

**HEALTHY
NORTH COAST**

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INDUSTRY BRIEFING

Active Ageing Grants, Northern NSW, Round 2

Ashley Arroyo, Alanna Bastin-Byrne,
Nicole Browne

16 September 2026, 3:30pm



Acknowledgment of Country

We acknowledge the Traditional Custodians of the lands across our region, which includes the Githabul, Bundjalung, Yaegl, Gumbaynggirr, Dunghutti and Birpai Nations. We pay respect to the Elders past, present and those on their journey. We recognise these lands were never ceded and acknowledge the continuation of culture and connection to land, sky and sea. We acknowledge Aboriginal and Torres Strait Islander peoples as Australia's First Peoples and honour the rich diversity of the world's oldest living culture.

PURPOSE & AGENDA

- Background and context
- Service specifications and requirements
 - Scope
 - Funding
 - Reporting
 - Other Requirements
- Procurement approach & tender documents
- Application process
- Key dates – estimated timeline
- Proposal Requirements
- Questions

The session will be recorded. Recording, Slides and Q&A will be available on TenderLink as an Addendum.

Our region

With more than 540,000 people calling the North Coast home, our region is one of prosperity and beauty.

As our community changes so do health needs, and we are committed to improving health outcomes whilst ensuring fair and equitable access to primary care for all.

32,767 square kilometres

6 Aboriginal nations

2 local health districts

12 local government areas

541,520+ people

17% population aged under 15 years

26% population aged 65 years and over (NSW 18%)

7.5% need assistance with self-care, mobility and communication (NSW 5.4%)

5.8% identify as Aboriginal and/or Torres Strait Islander (NSW 3.4%)

20% born overseas (NSW 35%)

6 Aboriginal medical services

1,197 General Practitioners

467 nurses in general practice

3,000 primary care nurses and midwives

3,078 allied health professionals



BACKGROUND, SERVICE SPECIFICATIONS & REQUIREMENTS



HEALTHY AGEING- A TOP PRIORITY

‘People on the North Coast live well, age well, and have ongoing opportunities to contribute and stay connected to communities and Country.’

- Global megatrend - ageing population
- Across the footprint covered by Healthy North Coast and NNSW Local health District– greater and ever growing % of older people than elsewhere in Australia
- Living longer but not necessarily better
- Both Healthy North Coast and NNSW Local Health District have Healthy Ageing as a strategic priority



BACKGROUND AND CONTEXT

PHYSICAL ACTIVITY IS KEY TO IMPROVING THE HEALTHSPAN FOR OLDER PEOPLE

Physical activity is one of the most effective, evidence-based ways to support healthy ageing

Regular physical activity can:

- Reduce the risk of chronic disease and support better management of conditions
- Improve strength and balance, helping to prevent falls - a leading cause of injury, hospitalisation, and loss of independence for older people
- Improve mental health and cognitive function
- Strengthen social connections
- Support independence and quality of life

BACKGROUND AND CONTEXT THE OPPORTUNITY

Request for Proposals

In partnership with Northern NSW Local Health District (NNSWLHD), Healthy North Coast Ltd (HNC), trading as North Coast Primary Health Network (NCPHN), is inviting local organisations and providers to submit proposals to deliver physical activity programs for older adults (50+ or 45+ for First Nations' people, across Northern NSW).

Grants of between \$5,000 and \$30,000 (excl. GST) are available to support activities delivered between 1 July 2026 and 30 June 2028.

- Grant Round 1 \$150,000 (excl. GST) closed 22 May 2026
- Grant Round 2 \$150,000 (excl. GST) closes 15 October 2026, 5pm
- **Total value \$300,000 (excl. GST)**



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BACKGROUND AND CONTEXT COMMUNITY FIRST

Place based and community led approach

Activities must be delivered in the LGAs of Tweed, Ballina, Byron, Richmond Valley, Lismore, Kyogle, Clarence Valley or Urbenville (Tenterfield LGA).

This is a place based, community-led program for organisations who know their community well.

We want to hear about activities that:

- get older people moving
- focus on people who are not currently active
- create opportunities for connection and help reduce social isolation
- boost mental wellbeing
- support priority populations, and in particular, First Nations people
- are low-cost or free
- are safe, welcoming and inclusive.

BACKGROUND AND CONTEXT

INVESTING IN PHYSICAL ACTIVITY

Despite the strong evidence, participation in physical activity tends to decline with age, and access to suitable programs is not consistent across the North Coast.

Through modest, targeted investments, the program aims to:

- Enable local organisations to establish or expand opportunities for older people to get involved in diverse physical activities
- Target people who are inactive, at risk of or experiencing declining health or frailty, or at falls risk
- Improve access in rural, remote and underserved communities
- Reduce barriers such as cost, transport and availability
- Support innovative and culturally appropriate approaches, particularly for Aboriginal communities
- Strengthen local capability and sustainability of programs over time.

Locations

Ballina	Byron	Clarence Valley	Kyogle
Lismore	Richmond Valley	Tweed Valley	Urbenville (Tenterfield LGA)

Aimed for

People who are

- 50 years and over or 45 years and over for Aboriginal people
- Are not currently physically active
- Are at risk of social isolation or declining health
- Live in rural or underserved communities
- Are from Aboriginal communities and other priority populations

Accessible and Inclusive

Should consider

- Age appropriate and adaptable to fitness levels
- Physical access (venue, terrain, facilities)
- Transport
- Cultural safety
- Language and communication needs
- Cost (low-cost or free)

Key requirements

Participation

Programs should

- Increase participation, not just deliver
- Be regular and ongoing (as a preference)

Community Needs

Activities must

- Respond to a clearly identified local need
- Show local knowledge and community support or partnerships
- Not duplicate service that exists unless needed

Practical and Feasible

- Realistic and achievable within the funding period
- Providers should have capability to deliver
- Opportunities for ways to sustain beyond the grant

SERVICE SPECIFICATIONS AND REQUIREMENTS

Considered Activities

Preference will be given to activities that are open to the broader community or that demonstrate strong community connection and balance of safety, accessibility, affordability, and engagement of inactive or priority populations will be viewed favourably.

Low-cost exercise groups	Venue hire or purchasing equipment	Transport to and from exercise classes
New exercise classes for example, Tai Chi, dance, aqua aerobics, strength and balance	Falls prevention classes, workshops or courses	Supporting community owned gyms to replace or update their equipment
Setting up or growing sporting activities for older people such as walking football, walking netball, table tennis or basketball	Activities that challenge the perception of what ageing means and what it means to grow old	

Ineligible & Non-Competitive Activities

- Core government responsibilities
- Ongoing funding commitments
- Commercial, fundraising, or political Branding/advertising not linked to the project
- Projects outside Northern NSW
- **Business-as-usual** (no clear growth in reach or impact)
- Programs not targeting **inactive, isolated, or priority older people**
- **One-off or low-impact** activities
- **High-cost, low-reach** proposals
- **Capital-heavy projects**
- **Clinical/treatment services**
- Activities needing **ongoing funding**
- Programs with **access barriers** (cost, transport, inclusivity)
- **Duplicate services** without clear need or difference

For a list of eligible expenses see RFP Section A (2.8 Budget)



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Scope of Services and other expectations

- Project Planning and implementation (budget, risk, promotion, participation and retention, partnerships and sustainability)
- Competent delivery of activity



Clinical governance, proportionate to the nature and risk of the activity. Providers are responsible for ensuring activities are safe, appropriate, and delivered by suitably qualified personnel.

- Basic data collection and reporting - A **final activity report** and an **expenditure declaration**
- Agree to have their activity listed on the NSW Health 'Active and Healthy' website and to work reasonably with NSW Health in the promotion or evaluation of the activity
- Be willing to participate in a Grant Recipients' Community of Practice and any other reasonable capacity building activities requested by NSW Health or HNC
- Ensure supervising / facilitating staff have CPR training
- Hold, or be willing to obtain, appropriate Professional Indemnity and Public Liability insurances with a minimum \$10mil liability limit (for any one occurrence) or be covered through an auspice arrangement.

Eligibility & Minimum qualifications

To be eligible you must be

- one of the following:
 - a not-for-profit or charitable organisation an incorporated association that is either based in Northern NSW or has a brand in Northern NSW
 - a Northern NSW local government authority
 - Aboriginal Controlled Community Organisations
 - universities
 - local sporting clubs
 - sole trader or a small business employing less than 20 people.
- have an active ABN and have been operational in NSW for at least 12 months delivering services or support to the Northern NSW community
- have (or agree to obtain) the appropriate type and level of insurance for the proposed activities
- not have any outstanding contractual or financial obligations (including reports, acquittals) for any NSW Government-funded projects/programs

Auspice Arrangements

If you do not meet all eligibility requirements, you may be able to work with an eligible organisation (under an auspice arrangement) to deliver a project.

‘Auspice’ is defined as an incorporated organisation that receives, administers and acquits NSW Government funding on behalf of an applicant.

Please see RFP Section A 2.5 for ineligible organisations

Project Funding

Grants of between \$5,000 and \$30,000 (excl. GST) are available to support activities delivered between 1 July 2026 and 30 June 2028.

- Grant Round 1 \$150,000 (excl. GST) closed May 22 2026
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✓ CAN FUND

Things that directly deliver the project

- Project staff (non-recurrent)
- Training for staff & volunteers
- Program delivery costs
- Community engagement
- Instructors / contractors
- Equipment linked to participation
- Travel to reduce access barriers
- Evaluation & sustainability

✗ CAN'T FUND

Things that don't add direct impact

- Buildings, vehicles, infrastructure
- Business-as-usual costs (rent, admin, utilities)
- Grant writing or retrospective costs
- Insurance, overseas travel
- Gifts, donations, fundraising
- Tertiary study (degrees/diplomas)
- Equipment not clearly linked to participation

PROCUREMENT PROCESS



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Grant approach & documents

Grant Opportunity

Grant Documents Include:

- 1. Part A: Grant Guidelines**
 - Service requirements, specification & conditions of participation
- 2. Part B: Grant Application**
 - Editable Word document format – submit as word or PDF
 - Attachments can be added where requested (these are not included in the word count)
- 3. HNC's Standard Terms and Conditions**
 - Fully review prior to completing Section B
- 4. Appendix 1 – Eligible expenses for grants**



Part A - Grant Guidelines

Active Ageing Grants - Northern Rivers, round 2

Key Dates	
Round 2 grant applications open	3 September 2026
Briefing session for applicants (Online presentation with Q&A)	16 September 2026, 11am-12pm
Round 2 grant application deadline (Submit via TenderLink)	15 October 2026, 5pm
Round 2 successful applications announced	From December 2026
Round 2 grant agreements executed	From December 2026

We acknowledge the Traditional Custodians of the lands across our region, which includes the Githabul, Bundjalung, Yaegl, Gumbaynggirr, Dunghutti and Birpai Nations. We pay respect to the Elders past, present and those on their journey. We recognise these lands were never ceded and acknowledge the continuation of culture and connection to land, sky and sea. We acknowledge Aboriginal and Torres Strait Islander peoples as Australia's First Peoples and honour the rich diversity of the world's oldest living culture.

Grant Documents

1. Review Part A



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Part A - Grant Guidelines

Active Ageing Grants - Northern Rivers, round 2

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2. Complete Part B



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Part B - Grant Application

Active Ageing Grants - Northern Rivers, round 2

Grant Application Deadline	
15 October 2026, 5pm	
Schedules to be completed in the grant application	
Grant Application Form	Applicant details
Schedule 1	Referees
Schedule 2	Financial capacity
Schedule 3	Insurance details and other requirements
Schedule 4	Conflict of interest
Schedule 5	Proposed project fee
Schedule 6	Proposed activity
Schedule 7	Demonstrated Need
Schedule 8	Impact
Schedule 9	Inclusion, accessibility and cultural safety
Schedule 10	Capability to deliver
Schedule 11	Acceptance and declaration

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3. Upload Part B + attachments to TenderLink

This tender is
CURRENT

- **TenderLink Ref :**
NCPHN-1161081
- **Type of Notice :**
Request for Proposal
- **Region :**
New South Wales
- **Contract Value :**
Not Specified

 **Closing Date/Time**
22/5/2026
5:00 PM AET

Healthy North Coast, in partnership with Northern NSW Local Health District, is offering grants of \$5,000–\$30,000 to support local organisations in delivering physical activity programs for older adults in Tweed, Lismore, Ballina, Byron, Richmond Valley, Kyogle, and Clarence Valley.

For adults aged 50 and over (or 45 and over for First Nations people), the initiative aims to increase participation in safe, inclusive, engaging and affordable activities that get people moving.

This is the first of two grant rounds:

Round 1 (May 2026) total value \$150,000 (excl. GST)

Round 2 (est. September 2026) total value \$150,000 (excl. GST)

 **Options :**

- **Download the tender documents for this notice** - No charge
- Post questions or comments to the online forum for this tender 
- This tender has an Electronic Tender Box available 
- Upcoming TenderLink Workshops
- Print this tender notice
- View support options for this tender notice

Healthy North Coast

Active Ageing Grants, round 2



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Application process



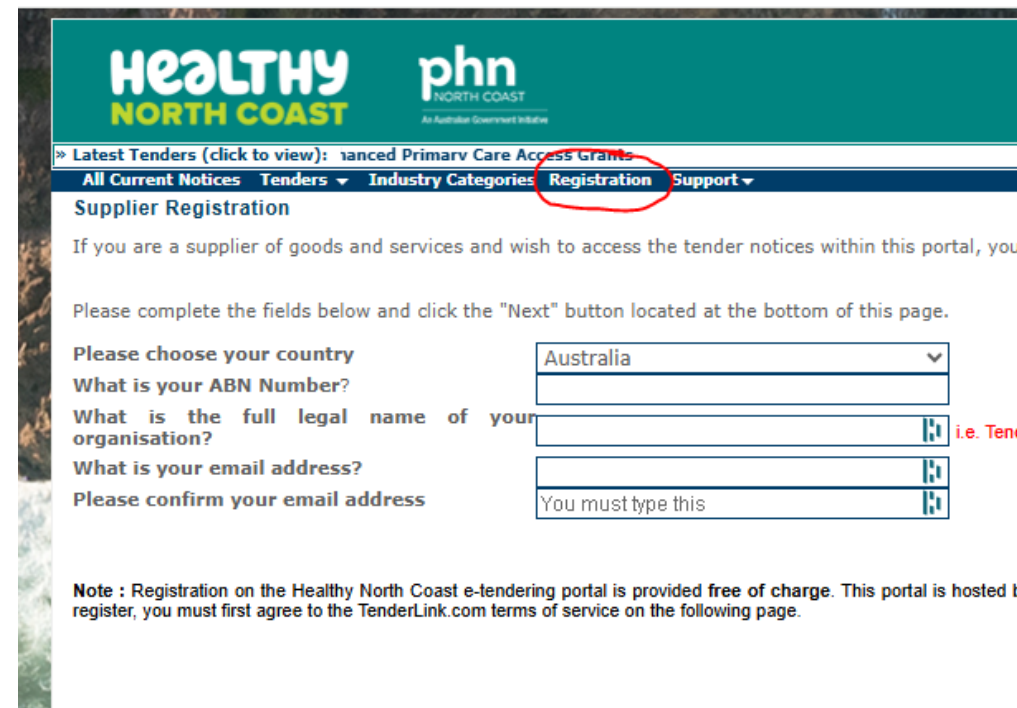
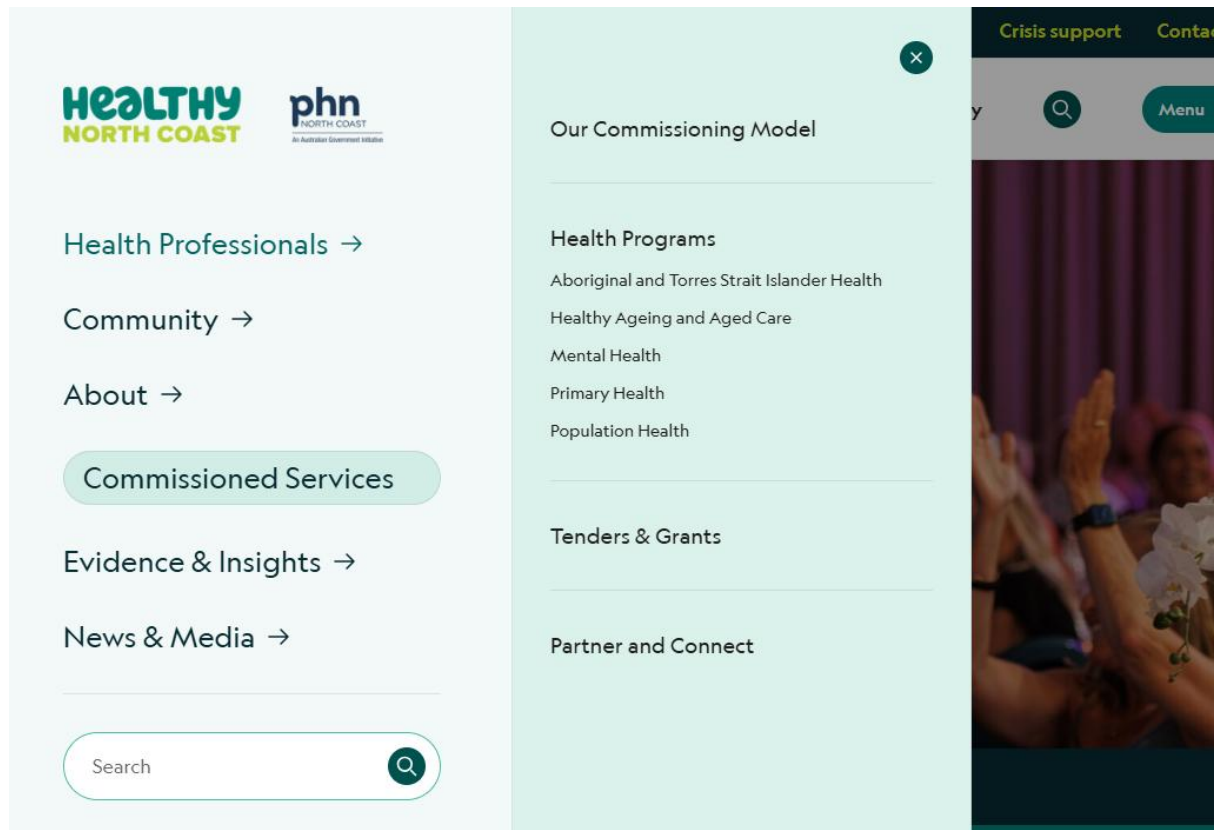
Conditions of Participation

- **All enquiries must be made in writing via the Tenderlink Online Forum**
- Enquiries must not be addressed directly to Staff or Board members of HNC
- Providers should maintain confidentiality
- TenderLink support 1800 233 533 or support@tenderlink.com
- Any other issues email commissioning@hnc.org.au

How to register for TenderLink

1. Go to HNC website > Commissioned Services
> Tenders & Grants <https://hnc.org.au/tenders>

2. Click link to TenderLink & register or login
www.tenderlink.com/hnc/



Help & support

Questions about the opportunity



Use Tenderlink online forum for all questions regarding the program

TenderLink support



1800 233 533



support@tenderlink.com

Any other issues?



commissioning@hnc.org.au

Grant requirements / weighted criteria

Schedule	Grant Schedule / Criteria	Weighting
1	Applicant Details	
1	Referees	
2	Financial Capacity	
3	Insurance Details	
4	Conflict of Interest	
5	Proposed Project Fee	15%
6	Proposed Activity	15%
7	Demonstrated Need	15%
8	Impact	20%
9	Inclusion, Accessibility and Cultural Safety	20%
10	Capability to deliver	15%
11	Acceptance and Declaration	

Mandatory Requirements



Conflicts of interest

- Declare potential, perceived or real COIs in your application



Referees

- 1x reference from previous work (or letter of support that may be verified)



Declaration

- Sign and agree to terms of application



Financial Capacity

- Financial declaration



Credentials and other requirements

- Professional Indemnity
- Public Liability
- Workers Compensation
- Clinical Governance, where required

Application process– estimated timeline

Milestone	Dates
Round 2 grant application deadline	15 October 2026, 5pm
Panel Evaluation – independent & consensus scoring	16 October – 12 November 2026
Award Notification	From December 2026
Contract Preparation, Approval and Execution	From December 2026
Activity commencement	From January 2027

***All dates are estimated timelines and may change according to Operational need/availability**

WEIGHTED EVALUATION CRITERIA



Schedule 5 - Grant expenditure 15%

Please provide your proposed budget to deliver the activity, detailing the following elements of your budget. If the project is spanning more than one year, please allocate costs for Year 1 and Year 2. Please complete the [below table](#) or attach your budget to this application.

In assessing your budget, we will consider:

- Whether your budget is reasonable and expenses are "eligible" (see Appendix 1)
- Whether the number of people you reach matches the funding requested
- Any other contribution / value in kind that you can offer (e.g. venues, volunteers, partnerships)

Expense	Year 1 (FY 2026 -2027) Budget Amount \$ (excluding GST)	Year 2 (FY 2027-2028) Budget Amount \$ (excluding GST)
Staffing and salary expenses (including on costs)		
Administration and management		
Workforce training		
Venue Costs		
Transport		
Travel and accommodation		
Equipment		
Set up costs		

** Administration and Management fees include costs associated to support the running of your organisation including office costs, core staff, governance expenses and other administrative costs including IT. Should these costs make up more than 10% of your total budget, further justification will need to be provided as part of your submission and should be included in the last section of the budget table.*

Value in Kind	Year 1 (FY 2026 -2027) \$ Estimated value	Year 2 (FY 2027-2028) Estimated value
Item		
Item		
Item		

PANEL SEEKING

- Is the budget reasonable?
- Are the expenses "eligible" (see Appendix 1)?
- Is the funding requested justified and aligned with the activity?
- Is it value for money eg cost vs the people reached and the activity's impact?
- Any other contribution or value in kind offered (e.g. venues, volunteers, partnerships)?



STRONG RESPONSE

- Costs clearly linked to delivery
- Good reach relative to funding
- Includes in-kind support



WEAK RESPONSE

- High administration costs
- Budget does not align with delivery
- Low participant reach for cost

Schedule 6 - Proposed activity 15%

Schedule 6 — Proposed Activity

600 words maximum

Please describe the activity you are seeking a grant for. Include

- What the activity is (e.g. walking group, dance class, walking football, transport, strength and balance class)
- Who it is for
- Where it will take place
- How often it will run and for how long
- How many people you expect to take part
- Who will deliver the activity
- An overview of what the funding will be used for (Budget to be provided in Schedule 5)

PANEL SEEKING

- Clear description of the activity
- Who it is for
- Where and how often it will occur
- How long will it run for
- Who will deliver it
- Expected participation numbers
- What the funding will be used for (not budget)

EXAMPLE RESPONSE



"We will deliver a twice-weekly strength and balance program in Lismore targeting 40 older adults aged 65+ who are currently inactive. Sessions will be held at the community centre, facilitated by a qualified instructor. Transport support will be provided for participants who are unable to drive, and the program will run for 12 months with ongoing enrolment."



"We will run exercise sessions for older people in the community to improve health."

Schedule 7 - Demonstrated need 15%

Schedule 7 — Demonstrated Need

600 words maximum

We want to understand:

- What need are you responding to in your community?
- Who will benefit from your activity?
- Are you reaching people who are not currently active or at risk of isolation or poor health?

Tip: Tell us why your activity is needed and who it will help.

PANEL SEEKING

We want to have confidence that the activity meets an identified need

- What need is this responding to in the community?
- Who will benefit from the activity?
- Is it reaching people who are not currently active or at risk of isolation or poor health?
- If there are similar activities in the area, why is this different?

EXAMPLE RESPONSE

✓ In our local area, many older residents in the surrounding villages do not access existing exercise programs due to limited transport and cost barriers. Through engagement with community members and GPs, we have identified a group of older adults who are socially isolated and not currently physically active.”

✗ “Older people need more physical activity and exercise programs are good for health

Schedule 8 - Impact 20%

Schedule 8 — Impact

600 words maximum

Will your activity make a difference to people?

What change will you see in participants because of your activity? We want to know how your activity will help people:

Be more physically active

Improve their health or wellbeing

Feel more connected to others

Are there any other positive impacts that your activity will lead to?

Tip: Be specific about the benefits for participants and how you will measure them

PANEL SEEKING

- Clear description of what will change
- Link between activity and outcome
- Some indication of how impact will be observed or assessed (practical)

EXAMPLE RESPONSE



Participants will attend regular sessions, increasing their physical activity levels from no structured activity to 2+ sessions per week. We expect improvements in strength, balance and social connection. We will track attendance and collect simple participant feedback at the start and end of the program to understand changes in activity levels and social connection."



"This program will improve health and wellbeing."

Schedule 9 - Inclusion, accessibility and cultural safety 20% 600 words maximum

Are you trying to include people who might normally miss out?

Describe how your activity will be easy to access and inclusive?

We will look at

- What vulnerable population groups is your activity offered to?
- How will you let people know about the activity?
- Is your activity is affordable or free?
- How you have considered barriers such as transport, accessibility, mobility or fitness levels

Tip: Show us how you are removing barriers and making it physically and psychologically safe for people to attend.

If your program is targeting First Nations People, how will your program support the participation of older Aboriginal and Torres Strait Islander people in a way that is culturally safe and inclusive?

Tip: Consider how your program will reflect local culture and preferences, build trust, and create a welcoming environment. You should also outline how you will support staff cultural capability, and, where possible, strengthen connection to culture, community, and Country.

EXAMPLE RESPONSE



“The program will be free to participants and delivered at an accessible community venue. We will partner with the local Aboriginal organisation to support culturally appropriate engagement and ensure activities are welcoming and safe for Aboriginal participants.”

PANEL SEEKING

How accessible and inclusive is the activity?

- Is the provider making an effort to include people who might normally miss out?
- Have barriers to participation been considered and addressed
- Is there a strategy for promoting the program to people
- Is the activity affordable or free, accessible to those who are less mobile and safe?
- If the program is targeting First Nations People,
 - how will it be culturally safe and inclusive?
 - Is there Support for staff cultural capability?
 - Does it strengthen connection to culture, community, and Country.



“The program is open to everyone and will be inclusive.”

Schedule 10 - Capability to deliver 15%

Schedule 10 — Capability to deliver

600 words maximum

Can you deliver this activity?

Help us to be confident that you can deliver what you are proposing. Tell us:

- Who will run the activity and what skills, experience or qualifications they have?
- What will you do to keep participants safe?
- Are there any skills, partnerships, infrastructure, equipment and other resources you have that will contribute to this activity and that might support its sustainability, beyond the grant

Tip: Show you have the experience, skills and resources to make it happen successfully.

PANEL SEEKING

Confidence the organisation or individual can deliver the activity competently and safely. Evidence of

- Skills, experience, qualifications
- Resources
- partnerships
- Safety
- Planning

EXAMPLE RESPONSE



The program will be delivered by a qualified fitness instructor with experience working with older adults. Our organisation has delivered similar programs in the past such as...



“We have experience in the community and are confident we can deliver the program.”

QUESTIONS?

Any issues email commissioning@hnc.org.au