall vaccination rates and protect public health in the Gold Coast region.

### Strengthen Systems

Improve the immunisation systems and processes within primary health care services to boost vaccination rates and reduce the burden of vaccine-preventable diseases on our hospital and health systems.

### Enhance Literacy

Increase knowledge and understanding of the benefits of immunisations among individuals and communities to empower individuals to make informed health decisions.



# Funding Categories



## Equipment Support

- Short-term equipment hire to conduct out of hours clinics (e.g. vaccine esky's, tables, chairs and gazebos).

### Out of Scope:

- Prolonged hire of equipment outside of funding period.
  - Capital works/asset purchases.
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## Staffing & Operations

- Contracting additional staff to support projects or activities.
  - Includes engagement of short-term clinical, administrative and auxiliary staff (including security as required).
  - Staffing costs funded in alignment with current Award Rates.
- Funds to extend opening hours (i.e. evenings and weekends), increasing accessibility to immunisation services for full-time workers, parents/carers etc.
  - Staff wages – extended hours.
  - Travel expenses to outreach activity or out of hours clinic.
- Venue hire to conduct vaccine education session, in-reach or out of hours clinic.

### Out of Scope:

- Providing staff bonuses or incentives.
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## Resources

- Creating/developing resources (i.e. booklets, flyers) to improve immunisation literacy.
- Printing costs for current or new immunisation material.

### Out of Scope:

- Creating/replicating resources already developed by state or federal government agencies or peak bodies, such as NCIRS.
- Mainstream media advertising or promotion.



# Eligibility

## Eligible Applicants

Applications are invited from:

- Primary health care providers and medical organisations (i.e. general practices, local pharmacies)
- Not-for-profit organisations
- Community groups (i.e. support groups or associations)
- Individual health professionals

***Note: Individual applicants must be endorsed by employing organisation.***

All applicants must:

- be operating within the GCPHN region
- hold a current ABN and Certificate of Currency for Public Liability Insurance (proportionate to the risk associated with the activity being undertaken)
- be a QLD Vaccine Service Provider
- submit a [budget template](#) with the expression of interest.

***Note: Individual applicants are to provide ABN of endorsing organisation.***



## Eligible Activities

The grant funding can be used for the provision of strategies and initiatives to improve vaccine literacy or improve vaccine service systems and processes of primary health care providers between 1<sup>st</sup> August 2025 and 31<sup>st</sup> October 2025. Examples of eligible activities include, but are not limited to the following:

- Community activities aimed at improving community members' understanding and knowledge of pathways to immunisation service providers.
- Out-of-hour clinics that enhances community members' access to immunisation services.
- Creation or development of vaccine-related educational resources for priority or general populations.
- Initiatives that support identification of community members' due or overdue vaccinations, particularly for priority population groups.
- Targeted health education or awareness-raising campaigns for priority population groups.

## Ineligible Activities

The grants cannot be used to cover expenses or costs of:

- Projects outside of GCPHN regional boundary.
- Activities that are not associated with evidence of need relating to vaccine literacy or immunisation uptake.
- Projects that are likely to require ongoing funding or will face challenges in decommissioning/ending.
- Capital works including the purchasing and/or refurbishment of assets (i.e. buildings or vehicles).
- Business-as-usual costs associated with operating organisation or general practice (e.g. utilities, rent, taxes, existing subscriptions or other existing recurrent costs, staff wages/salaries for performing business-as-usual duties).
- Subsidise Medicare Benefits Schedule (MBS) items, Practice Incentive Program Incentives or Workforce Incentive Program.
- Projects with a solely political or religious purpose.
- Activities or purchases outside of the Agreement start date and completion date outlined in the Service Agreement.

### Supporting Material

Applicants are required to attach the following documents to support their application:

- Public Liability Certificate of Currency
- Brief event or project plan
- Simple project or event budget
- Certifications and/or accreditations

Non-essential supporting documents:

- Evidence of community or practice needs
- Prospective activity or program material
- Letters of support from stakeholders

### Assessment Criteria

Applications will be assessed against the following criteria:

- Evidence that the grant activity will be conducted within the GCPHN region.
- Demonstration of need, that is:
  - identification of community needs and/or opportunities for organisational improvement.
  - how the activity or grant funding will increase immunisation rates and/or improve knowledge of the advantages of immunisations.
- The activity can be delivered promptly, ensuring reporting and acquittal processes are completed by the 31<sup>st</sup> October 2025.
- Capacity of grant recipient to deliver activity within budget.



# Application Process

## How to Apply

- 1** Read through the Immunisation Ready Grants Guidelines prior to beginning the application.

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- 2** Applicants submit online application for with relevant supporting documents by 18<sup>th</sup> July 2025.  
Online application form accessed via [this link](#).

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- 3** GCPHN acknowledges receipt of application submission via email.

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- 4** Applications are presented to Grant Selection Committee for review and selection of successful applicants.

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- 5** Successful and unsuccessful applicants are notified via email by the 28<sup>th</sup> July 2025.

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- 6** Successful applicants will enter into a Funding Agreement with GCPHN, followed by the release of funds.

## Selection Committee

The Selection Committee will consist of stakeholders from key organisations including representatives from GCPHN and other organisations. The committee will evaluate applications, ensuring fair and comprehensive assessment aligned with the grant's objectives, while also considering sustainability, impact, and benefit to the community.

## Notification of Outcome

All applicants will be advised of the outcome of their application via email, by the 28<sup>th</sup> July 2025. Successful applicants will receive a GCPHN Service Agreement to be signed before the release of funds.



# Funding Requirements

Following the successful outcome of the grant application, the recipient organisation is required to:

- Enter a Service Agreement with GCPHN.
- Comply with the requirements and conditions within the Agreement.
- Provide proof of payment (i.e. receipts, tax invoices) and maintain an accurate record of expenditure of grant funds using the Acquittal Template provided and completing an online 'Acquittal and Evaluation Report Form' upon completion of the project.
- Maintain public liability insurance for the duration of the activity.

Depending on the nature of the project or activity, the following may also need to be considered:

- Where related to First Nations Peoples of Culture, applicants must demonstrate appropriate consultation or collaboration with a First Nations organisation.
- Projects involving children must comply with the Child Safe Standards (See Working with Children (Risk Management and Screening Act 2000)).
- Any relevant risk assessments must be completed, and permit and licenses acquired prior to delivery of the project.

## Activity Delivery Timeframe

Funding will be available to successful applicants starting from 28<sup>th</sup> June 2025. Activities must commence within one month of signing the Funding Agreement. Your project or activity must be fully completed, with all relevant reporting and acquittal documents submitted within 2 weeks of the activity delivery date and no later than by 31<sup>st</sup> October 2025.

## Acquittal and Evaluation Report

The Acquittal and Evaluation Report Form will require the recipient to upload evidence and provide key statistics such as:

- Completed Acquittal Template (to be provided to successful applicants)
- Written summary and evidence of project delivery (e.g. photographs of event/purchases – where applicable).
- Quantifiable data (where applicable - e.g. number of event attendees, number of vaccinations).

Once the form has been submitted, GCPHN will issue an invoice for the total of unspent funds. All necessary information for acquittal and reporting must be submitted by 31<sup>st</sup> October 2025, unless a written extension is granted by GCPHN.



# Further Information

## Privacy Statement

In complying with the Commonwealth Privacy Act 1988 (the Privacy Act) and the Australian Privacy Principles 2014, GCPHN provides the following advice about how GCPHN handles, holds and permits access and correction of personal information in accordance with the Australian Privacy Principles including how to complain about a breach in privacy and request corrections to personal information. To view our full Privacy Policy click [here](#).

## Grants Officer

All questions related to the Immunisation Ready Grants Program are to be directed through to:

**Carmen Dresser-Holmes | Project Officer**

Email: [practicesupport@gcphn.com.au](mailto:practicesupport@gcphn.com.au)

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