

Contents

General	2
Eligibility.....	2
Aboriginal Community Controlled Health Organisations	3
New Process	3
Project Types	3
Stream 1 Projects – Ready for Implementation	5
Stream 2 Projects - Previously Funded	5
Operational Funding	6
Further information	6

These Frequently Asked Questions relate to the Regional Health Infrastructure Fund (RHIF) 2024-25 round and should be read in conjunction with the RHIF 2024-25 Funding Guidelines available on the [Regional Health Infrastructure Fund page](https://www.vhba.vic.gov.au/health/regional-facilities/regional-health-infrastructure-fund).
<<https://www.vhba.vic.gov.au/health/regional-facilities/regional-health-infrastructure-fund>>.

If you require further information or assistance in relation to the requirements of the RHIF 2024-25 please email RHIF.Applications@health.vic.gov.au.

General

When do submissions open for RHIF 2024-25?

Friday 22 November 2024

Is there an online webinar with further information?

Yes, the Victorian Health Building Authority (VHBA) will host an online briefing webinar for eligible Health Services / Agencies on 29 November 2024. A recording will be available if you aren't able to attend, please email your request to RHIF.Applications@health.vic.gov.au.

When do submissions close for RHIF 2024-25?

Friday 10 January 2025 unless otherwise advised.

How do I apply?

Submissions must be completed through the SmartyGrants Portal. <<https://dhhs.smartygrants.com.au/RHIF2024-25>>

The application form must be completed in its entirety. Further supporting information is to be provided as attachments. If the file size of the supporting documentation is over 25MB, please contact the RHIF team via the RHIF.Applications@health.vic.gov.au to discuss how best to submit this additional information.

Will hard copies be accepted?

No, all submissions must be submitted via the SmartyGrants portal.

What is the minimum and maximum amount requestable per submission?

There is no minimum requirement and the maximum amount per submission is \$10 million.

What is the pool of funds available?

The Victorian Government announced funding of \$300m over 4 years for the Regional Health Infrastructure Fund commencing 2022-23. This is the ninth year for the RHIF and RHIF 2024-25 is the third round from the \$300m fund allocation.

Eligibility

My Health Service / Agency is not listed within the Funding Guidelines but believe it should be, can it be added?

If you believe that your Health Service /Agency should be listed as eligible, please send an email to RHIF.Applications@health.vic.gov.au

We have not applied for or received funding from previous RHIF rounds, are we still eligible?

Yes, the VHBA actively encourages all eligible Health Services / Agencies that have a compelling need for funding to submit an application.

Aboriginal Community Controlled Health Organisations

I am a ACCHO and ready to apply for a Stream 1 project, can I still apply via this RHIF 2024-25 round?

Although, Aboriginal Community Controlled Health Organisations (ACCHOs) will have a separate process, outside these guidelines, you can still apply via this process upon request. If you have a shovel ready project you wish to be evaluated via the standard guidelines, please contact RHIF.Applications@health.vic.gov.au and we will provide you access to the Stage 1 EOI application form.

Further communication will be provided to ACCHO's outlining the new process.

New Process

What is the submission process for the RHIF 2024-25 funding round?

This year will be a two-stage process.

Stage 1: Expression of Interest submission form will ask for you to clearly identify the project you are seeking funding. You will be asked to identify how the project:

- Aligns to your strategic asset management plan, statement of priorities, health services plan or master plan,
- Addresses patient and staff amenity as well as safety and quality,
- The risks if the project isn't funded,
- Address service efficient and demand pressure.

Stage 2: will be invitation only applications. You will be expected to provide a clear project plan, including detailed scope, budget and schedule. All relevant supporting documentation, such as cost plan, design drawings, governance framework, procurement plan, regulatory approval, vendor quotes (projects under \$0.5m) etc, are to be included to support your application.

Project Types

Will priority be given to certain project types?

Yes, projects that fall within the "regulatory and compliance" and "quality and safety" categories will be given priority. Due to the fund being oversubscribed, it is imperative that these funds are used to address the highest risks within these categories.

Will new building infrastructure be considered under the RHIF 2024-25?

Yes, however they won't be given priority. All eligibility criteria must be met then the submission will be evaluated for funding.

Is master planning work eligible for funding?

No, under the Funding Guidelines master planning submissions will be deemed not eligible for evaluation and will be set-aside.

Can I submit previously submitted projects that were not funded in previous RHIF rounds or other grant programs?

Yes, if you believe that your project demonstrates value against the key objectives of RHIF 2024-25, meets the eligibility and remains a priority for your Health Service / Agency. Any additional work or refinement of previously submitted projects is encouraged along with the submission.

Can I apply for projects that may be eligible under other funding sources?

Yes. Health Services and Agencies can still apply but Health Services are required to identify in their applications that they have submitted proposals to other funding sources. Note that under the conditions of funding, funding is not available for projects previously funded or already approved for funding from another source.

We currently have a project, funded through other sources, in progress, can we submit this for funding under RHIF 2024-25?

No, other than projects funded as a Stream 2 in RHIF 2022-23 or RHIF 2023-24 there will be no evaluation of projects that have already commenced.

Can we bundle multiple projects into a single submission?

No. Each project will require a separate submission. Health Services / agencies are required to rank the relative priority of each application on the second page of the application form. Bundled applications may not be considered.

If you are unsure on whether a submission would be considered bundled, please email RHIF.Applications@health.vic.gov.au for guidance.

When does my project need to be completed?

- Stream 1 projects need to be completed within 2 years of funding.
- Existing Stream 2 projects will be required to demonstrate adequate progress since previous funding rounds.
- VHBA expects that Stream 2 projects will complete two levels of design maturity in the first 9 – 12 months and be able to apply for Stream 1 funding in the next RHIF round.

Agencies successful in RHIF Stream 2 allocations are not guaranteed further project funding in successive funding applications.

Projects may not be funded in future rounds due to examples such as: scope creep, costs become prohibitive for RHIF to support, priority changes, strategic changes, other higher priorities have emerged, fund oversubscribed – and relevant assessments will be required to prioritise.

Specific timelines will be developed and proposed as part of any application. Applications should demonstrate the current status of planning and 'readiness', which will enable the project to meet the proposed timelines. Capital / construction projects will be formalised with a Project Agreement that includes milestones and payment schedules.

Can funds be sought for projects to leased properties?

Projects that relate to capital works to property not owned or controlled by the Victorian Government will be considered. However, it is preferred that such property should not be mortgaged nor encumbered. In such circumstances the department will require a legally binding agreement with the mortgagee or charge of the property. Applications should clearly outline the lease term.

Stream 1 Projects – Ready for Implementation

A project meets most of the listed mandatory requirements, but work is underway on the other mandatory requirements, can we still submit this project?

The Stage 1 – EOI form has two mandatory requirements which must be attached to the application form:

- Evidence of discussions and at minimum, email confirming in-principle support by the Hospitals and Health Services regional representative
- Completed “Project Budget Summary Template”

Any other supporting documents that you have in relation to the project can also be uploaded to help the assessors understand the need or requirements of the project. Refer to Table 1: Items for submission list on pages 6 and 7 of the RHIF 2024-25 Guidelines

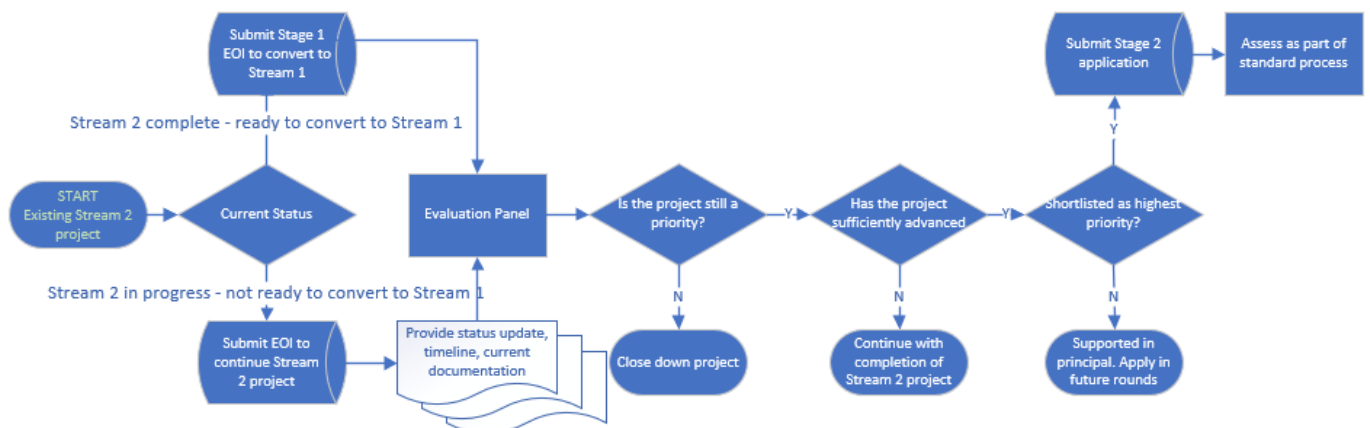
Stream 2 Projects - Previously Funded

We received Stream 2 funding in 2022-23 or 2023-24 however the project has not progressed to a point that is ready for conversion to a Stream 1 project, should this still be submitted?

Stream 2 projects that are not ready to convert to Stream 1 will be required to submit a Stage 1 EOI application form and provide an update on the project status including submission of all current documentation per the requirements as outlined in the guidelines.

If your currently funded project is no longer a priority, then this should be documented in your Stage 1 EOI application form and the VHBA will review eligibility for ongoing funding.

Figure 1: Process Map for Existing Stream 2 Project applications



We currently have two stream 2 projects that are not ready for conversion, however, will be in coming months and remain priorities. Is there an avenue for us to submit an additional project for consideration?

You are eligible to submit up to four (4) new applications as part of the RHIF 2024-25 application round, therefore you can submit your existing two stream 2 applications as well as two new applications.

Don't forget to submit an update of your project status for any existing RHIF 2022-23 and RHIF 2023-24 Stream 2 projects. These need to be submitted as a new application (refer question on page one of the application form) as part of the RHIF 2024-25 application round.

Is there guaranteed funding for Stream 2 projects that have been previously funded?

No, agencies successful in previous RHIF rounds for Stream 2 funding are not guaranteed further project funding in this, or successive round.

Operational Funding

Does the RHIF 2024-25 consider required uplift to operational funding to facilitate use of new infrastructure?

No, the funding under the RHIF 2024-25 is for capital improvement items only. Discussions should be had with Hospital and Health Services (HHS) prior to submission to ensure support for the project and potential operating funding uplift.

As outlined in the Funding Guidelines, all submissions require confirmation of operational funding uplift from your HHS representative prior to submission.

Further information

Can I make changes to my submission after it has been submitted?

If you need to alter your application after it has been submitted but before the application period closes, please contact us via RHIF.Applications@health.vic.gov.au. Once 2024-25 RHIF closes, applications are unable to be altered.

When will I know the outcome of my submission?

All applicants will receive written notification of the outcome of their Stage 1 submission following completion of the assessment process advising if they have been successful to continue with a Stage 2 submission. Stage 2 submissions will be given 4 weeks to complete.

It is expected that the outcome of the Stage 2 application will be communicated by mid-2025. Successful projects will be listed in due course on the Regional Health Infrastructure Fund webpage.

Where can I get further information or assistance?

If you require further information or assistance in relation to the requirements of the 2024-25 RHIF please email RHIF.Applications@health.vic.gov.au.

Technical assistance regarding completion of the SmartyGrants online form can be obtained through reviewing the [SmartyGrants online guide](https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/) <<https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>> or contacting SmartyGrants via [email](mailto:service@smartygrants.com.au) <service@smartygrants.com.au> or by calling (03) 9320 6888.

To receive this publication in an accessible format, email Regional Health Infrastructure Fund team at < RHIF.Applications@health.vic.gov.au >

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Available at the [Regional Health Infrastructure Fund](#) page on the Victorian Health Building Authority website <<https://www.vhba.vic.gov.au/health/regional-facilities/regional-health-infrastructure-fund>>