

# **Strengthening Medicare – General Practice Program**

## **GP Grants: Application and Payment**

### **User Instruction Manual & FAQs**

General Practice – Grant Application and Payment

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## **General notes**

This document covers the steps and instructions to complete a General Practice Grant application. Please read the notes below before you begin the application process.

To complete a Grant application, you must have:

- Registered as a Supplier within the WAPHA portal (refer to [Register as a Supplier manual](#) on the [Practice Assist website](#) if you have NOT completed this step)
- Received confirmation of your supplier registration in ASPIRE including access details (following the above step).
- Reset your password in ASPIRE (via the link you were sent following the supplier registration process)

## **Notice about the collection, storage, and use of your private information**

The information you provide will be used to maintain contact with you throughout the GP Grants Program. WAPHA uses an encrypted / secure process to capture and store all data captured through ASPIRE.

To find out more about how we use, and store, information please view our [Privacy Policy](#).

## **Saving your application**

You can save and return to your application at any time prior to submission. You will not lose any questions that you have answered. Navigate to the Supplier Portal and click on View Active Negotiations, then open the Grant Application (Negotiation) and click on 'Create Response' as per the steps outlined from the Supplier Portal section.

## **Submitting your application**

Once your application is submitted (via the Submit button) it cannot be modified. Only one application per eligible practice can be submitted.

## **Need further help?**

If you have any queries about the GP Grants Program, please contact [GPGrants@wapha.org.au](mailto:GPGrants@wapha.org.au) or the Practice Assist team on **1800 2 ASSIST (1800 2 277 478)**.

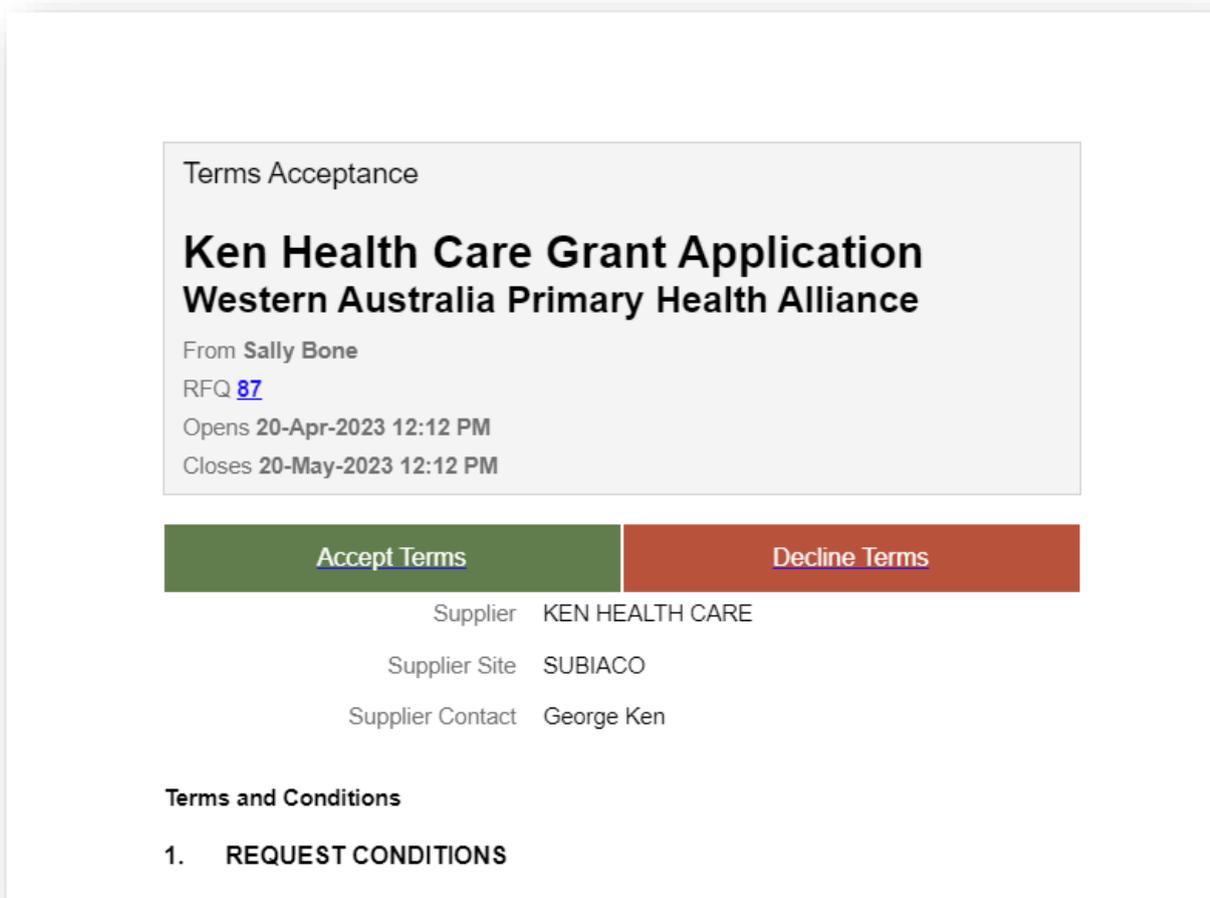
If you have a technical query or need help with the registration process, please contact [GPGrants@wapha.org.au](mailto:GPGrants@wapha.org.au).

## Step 1 – Online Application and Grant Agreement invitation emails.

Once your online application is ready for submission, you will receive two notification emails from the ASPIRE system.

The first notification email will be a request to accept the WAPHA terms and conditions. Clicking “Accept Terms” will send a notification back to the ASPIRE system. An email will pop up as a result of clicking “Accept Terms”, this can be ignored.

### Email 1 – WAPHA Terms & Condition Acceptance



The screenshot shows an email interface with a header section containing the following text:

Terms Acceptance

## Ken Health Care Grant Application Western Australia Primary Health Alliance

From Sally Bone  
RFQ [87](#)  
Opens 20-Apr-2023 12:12 PM  
Closes 20-May-2023 12:12 PM

Below the header are two buttons: a green button labeled "Accept Terms" and a red button labeled "Decline Terms".

Supplier KEN HEALTH CARE  
Supplier Site SUBIACO  
Supplier Contact George Ken

Terms and Conditions

1. REQUEST CONDITIONS

### Invitation to respond to the Negotiation (online application)

Negotiation Invitation

## Negotiation from copied template Western Australia Primary Health Alliance

From Sally Bone  
RFQ [86](#)  
Opens 20-Apr-2023 10:28 AM  
Closes 19-Jun-2023 10:28 AM

Accept Invitation	Decline Invitation
-------------------	--------------------

Supplier ACME PTY LTD  
Supplier Site ALKIMOS  
Supplier Contact TERENCE ARISS  
Acknowledge By 23-Apr-2023 10:28 AM

You are receiving this notification from company Western Australia Primary Health Alliance because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file.

Within this file you will also find detailed instructions including information such as submission procedures, time frames, and evaluation criteria. Your participation is optional and your response will be electronically processed through our procurement application.

If you do not want to receive future notifications, or would like us to redirect this message to another person in your organization, write to us at this e-mail address:  
terry.ariss@fusionapplications.com.au.

Thank you,  
Sally Bone

Accept Invitation	Decline Invitation
-------------------	--------------------

[View Negotiation](#) In-app notification

[Create New Response](#)

[Acknowledge Participation](#)

This second invitation to respond to the negotiation.

NOTE: Accepting the invitation will not take you to ASPIRE. You will need to click on **“Create New Response”** which can be found at the bottom of this email notification.

You can also respond by logging in with your email address and password via the [Aspire Portal](#).

We are unable to accept manual application responses via PDF attachment for this Grant Application process.

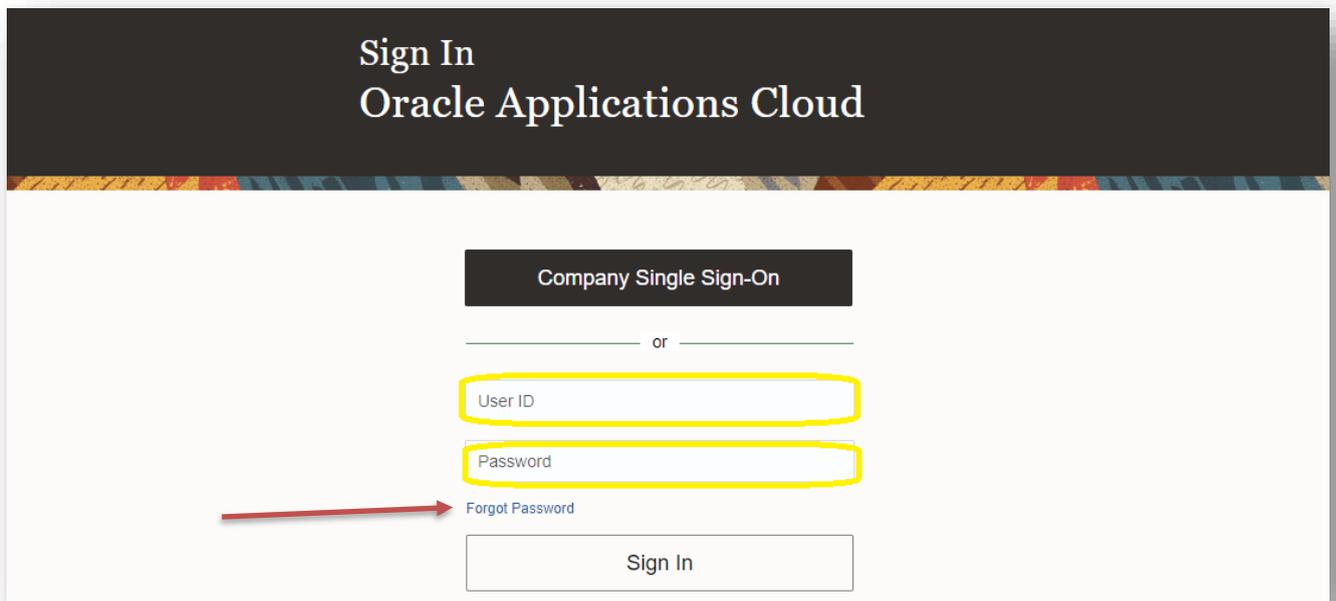
## Step 2 – Online Application Process

### Log into ASPIRE supplier portal

Using the ASPIRE access link (below), log into ASPIRE using the email address you provided during registration as the username and your password.

**Note:** If you are managing multiple practices across different ABNs, please use the usernames allocated or confirmed email addresses for each account.

<https://fa-evjf-saasfaprod1.fa.ocs.oraclecloud.com/>



Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

[Forgot Password](#)

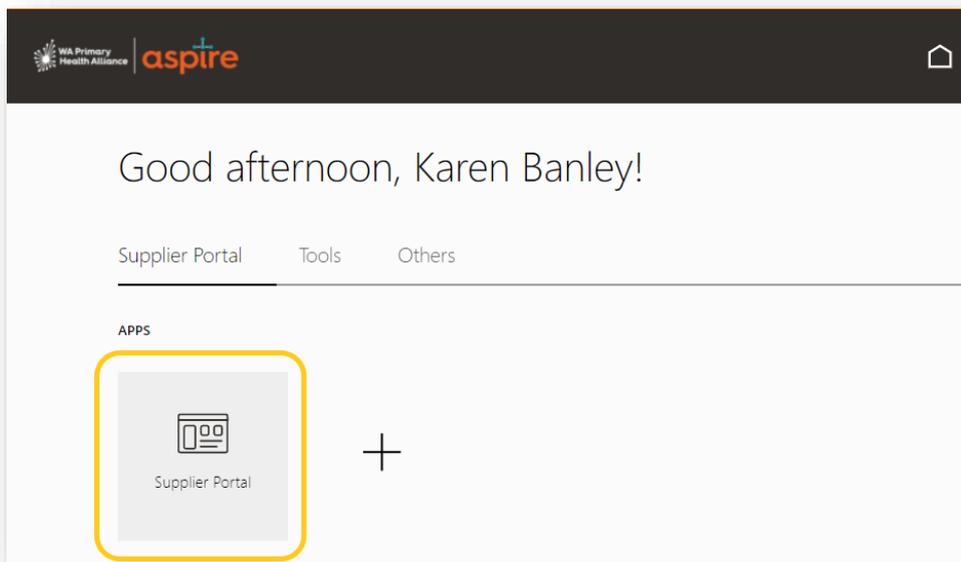
Sign In

If your access does not work, please reset your password.

Click on 'Forgot Password' to recover your account access.

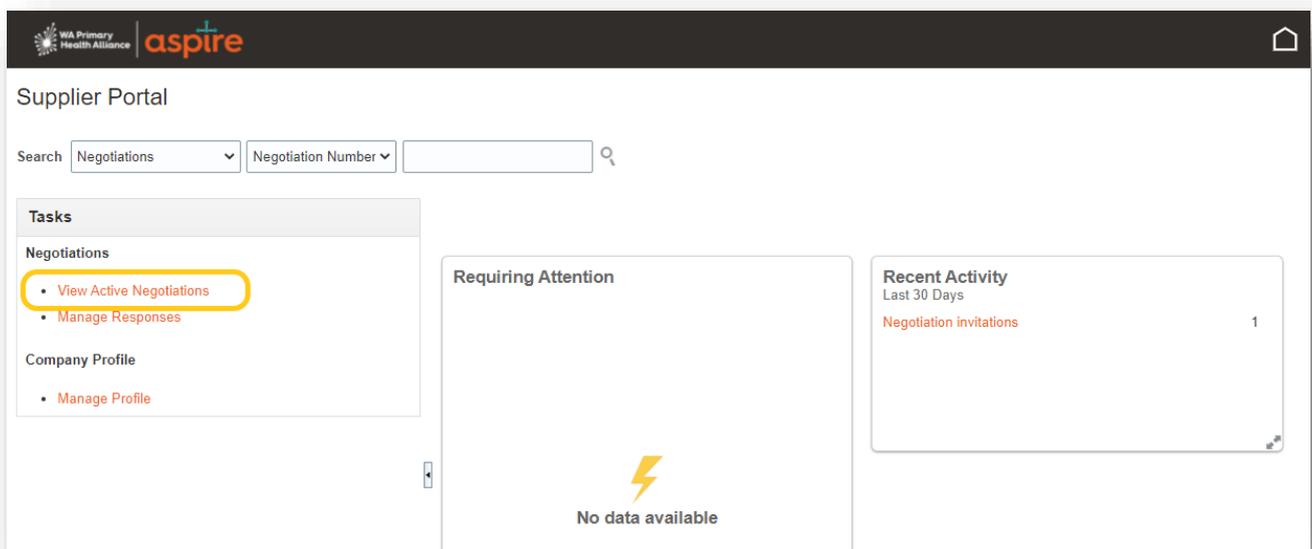
## Supplier Portal

Once you are logged into ASPIRE you will see a 'Supplier Portal' icon. Click on this icon to enter the Supplier Portal.



Once in the Supplier Portal you will see a 'Tasks' box which will list all active negotiations.

Select 'View Active Negotiations' to view your grant application(s). There will be one negotiation (application) per eligible practice.



## Terms and Conditions

Open the Grant Application (Negotiation) by clicking on the number under the Negotiation column (see image). The Grant Applications will have the General Practice name in the Title field, prefixed with a Department of Health and Aged Care grant identifier.

Note: There may be more than one Grant Application (Negotiation) listed if you have multiple practices, process each individual Grant Application one at a time through to submission, returning to this point as you move through each application.

Active Negotiations

Search

Manage Watchlist Saved Search Open Invitations

\*\* Negotiation

\*\* Title

\*\* Negotiation Close By dd-mmm-yyyy

\*\* Invitation Received Yes

Response Submitted No

Negotiation Open Since dd-mmm-yyyy

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
110	Grant Application - Karen Health	RFQ	53 Days 22 Hours	30-Jun-2023 3:4...	0		0		

Columns hidden 4

Please review and then click the 'Accept Terms' button to accept WAPHA Standard Terms and Conditions.

**Note:** if you decline WAPHA Standard Terms and Conditions, you will not be able to progress your GP Grant application.

Accept Terms and Conditions (RFQ 110)

Accept the following terms and conditions before responding to this negotiation.

Title Grant Application - Karen Health Close Date 30-Jun-2023 7:42 AM

1. REQUEST CONDITIONS

These Conditions of Request contain important provisions regarding the nature of this Request and the consequences of the Respondent accessing the Request documents and making a Submission.

2. NATURE OF REQUEST

Terms This Request is not an offer. It is a formal request for Respondents to make a Submission for the supply of goods or services in response to the WA Primary Health Alliance Limited (WAPHA)'s Request. Nothing in this Request is to be construed as creating any binding obligations (whether legal or equitable) on WAPHA either as a process contract for this Request or as an Agreement for the supply of goods or services between WAPHA and any Respondent.

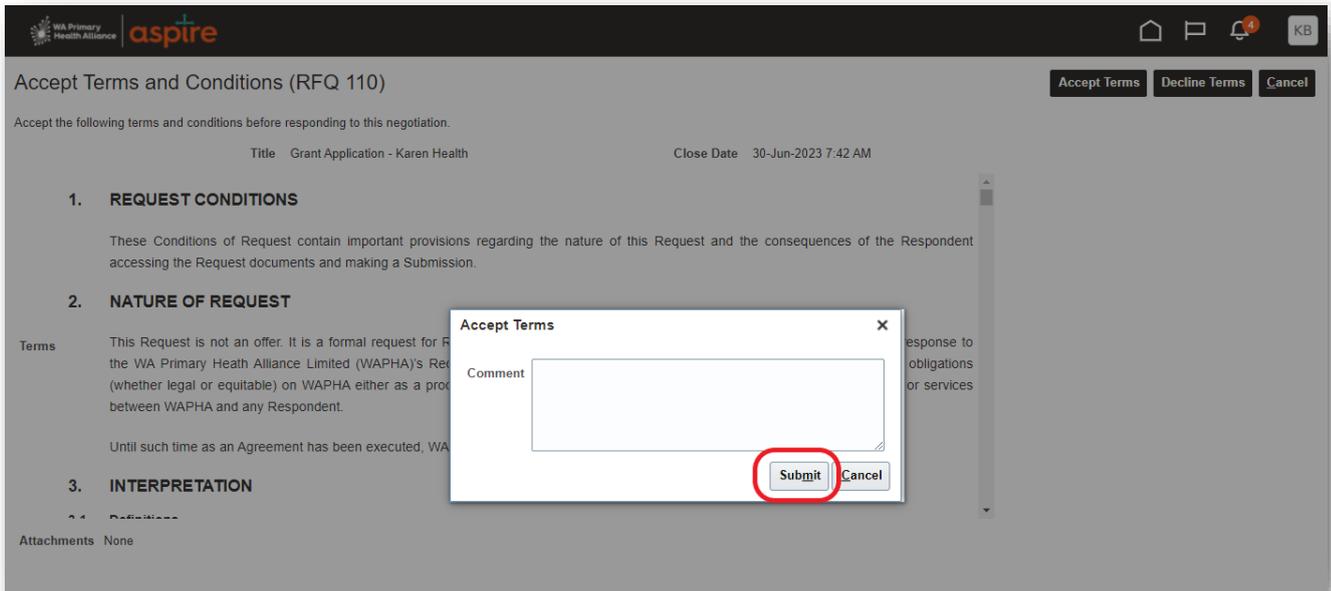
Until such time as an Agreement has been executed, WAPHA shall not be bound by any obligations in relation to a Request.

3. INTERPRETATION

Attachments None

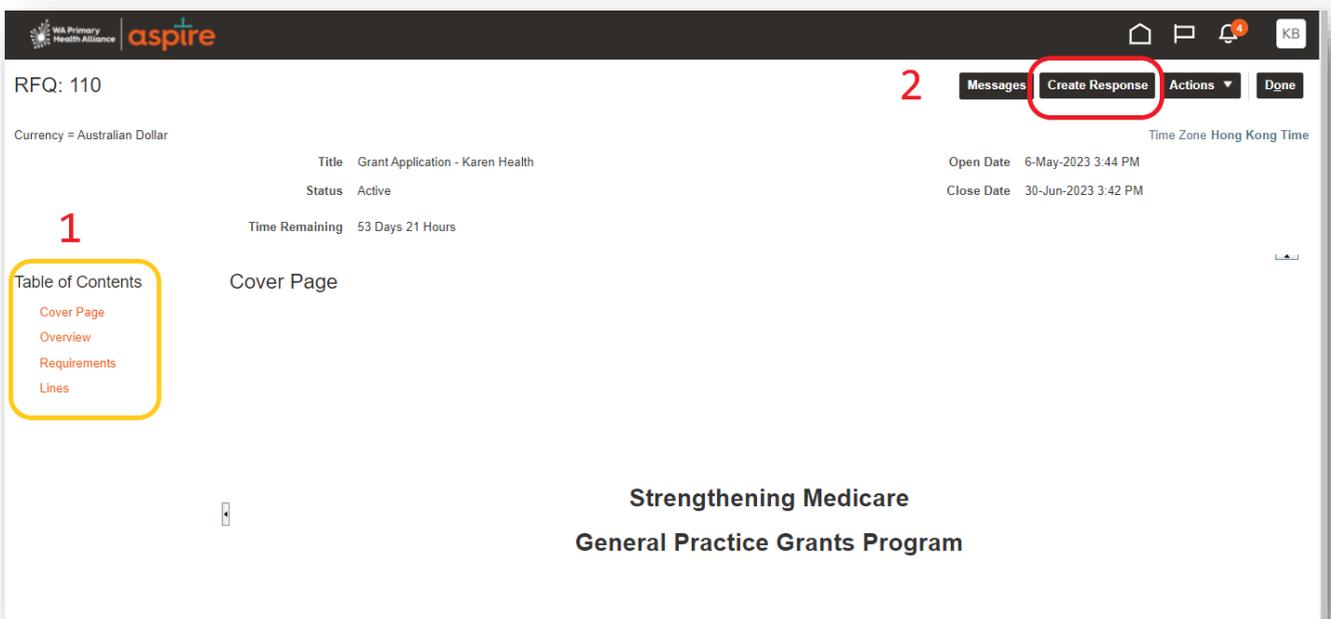
Accept Terms Decline Terms Cancel

Adding a comment is optional.  
Click Submit to Accept WAPHA standard Terms and Conditions.



### Create Response (completing your GP Grant Application)

1. Optionally, preview the Grant Application by clicking on the links to each individual page within the application.
2. To commence your Grant Application click the 'Create Response' button. The Application is then a four step process.



## 1. Overview

The first step to complete in the process is the Overview page. There are no mandatory steps at this stage. You can enter a 'Reference Number' for your own records and/or a 'Note to Buyer'. These are both optional.

To navigate to the next step click the 'Next' button (top right).

## 2. Requirements

The second step in the application process is Requirements. This section comprises of four individual sections (refer to drop down menu on right hand side).

- Section 1: GP Eligibility
- Section 2: Grant Options

- Section 3: Grant Conclusions
- Section 4: Declaration

Each section includes a set of instructions and questions which MUST be completed.

You can navigate to each section by clicking the drop-down icon or the arrow icons on the right-hand side.

The screenshot shows the 'aspire' application interface. At the top, there's a navigation bar with 'Overview', 'Requirements', 'Lines', and 'Review' tabs. Below this, the page title is 'Create Response (Quote 16001): Requirements'. There are buttons for 'Messages', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. The page also shows 'Time Remaining: 53 Days 21 Hours' and 'Close Date: 30-Jun-2023 3:42 PM'. The main content area is titled 'Section 1. GP Eligibility' and contains a question with instructions and a confirmation checkbox. A dropdown menu is open on the right, showing options for 'Section 1. GP Eligibility', 'Section 2. Grant Options', 'Section 3. Grant Conclusio...', and 'Section 4. Declaration'.

## Section 1: GP Eligibility

1. Read each instruction and question within Section 1: GP Eligibility and then click to select an answer for each question.
  - Questions will appear once the question above is selected.
  - There is one overarching question and two sub-questions to answer in this section.

WA Primary Health Alliance **aspire**

Overview Requirements Lines Review

Create Response (Quote 16001): Requirements

Messages Actions Back Next Save Submit Cancel

Last Saved 7-May-2023 6:03 PM  
Time Zone Hong Kong Time

1 Time Remaining 53 Days 21 Hours Close Date 30-Jun-2023 3:42 PM

Section 1. GP Eligibility

\* 1. "To be eligible to receive a Strengthening Medicare - General Practice Grant, you must be a general practice or health service as per the RACGP standards definition of a general practice for the purposes of accreditation. The definition outlines which general practices and health services are eligible to be accredited against the Standards.

Please refer to the RACGP fact sheet to assist in determining where a health service meets the definition of a general practice."

Please confirm you have read and understood this instruction.

a. I confirm I understand the eligibility criteria

\* 1.a.1. \*Confirm below if you are a general practice or health service as per the RACGP definition for the purpose of practice accreditation against the Standards for general practice, that meets all the following three criteria.

- the practice or health service operates within the model of general practice as described in the RACGP's definition of general practice
- general practitioner (GP) services are predominantly\* of a general practice nature.
- the practice or health service is capable of meeting all mandatory indicators in the RACGP Standards for general practice.

Please confirm to proceed further.

a. I confirm my general practice or health service meets the RACGP definition of a general practice for the purposes of accreditation.

\* 1.a.2. Confirm your accreditation status against the RACGP Standards for General Practice

a. Unaccredited

b. Registered for accreditation

c. Accredited

2

Section 1. GP Eligibility

- Once you have answered the questions in this section, use the right-side panel to move to Section 2: Grant Options

## Section 2: Grant Options

- Read each instruction and question within Section 2: Grant Options and then click to select an answer for each question.
  - Questions will appear once the question above is selected.
  - There are three overarching questions and a number of sub-questions to answer in this section.
- Scroll down to view all the questions in this section

Note: There are two main question types within the requirements section:

- Multi-select questions, where you can choose more than one option.
- Single-select questions, where you can only choose one option.

\* 3. \*One-off grants of \$25,000, \$35,000 or \$50,000 (based on practice size and accreditation status) will be available for investments in innovation, training, equipment, and minor capital works in one or more of three investment streams.

a. I have read and understand the investment streams to be used for the grant

3.a.1. \*Confirm from the options below, which stream, or streams, your practice will be investing the Grant towards

Select all or none of the checkboxes

**A**

a. enhance digital health capability – to fast-track the benefits of a more connected healthcare system in readiness to meet future standards;

b. upgrade infection prevention and control arrangements – to support the safe, face to face assessment of patients with symptoms of potentially infectious respiratory diseases (e.g. COVID, influenza);

3.a.2. \*Confirm from the option below, which stream, or streams, your practice will be investing the Grant towards

Select none or only one of these options

**B**

a. maintain accreditation against the Royal Australian College of General Practitioners Standards for general practices (5th edition), under the General Practice Accreditation Scheme – to promote quality and safety in general practice.

b. achieving accreditation against the Royal Australian College of General Practitioners Standards for general practices (5th edition), under the General Practice Accreditation Scheme – to promote quality and safety in general practice.

\* 3.a.3. \*If you choose to change your investment option to what you have opted above, you will need to notify WA Primary Health Alliance prior to financial commitment

This is mandatory to continue

a. Yes. I will advise WA Primary Health Alliance of changes investment streams

3. Once you have answered the questions in this section, use the right-side panel to move to Section 3: Grant Conclusions

WA Primary Health Alliance **aspire**

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 16001): Requirements

Messages Actions Back Next Save Submit Cancel

Last Saved 7-May-2023 6:03 PM  
Time Zone Hong Kong Time

Time Remaining 53 Days 21 Hours

Close Date 30-Jun-2023 3:42 PM

**1**

Section 2. Grant Options

\* 1. A general practice does not need to be accredited, or registered, for RACGP practice accreditation against the Standards for general practices in order to be eligible for the Program. However, an unaccredited practice will only be eligible for a one-off grant of \$25,000. The Grant tiering approach recognises the additional efforts and investments made by general practices to achieve, or work towards, accreditation.

Please confirm you have read and understood these instructions.

a. I have read and understood the statement above

\* 2. Grant amounts for the Strengthening Medicare – General Practice Grants Program

Practice Accreditation Status	Medicare GPfte in 2021-22FY	Grant Amount
Unaccredited	Any Medicare GPfte	\$25,000
Accredited or registered for accreditation	Less than 7 Medicare GPfte	\$25,000
	7 to less than 15 Medicare GPfte	\$35,000
	15 Medicare GPfte or more	\$50,000

a. I have viewed and understood the grant funding criteria

\* 2.a.1. \*Confirm the GP Grant funding your practice has been deemed eligible for, based on the Medicare GPfte 2021-22FY table above

a. GP Grant funding \$25,000 for unaccredited

b. GP Grant funding \$25,000 for accredited or registered for accreditation (less than 7 Medicare GPfte)

c. GP Grant funding \$35,000 for accredited or registered for accreditation (from 7 Medicare GPfte to less than 15 Medicare GPfte)

d. GP Grant funding \$50,000 for accredited or registered for accreditation (15 Medicare GPfte or more)

\* 3. \*One-off grants of \$25,000, \$35,000 or \$50,000 (based on practice size and accreditation status) will be available for investments in innovation, training, equipment, and minor capital works in one or more of three investment streams.

a. I have read and understand the investment streams to be used for the grant

**3**

Section 2. Grant Options

Section 1. GP Eligibility

Section 2. Grant Options

Section 3. Grant Conclusions

Section 4. Declaration

## Section 3: Grant Conclusions

1. Read each instruction and question within Section 3: Grant Conclusions and then click to select an answer for each question.
  - There are three overarching questions and sub-questions to answer in this section.
2. All questions are mandatory, if you miss a question, you will receive an error when submitting your application and will be directed to the section with the missing answer.
3. Scroll down to view all the questions in this section
4. When you have answered all the questions, click on Section 4

1

Time Remaining 53 Days 19 Hours

Close Date 30-Jun-2023 3:42 PM

Section 3. Grant Conclusion and Future Reporting

\* 1. Financial Acquittal Report

Before the Agreement End Date (31st July 2024), the Grantee agrees to complete the following reports on the specified form (to be provided) and provide the completed reports to the PHN representative.

1. Financial Acquittal Report - Complete a simple itemization of the expenses / costs covered using the Grant, including identifying any unspent Grant funds to be repaid. **Due Date – 31 July 2024.**
2. The Non-audited Income and Expenditure Statement must:
  - be prepared in accordance with the applicable Australian Accounting Standards;
  - be based on proper accounts and records for the Grantee;
  - verify that grant funding was spent to perform the activity as set out in the Agreement; and
  - include any other matters as specified in the Agreement.

2  a. I confirm a financial acquittal will be provided on conclusion of the Grant agreement

\* 2. Compliance

The Program will include random audits of a number of Grant recipients to provide assurance about the proper use of public funding. A sample of Grantees will be selected for audits based on risk, tip-offs and random sampling methodologies. The Department of Health and Aged Care (the Department) will undertake these audits and selected Grantees will be required to provide information to the Department – including tax invoices, receipts, and/or other written evidence of investment activity/ies undertaken (e.g. relevant staff timesheets, training certificates, relevant meeting records) as per General Grant Conditions clause 10.

If the practice cannot provide information, as requested by the Department, to establish the Grantee's compliance with the GP Grants Program, the grant may be subject to recovery. Further information will be provided if your practice is selected for an audit.

a. I confirm our commitment to retain and provide written evidence of investment activities undertaken

\* 3. Self-evaluation form

3 Before the Agreement End Date (31st July 2024), the Grantee agrees to complete the following reports on the specified form (to be provided) and provide the completed reports to the PHN representative.

4

Section 3. Grant Conclusio...  
Section 1. GP Eligibility  
Section 2. Grant Options  
Section 3. Grant Conclusio...  
Section 4. Declaration

## Section 4: Declaration

1. Read the Declaration in Section 4: Declaration.
2. Click to answer the declaration.
3. Click Next.

WA Primary Health Alliance **aspire**

Overview Requirements Lines Review

Create Response (Quote 16001): Requirements ?

Messages Actions Back **Next** Save Submit Cancel

Last Saved 7-May-2023 6:03 PM  
Time Zone Hong Kong Time

Time Remaining 53 Days 19 Hours Close Date 30-Jun-2023 3:42 PM

**1** Section 4. Declaration

\* 1. As an authorized representative, I declare that the site:

- meets all of the criteria for participating in the Strengthening Medicare General Practice Grants Program;
- has not previously applied for a grant under the program;
- will not fund the same activities or purchases for which it has received or will receive funding for through another program;
- will be able to provide evidence of compliance with the GP Grants Program, which may include the provision of tax invoices, receipts, and/or other written evidence of investment activities undertaken should the site be subjected to an audit/compliance check.
- acknowledges that should they be unable to provide the requested evidence, the grant may be subject to recovery;
- and its practitioners will comply with relevant legislation and regulations, including (but not limited to) eligibility requirements for billing Medicare and holding appropriate practice and/or professional indemnity insurance.
- will comply with directives on reporting given by the Commonwealth.
- will complete the self-evaluation form for the activity period explaining how the grant has been used and the extent to which the investment activities have improved the practice.
- will notify WA Primary Health Alliance of a change in investment stream/s prior to financial commitment.
- commits to the acquittal of funds against approved investments streams by 30th June 2024 and acknowledges that any unspent funds may be subject to recovery.

**2**  a. Declared

Section 4. Declaration

### 3. Lines

In the third part of the application, the Lines section, you must confirm your GP Grant amount as advised by, and based on the Department of Health and Aged Care's [Medicare GPFTE 2021-22](#) data.

Ensure the price entered in the 'Response Price' field is the same as the amount displayed in the 'Start Price' field.

The screenshot shows the 'aspire' application interface for 'Create Response (Quote 16001): Lines'. The navigation bar at the top indicates the current step is 'Lines' (3 of 4). The 'Response Price' field in the table is highlighted with a red box.

Line	Description	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	General Practice Support Program Grant	GP Grant	50,000.00	50,000.00			50,000.00	30-Jun-2023

Grand Totals  
All response lines are included.  
Response Amount 50,000.00

Once you have confirmed the Response Price has been entered correctly, navigate to the next step clicking the 'Next' button

The screenshot shows the 'aspire' application interface for 'Create Response (Quote 16001): Lines'. The 'Next' button in the navigation bar is highlighted with a red box.

Line	Description	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	General Practice Support Program Grant	GP Grant	50,000.00	50,000.00			50,000.00	30-Jun-2023

Grand Totals  
All response lines are included.  
Response Amount 50,000.00

## 4. Review

In the fourth step, the Review page, you can check your GP Grant Application (Response) details by clicking each/any of the previous sections on the progress bar.

Review Response: Quote 16001 ⓘ

Currency = Australian Dollar

Last Saved 7-May-2023 7:53 PM  
Time Zone Hong Kong Time

Title Grant Application - Karen Health Time Remaining 53 Days 19 Hours

Close Date 30-Jun-2023 3:42 PM

Overview Requirements Lines Review

Messages Actions Back Next Save Submit Cancel

View Format Freeze Detach Wrap

Line	Description	Category Name	Response Price	Response Quantity	UOM Name	Line Amount	Promised Delivery Date	Attachments
1	General Practice Support Program Grant	GP Grant	50,000.00			50,000.00	30-Jun-2023	

Columns Hidden 8

Grand Totals

All response lines are included.

Response Amount 50,000.00

For example, clicking on Requirements in the progress bar will return to the Requirements pages, and then you can use the right-side navigation to move to the sections within this area.

Create Response (Quote 16001): Requirements ⓘ

Last Saved 7-May-2023 6:03 PM  
Time Zone Hong Kong Time

Time Remaining 53 Days 21 Hours

Close Date 30-Jun-2023 3:42 PM

Overview Requirements Lines Review

Messages Actions Back Next Save Submit Cancel

Section 1. GP Eligibility

\* 1. "To be eligible to receive a Strengthening Medicare - General Practice Grant, you must be a general practice or health service as per the RACGP standards definition of a general practice for the purposes of accreditation. The definition outlines which general practices and health services are eligible to be accredited against the Standards.

Please refer to the RACGP fact sheet to assist in determining where a health service meets the definition of a general practice."

Please confirm you have read and understood this instruction.

a. I confirm I understand the eligibility criteria

Section 1. GP Eligibility  
Section 1. GP Eligibility  
Section 2. Grant Options  
Section 3. Grant Conclusio...  
Section 4. Declaration

## Grant Submission

To confirm and complete your GP Grant Application (Response), click the 'Submit' button.

Review Response: Quote 16001 ?

Currency = Australian Dollar

Title Grant Application - Karen Health Time Remaining 53 Days 19 Hours

Close Date 30-Jun-2023 3:42 PM

Overview Requirements **Lines**

View Format Freeze Detach Wrap

Line	Description	Category Name	Response Price	Response Quantity	UOM Name	Line Amount	Promised Delivery Date	Attachments
1	General Practice Support Program Grant	GP Grant	50,000.00			50,000.00	30-Jun-2023	

Columns Hidden 8

Grand Totals

All response lines are included.

Response Amount 50,000.00

A notice will appear, advising that you can only submit one application per practice. Click the 'Yes' button to acknowledge this message and continue.

Warning

You can submit only 1 response for this negotiation. Do you want to continue? (PON-2085228)

Yes No

Your response is now complete. You will receive the confirmation message below confirming your GP Grant Application (response) has been submitted. (See next page if you receive an error message)

Confirmation

The response 12001 to negotiation 79 was submitted.

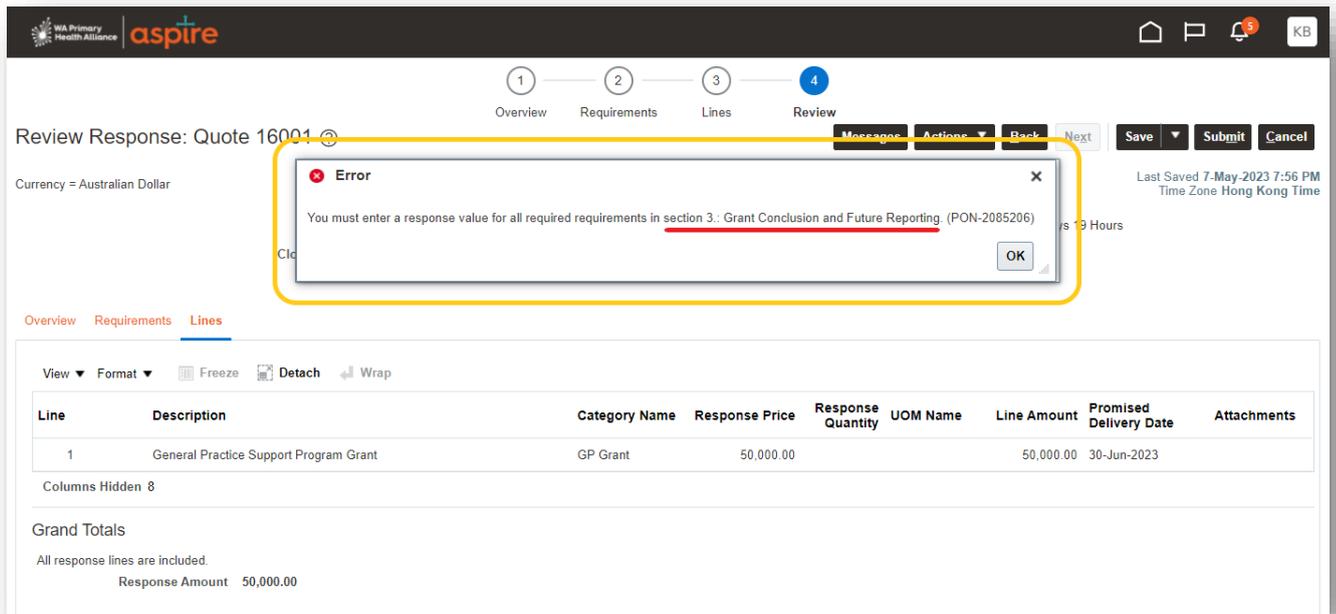
OK

## Submission Error Message

The questions in the requirements section are mandatory, if you have missed one or more questions you will receive the following error when submitting your Grant Application.

The error message will advise which section to amend, return to the section indicated and ensure all mandatory questions have been selected.

When you have amended the questions, click on Submit (top right), the confirmation message on the previous page will appear.

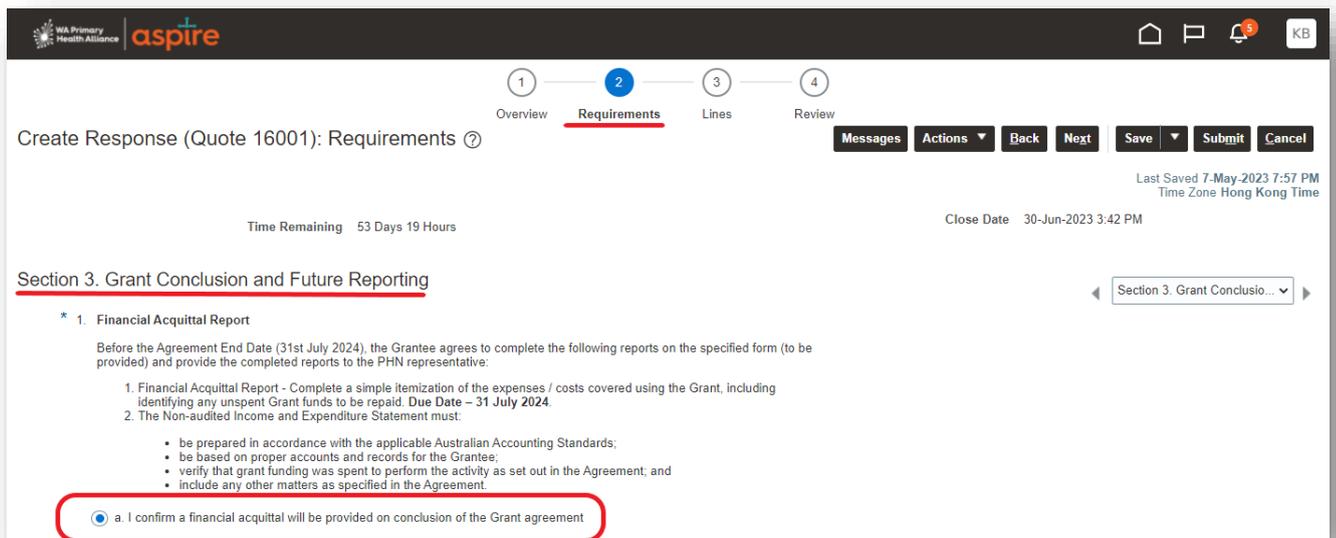


The screenshot shows the 'Review Response' page for Quote 16001. The progress bar indicates the user is on the 'Review' step (4). An error message dialog box is displayed, stating: "You must enter a response value for all required requirements in section 3: Grant Conclusion and Future Reporting. (PON-2085206)". Below the error message, a table lists the response details:

Line	Description	Category Name	Response Price	Response Quantity	UOM Name	Line Amount	Promised Delivery Date	Attachments
1	General Practice Support Program Grant	GP Grant	50,000.00			50,000.00	30-Jun-2023	

Grand Totals: All response lines are included. Response Amount: 50,000.00

Note mandatory questions have a circle rather than a tick box, as per example below.



The screenshot shows the 'Requirements' page for 'Create Response (Quote 16001): Requirements'. The progress bar indicates the user is on the 'Requirements' step (2). The page displays 'Section 3. Grant Conclusion and Future Reporting' with a dropdown menu. A mandatory question is listed:

\* 1. Financial Acquittal Report

Before the Agreement End Date (31st July 2024), the Grantee agrees to complete the following reports on the specified form (to be provided) and provide the completed reports to the PHN representative:

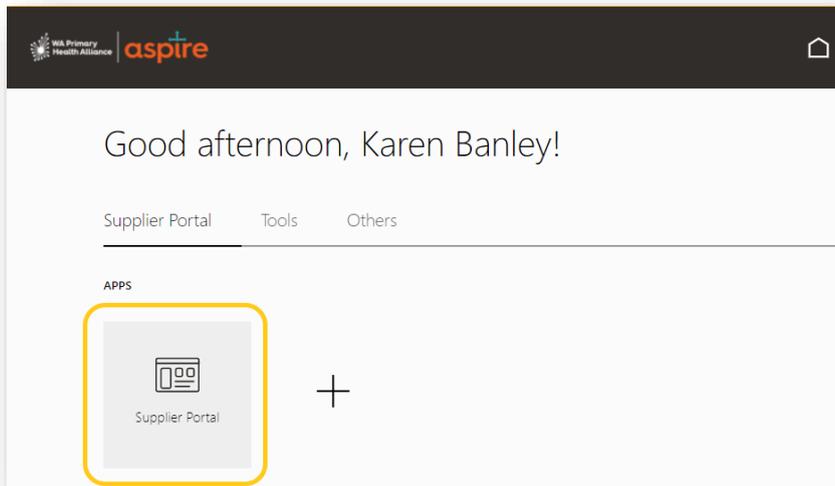
1. Financial Acquittal Report - Complete a simple itemization of the expenses / costs covered using the Grant, including identifying any unspent Grant funds to be repaid. Due Date – 31 July 2024.
2. The Non-audited Income and Expenditure Statement must:
  - be prepared in accordance with the applicable Australian Accounting Standards;
  - be based on proper accounts and records for the Grantee;
  - verify that grant funding was spent to perform the activity as set out in the Agreement; and
  - include any other matters as specified in the Agreement.

The question 'a. I confirm a financial acquittal will be provided on conclusion of the Grant agreement' is shown with a radio button selected, highlighted by a red circle.

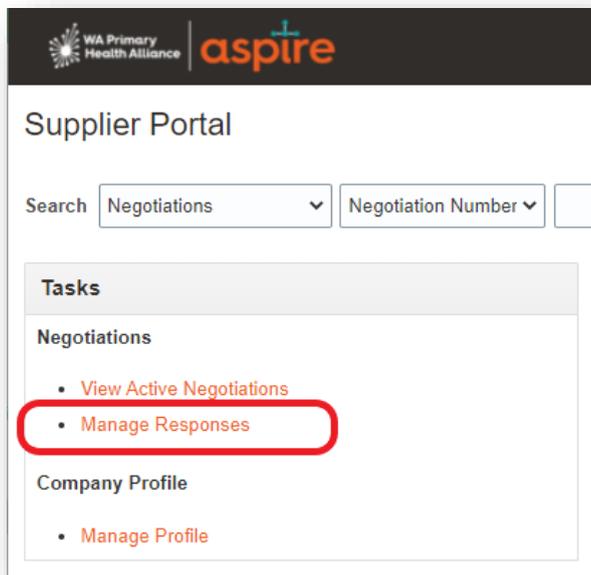
## Download Grant Application to PDF

After successful submission of your Grant Application, you can download a copy of your submission for your records if required.

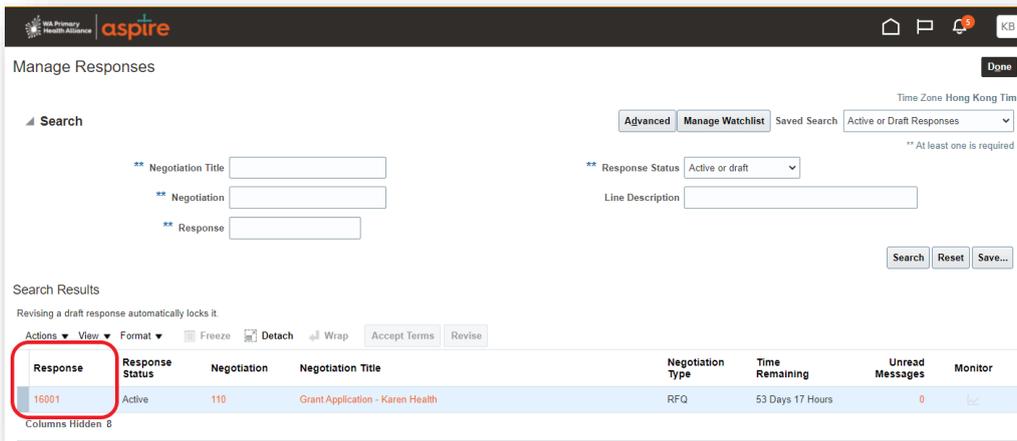
Log into Aspire  
Click on Supplier Portal



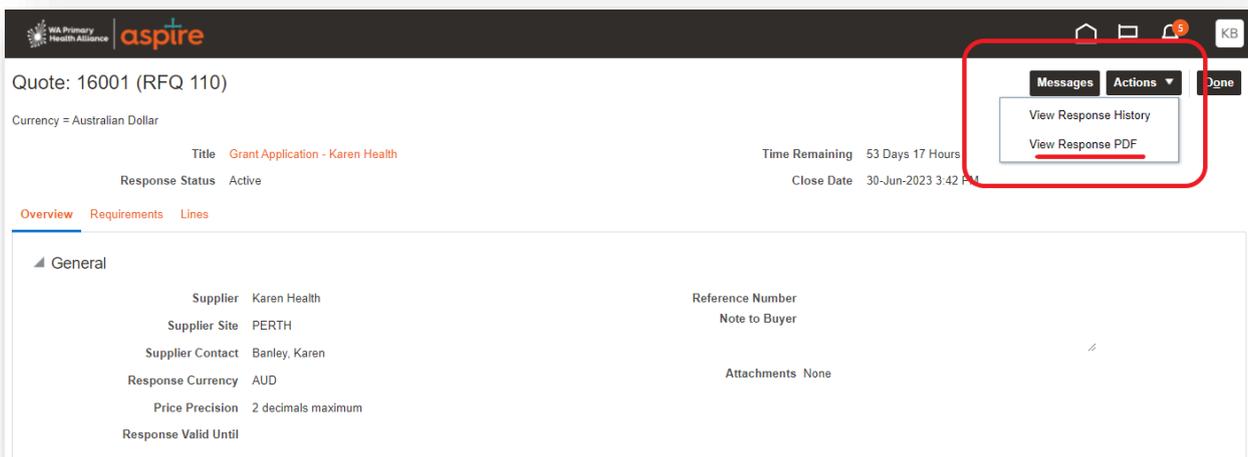
Click on Manage Responses



Click on the Response number under the Response column



Click on Actions > View Response PDF  
The Grant Application in PDF will be downloaded to your computer



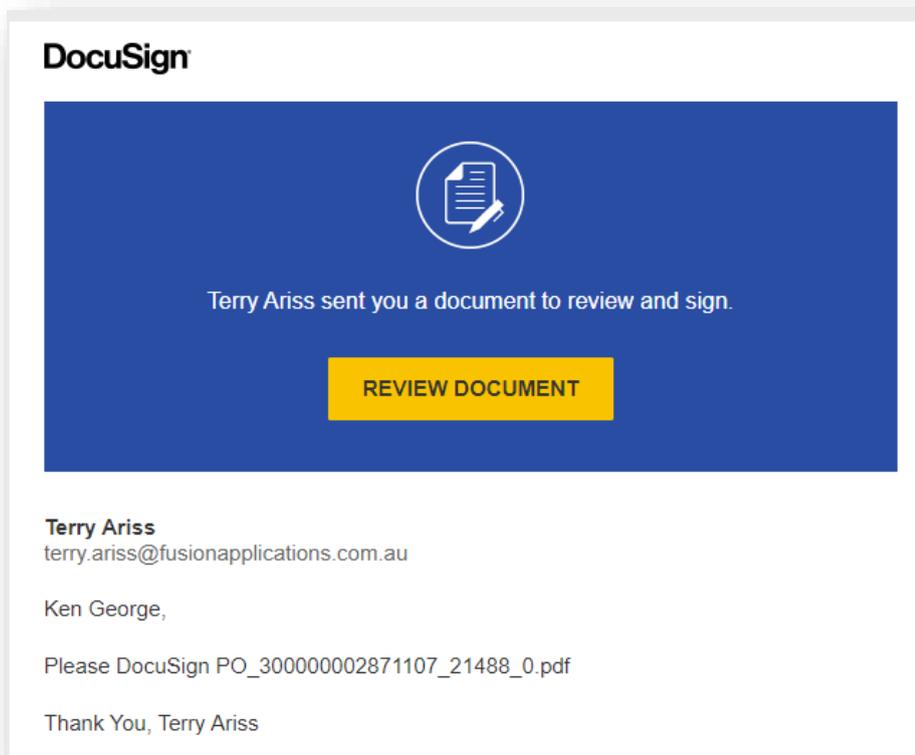
## **Next Steps**

Once you have submitted your application, WAPHA will receive a notification that will enable us to progress and award the application and then create the Purchase Order for your funding amount. This will then come out to you via Docu-sign.

## **Purchase Order Contract – DocuSign E-Signature**

You will receive the notification below to sign the GP Grant contract Purchase Order from DocuSign via email. Click on the '**Review Document**' link within the email and follow the steps on screen to sign the grant application Purchase Order.

Once this contract is signed and returned, you will receive your GP Grant payment within 15 business days.



## **RCTI Invoice**

(RCTI). If you confirmed a Recipient Created Tax Invoice (RCTI) agreement with WAPHA, WAPHA will create a tax invoice on your behalf and share a copy with you.

## **Remittance Advice**

You will receive a remittance advice from WAPHA once your GP Grant payment has been completed. You should receive the GP Grant payment within one to two business days of receiving this advice.

## Frequently Asked Questions (FAQ)

### Q. When do applications close?

A. The close date for Grant applications is 15 June 2023.

### Q. What if I can't get my application in by 15 June?

A. Practices must contact WAPHA by 1 June if they anticipate any issues with meeting the Grant period closing date.

### Q. Can I save my partially completed application and finalise it later?

A. Yes, your application can be saved at any time. Click the 'save for later' button and log back in at another time to complete your application.

### Q. My practice did not enter into an RCTI agreement with WAPHA. Do I have to issue an invoice instead?

A. If you did not enter a RCTI Agreement with WAPHA you will need to ensure you provide a tax compliant invoice that contains all required fields. Note this may cause a delay in turnaround of payment outside of the 15 business days.

### Q. How long after receiving confirmation that my application was successful; will my Grant be paid?

A. Grant payments will be made following receipt of all correct documentation, including final invoice detailing approved Grant PO number supplied by WAPHA (if not entering RCTI agreement). Practices who have agreed to an RCTI will receive payment within 15 business days of sending back a signed Grant Purchase Order.

### Q. Will GST apply to my Grant funding?

A. If your practice is registered for the [Goods and Services Tax \(GST\)](#), GST will be added to your Grant total.

### Q. Where can I get more help/information?

A. If you have any questions about the General Practice Grants Program, please contact the General Practice Grants team on [GPgrant@wapha.org.au](mailto:GPgrant@wapha.org.au) or Practice Assist on 1800 2 ASSIST (1800 2 277 478).

**-Ends-**