

## General Practice After Hours Grants Program 2025

### Grant Guidelines

Western NSW Primary Health Network

June 2025

## Acknowledgement of Country

Western NSW Primary Health Network (WNSW PHN) respectfully acknowledges First Nations people as the Traditional Custodians of the nations and countries on which we work, and commit to building relationships, respect and opportunities with all First Nations Peoples in our region. We pay respect to Elders past and present and extend recognition to all First Nations people reading this message. We respectfully acknowledge the following nations:

**Wiradjuri**

**Gamilaraay / Gamilaroi / Kamilaroi**

**Wailwun**

**Wongaibon**

**Ngemba / Nyemba / Ngiyampaa**

**Murrawarri**

**Barkindji**

**Barindji**

**Barundji**

**Nyirra**

**Karenggapa**

**Wadigali**

**Wilyakali / Wiljali**

**Wandjiwalgu**

**Danggali**

**Muthi-Muthi**

**Kureinji**

**Gunu**

**Barranbinya**

**Bandjigali**

**Malyangaba**

**Dadi Dadi**

We acknowledge Elders who are the knowledge holders, teachers and pioneers, the youth who are the hope for a brighter future and who will be the future leaders. We acknowledge and pay our respect to First Nations people who have gone before us and recognise their contribution to First Nations people and community.

## WNSW PHN's Commitment to Reconciliation

WNSW PHN is committed to reconciliation and demonstrates its commitment by building meaningful, sustainable initiatives in partnership with First Nations communities that close the gap and achieve equitable health outcomes First Nations people. WNSW PHN is committed to leading this journey through its Innovate Reconciliation Action Plan (RAP), which is built on respect, relationships and opportunities. This reconciliation journey is grounded in truth telling, listening, learning, and partnering with First Nations communities.

You can find out more about WNSW PHN's commitment to reconciliation in its Innovate RAP [HERE](#).

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## 1. About the Western NSW Primary Health Network

The **Western NSW Primary Health Network (WNSW PHN)**, is one of 31 Primary Health Networks across Australia, established to support frontline health services and increase the efficiency and effectiveness of primary health care. Our focus is people who are at risk of poor health outcomes and working to improve the coordination of their care, so they receive the right care in the right place at the right time. We work closely with key stakeholders including general practice, other health care providers, Local Health Districts, hospitals and the broader community to align services with the health needs of the region.

WNSW PHN is a not-for-profit organisation primarily funded by the Australian Government.

WNSW PHN covers both Far West and Western NSW Local Health Districts across a total area of 433,379 square kilometres, making it the largest PHN in NSW (at 53.5%). The total population is estimated to be over 312,000 people, with 20.3% over the age of 65 years. Approximately 11.36% of people in the WNSW PHN region identify as First Nations (ABS, 2021).

The geographic region covered by WNSW PHN is captured in Figure 1 below. You can also check to see if you fall within the WNSW PHN region, using the PHN Location Map found [HERE](#).

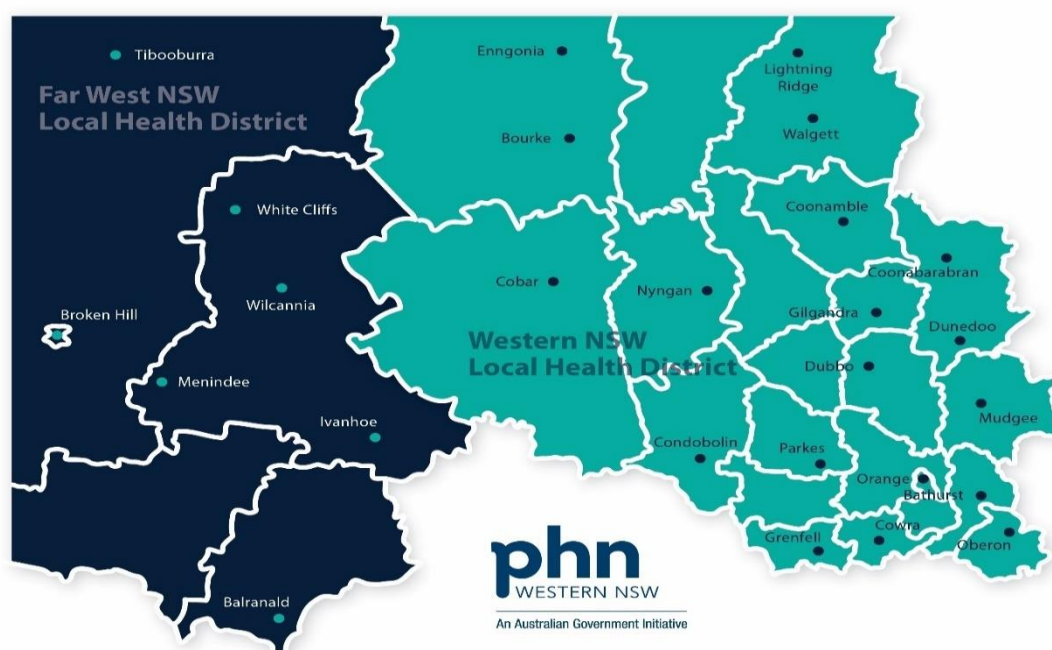


Figure 1 – WNSW PHN Geographical Footprint

## 2. Background – General Practice After Hours Grants Program

WNSW PHN plays a key role in supporting local primary health care services to better meet the health needs of the community. An important element to this support includes enabling equitable access to primary care services in the after hours period.

For the purposes of this grant opportunity, after hours primary health care is defined as *‘accessible and effective primary health care for people whose health condition cannot wait for treatment until regular primary health care services are next available.’* It should not be a substitute for primary health care that could otherwise occur during regular business hours, usually given as between 8.00am-6.00pm on weekdays and 8.00am-12.00pm on Saturdays.

WNSW PHN is offering funding through the General Practice After Hours Grant Program 2025 to further enable local General Practices and Aboriginal Medical Services to support equitable access to primary care services in the after hours setting. The program aims to:

1. Support the development of regional responses to address the after hours primary health care needs of local communities, whilst supporting the after hours primary health care workforce.
2. Promote coordination between services at a local level and support after hours service providers to integrate care with a patient’s usual primary care provider.
3. Address gaps in availability of after hours primary health care services.
4. Reduce non-urgent attendances at hospital emergency departments in the after hours period.

WNSW PHN invites applications from eligible organisations for the Grant Program. Relevant information for application is provided below.

## 3. Key Grants Details

Grant funding is offered via two streams.

Stream One	Stream Two
Enhanced After Hours Supports	New After Hours Service Models
Funding of up to \$25,000 (excl. GST) to enable General Practices and Aboriginal Medical Services to undertake activities that will expand existing after hours capacity and/or capability.	Funding of up to \$120,000 (excl. GST) to enable General Practices and Aboriginal Medical Services to trial new after-hours service models that increase community access to appropriate after hours primary care services.

### Stream One – Enhanced After Hours Services

Applicants may apply for \$25,000 in funding for activities to support existing after-hours services or extend services into the after hours period. Potential activities may include, but are not limited to the following:

- Extension of existing service into the after hours period (i.e. currently open 8.00am to 12.00pm on Saturdays but looking to extend hours to 5.00pm.
- Equipment to enable the expansion of services into the after hours period (limit of \$10,000)

- Digital health infrastructure and supports to be utilised in the after hours period.
- Health literacy and education to support the use of after hours services.

Applicants will need to include:

- Description of current after hours services delivered.
- Description of the support required.
- Required budget; and
- How this support relates to after-hours and what the benefit will be.

### Stream Two – New After Hours Service Models

Applicants may apply for up to \$120,000 in funding to trial new after hours service models that increase access to appropriate after hours primary care. This could include GP or nurse-led models in the after hours period that provide treatment such as minor injuries, pain management, wound care, lacerations, minor burns, abdominal pain, and skin and soft tissue infections. General practices and Aboriginal Medical Services may apply individually or as a collaboration within a town or across several towns. Applications will need to include:

- Description of current after hours services delivered.
- Proposed extended opening hours.
- How the extended opening hours will be promoted to ensure community awareness.
- Staffing required (GPs, nurses, administration).
- Indicative budget; and
- Simple sustainability plan to demonstrate capability of continuing the service beyond the funding period (this should include MBS income and business support systems).

**IMPORTANT NOTE: Proposed services must be delivered in the after hours period.**

## 4. Grant Funding Details

Stream One	Stream Two
Enhanced After Hours Supports	New After Hours Service Models
Up to \$25,000 (excl. GST)	Up to \$120,000 (excl. GST)

### Funds can be used for

- Direct costs of delivering the proposed activity (i.e. staff wages).
- Purchase of resources to support the proposed activity.

## Funds cannot be used for

- Delivering service activities outside the after hours period i.e. activities in normal business hours (8.00am-6.00pm on weekdays and 8.00am-12.00pm on Saturdays) that would reduce the after hours burden).
- Covering the costs of services that already exist.
- The purchase of large value assets such as vehicles or buildings.
- Purchase of assets over \$10,000
- The preparation of grant application.
- Retrospective items and activities

Funds need to be expended by 30 June 2026.

## 5. Grant Timelines

Grant Applications Open:	6 June 2025
Grant Applications Close:	20 June 2025 - 5.00pm
Grants Awarded:	24 June 2025
Activity Completion:	30 June 2026

## 6. Eligibility Criteria

To be eligible for funding, applicants must meet the following criteria:

1. Must be a General Practice or Aboriginal Medical Service operating within the WNSW PHN region.
2. All General Practice applicants must be registered for, and consent to share information via the Lumos Program (or prepared to participate) - more information [HERE](#)
3. Applicants must be registered with, and publish information via Provider Connect Australia – more information\* [HERE](#)
4. Must meet all four digital health\* foundations, which include:
  - 4.1. Actively using My Health Record
  - 4.2. General Practitioners are capable of electronically prescribing
  - 4.3. Actively using secure messaging
  - 4.4. Have access to a video call platform for telehealth consultations that meets security and safety standards.
5. Must hold relevant insurances, including
  - 5.1. Public Liability Insurance (minimum coverage \$10 million).
  - 5.2. Professional Indemnity Insurance.

*\* The WNSW PHN Digital Health team is available to support applicants that require assistance to meet the digital health requirements, please contact the team at [digitalhealth.team@wnswphn.org.au](mailto:digitalhealth.team@wnswphn.org.au) prior to submission.*

## 7. Prioritisation

To support equitable access to healthcare and address workforce and service delivery challenges in underserved areas, this grant program will prioritise applications from small rural General Practices (in communities with populations of less than 15,000 people) and Aboriginal Medical Services. These groups often face greater barriers in securing resources, attracting workforce, and sustaining service delivery, making targeted support essential to improving health outcomes in more rural and remote

communities. In addition, priority will be given to applicants who have not received after hours grant funding from WNSW PHN in the last 5 years.

## 8. Deliverables

Stream One	Stream Two
Enhanced After Hours Supports	New After Hours Service Models
<b>Activity Deliverables</b> <ul style="list-style-type: none"> <li>Delivery of after hours services as proposed and agreed in Grant Agreement.</li> </ul> <b>Reporting Requirements</b> <ul style="list-style-type: none"> <li>Evidence of appropriate insurance coverage.</li> <li>Activity Report(s) – requirement informed by nature of proposed activity.</li> <li>Unaudited financial expenditure report.</li> </ul>	<b>Activity Deliverables</b> <ul style="list-style-type: none"> <li>Delivery of after hours services as proposed and agreed in Grant Agreement.</li> </ul> <b>Reporting Requirements</b> <ul style="list-style-type: none"> <li>Evidence of appropriate insurance coverage.</li> <li>Regular service reports, which may include: <ul style="list-style-type: none"> <li>Occasions of service in after hours period</li> <li>Client demographics</li> <li>Client and Clinician satisfaction</li> </ul> </li> <li>Unaudited financial expenditure report.</li> <li>Final report including sustainability plan.</li> </ul>

## 9. Grant Conditions

1. WNSW PHN will only consider one application per eligible organisation.
2. WNSW PHN reserves the right to award all, part, or none of the Grant.
3. Successful applicants will be required to enter into a Grant Agreement with WNSW PHN.
4. Applicants must disclose potential or perceived conflicts of interest.
5. Breaches of terms may result in Grant recovery.
6. Successful Grants may be publicly listed on the WNSW PHN website.
7. Applicant must ensure compliance with working with children checks.
8. Applicant must acknowledge WNSW PHN in promotions.



## 10. Assessment Criteria

Applications will be evaluated based on:

- Submission of fully completed application.
- Meeting the eligibility criteria outlined in Section 6.
- Evaluation Criteria below:

### Stream One – Enhanced After Hours Supports

No.	Evaluation: Criteria Stream One – Enhanced After Hours Supports (up to \$25,000)	Evaluation Weight
1.	<b>Appropriateness and Capability:</b> Does the application demonstrate how the proposed activities relate to after-hours services and what the benefits are? The application should include relevant experience in delivering these activities.	80%
2.	<b>Value for money:</b> Does the application and proposed budget deliver value for money (i.e. is the budget reasonable and aligned to the expected deliverables)?	20%

### Stream Two - New After Hours Service Models

No.	Evaluation Criteria: Stream Two - New After Hours Service Models (up to \$120,000)	Evaluation Weight
1.	<b>Relevance and Community Need:</b> Does the application demonstrate how the proposed model meets the needs of the local population?	20%
2.	<b>Service Delivery Capability:</b> Can clearly demonstrate ability to deliver the scope of works efficiently and effectively to achieve all target outcome?	20%
3.	<b>Workforce Capacity:</b> Can the applicant demonstrate they have the appropriately skilled and qualified workforce to deliver the proposed services in the after hours period?	20%
4.	<b>Cultural Safety and Responsiveness:</b> Can demonstrate ability to deliver culturally appropriate services to First Nations people in a health and wellbeing context?	20%
5.	<b>Value for money:</b> Does the application and proposed budget deliver value for money (i.e. is the budget reasonable and aligned to the expected deliverables)?	10%
6.	<b>Sustainable:</b> Does the application demonstrate how the extended opening hours will be sustained beyond the funding period?	10%

## 11. Grant Application

To apply for Grant funding:

### Stream One – Enhanced After Hours Supports

1. Review and accept all Grant conditions.
2. Applications will remain open until 5:00pm, Friday 20 June 2025.
3. Complete the Application Form: [HERE](#) or use the QR Code:



### Stream Two - New After-Hours Service Models

1. Review and accept all Grant conditions.
2. Applications will remain open until 5:00pm, Friday 20 June 2025.
3. Complete the Application Form: [HERE](#) or use the QR Code:



## 12. Further Information

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