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To receive this publication in an accessible format email [MHIF Applications team](mailto:MHIF.Applications.team@health.vic.gov.au) <mhif@health.vic.gov.au>

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Available at [Metropolitan Health Infrastructure Fund](https://www.vhba.vic.gov.au/health/hospitals/metropolitan-health-infrastructure-fund) <https://www.vhba.vic.gov.au/health/hospitals/metropolitan-health-infrastructure-fund>

These Frequently Asked Questions relate to the Metropolitan Health Infrastructure Fund (MHIF) 2023-24 round and should be read in conjunction with the MHIF 2023-24 Funding Guidelines available on the [Metropolitan Health Infrastructure Fund page](https://www.vhba.vic.gov.au/health/hospitals/metropolitan-health-infrastructure-fund) <https://www.vhba.vic.gov.au/health/hospitals/metropolitan-health-infrastructure-fund>. If you require further information or assistance in relation to the requirements of the MHIF 2023- 24 please email mhif@health.vic.gov.au.

General

When do submissions open for MHIF 2023-24?

5:00pm, Wednesday 02 August 2023

How do we learn more about the submission process?

The Victorian Health Building Authority (VHBA) will host an online briefing session for eligible Health Services / Agencies in August 2023, details will be provided in due course.

When do submissions close for MHIF 2023-24?

5:00pm, Wednesday 27 September 2023 unless otherwise advised.

How do I apply?

Submissions must be completed through the [SmartyGrants Portal](https://dhhs.smartygrants.com.au/MHIF2023-24).
<https://dhhs.smartygrants.com.au/MHIF2023-24>

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 MHIF team via the mhif@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. Submission maximum limits is as follows:

Metropolitan Health Services

- limit of 2 submissions per health service
- individual submissions not to exceed \$4 million
- if multiple submissions, specify the priority order (priority 1 or priority 2).

Community Health Organisations (CHOs)

- limit of 1 submission per organisation
- individual submissions not to exceed \$250,000.

Aboriginal Controlled Community Health Organisations (ACCHOs)

- limit of 1 submission per organisation
- individual submissions not to exceed \$300,000.

What is the pool of funds available?

The Victorian Budget is providing \$40 million capital funding for the 2023-24 Metropolitan Health Infrastructure Fund (MHIF).

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 mhif@health.vic.gov.au

We have not applied for or received funding from previous MHIF 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.

Project types

What kind of projects will be considered?

The priority focus for the 2023-24 Metropolitan Health Infrastructure Fund (MHIF) is to assist metropolitan health services and other eligible agencies to address 'highest risks' inclusive of major medical equipment:

Highest Risks:

- **Regulatory Compliance**
- **Quality and Safety (Patient and Staff Safety)**

All submissions should be supported with appropriate evidence to demonstrate the risk to Service Delivery, Patients and Staff.

Submissions with a primary focus or benefit relating to growing demand and service capability will be considered a lower priority.

Is master planning work eligible for funding?

No, under the Funding Guidelines master planning submissions are deemed not eligible for submission.

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

Yes, if you believe that your project demonstrates value against the key objectives of MHIF 2023-24, 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 MHIF 2023-24?

No, there will be no evaluation of projects that have already commenced.

Can we bundle multiple projects into a single submission?

No. Every project must have a clear link to the outcomes and benefits associated with the highest risk being submitted.

Each project will require a separate submission. Health Services / agencies are required to rank the relative priority of each application on the first 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 mhif@health.vic.gov.au for guidance.

When does my project need to be completed?

All projects should be delivered in accordance with the signed project agreement.

Applications should demonstrate the current status of planning and 'readiness', which will enable the project to meet the proposed timelines.

Projects will be formalised with a Letter of Acceptance that includes milestones and payment schedules.

What if my project cost, scope, and/or timeline needs further validation?

Given the heavily constrained funding in 2023-24, project funding allocations cannot exceed the defined submission limits and will be prioritised based on critical risk.

Those health services whose submissions have been prioritised and evidenced to address critical risk, may be made 'subject to cost and scope validation with VHBA' if the Health Service has not completed detailed design or are unable to provide accurate costs, scope, and delivery schedule.

In these instances, VHBA will support with provision of appropriate seed funding to complete detailed design, documentation, and support value management processes to ensure max allocation is not exceeded.

Those health services who have already undertaken detailed design or have evidence to support the delivery of scope which is underpinned by independent QS cost plan and quotes (no older than 3 months) should submit these as part of the Smarty Grants application for validation by VHBA.

Those health services who intend to co-contribute should highlight this as part of the submission.

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.

What is the impact of the new public health infrastructure ‘all-electric’ policy?

The government has announced that commencing immediately, all new public buildings that haven’t reached design stage will be all-electric. This includes new schools, hospitals, police stations and other government-owned buildings.

The Metropolitan Health Infrastructure Fund supports the refurbishment and investment in existing health infrastructure. However, we recommend all health services explore and consider viable and feasible ‘all - electric’ options for their submissions.

To support the policy intent, we encourage the following projects to consider, where applicable, all-electric options, while being cognisant of the overall project’s scope, budget, and program:

- refurbishments, modifications, and remodelling,
- meeting compliance with AS4187 Reprocessing of Reusable Medical Devices in Health Service Organisations and upgrades to central sterile services departments (CSSD),
- upgrades to existing kitchens and laundries, and
- replacement of ageing gas infrastructure.

These submissions should address necessary upgrades and/or modifications to the broader site-wide electrical infrastructure, including switchboards, electrical distribution, supply augmentation, and emergency power, inclusive of spatial and structural review for any new plant and equipment.

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 mhif@health.vic.gov.au. Once 2023-24 MHIF closes on Wednesday 27 September 2023, 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 submission following completion of the assessment process. It is expected that outcomes will be communicated by January 2024. Successful projects will be listed in due course on the Metropolitan 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 2023-24 MHIF please email mhif@health.vic.gov.au.

New FAQs (August 2023 updates)

What qualifies as a project?

We are looking for a single project with a defined benefit and outcome clearly linked to your highest risk (not bundling of disparate items).

Health Services should focus on the critical risk to be addressed and what funding is required to address this risk.

Can we have multiple sites in one submission?

Yes. However, there must be a clear link to the outcomes and benefits associated with the highest risk being submitted.

If you are unsure on whether a submission would be suitable, please email mhif@health.vic.gov.au for guidance.

Does MHIF require information associated with total cost of the project or just the portion that it is funding by VHBA?

If the Health Service decides to self-fund a portion of the project, the total cost of project must be disclosed.

Does a particular risk or impact have greater weight over the others i.e. compliance over safety? Impact to staff or to clients?

No. The impact and criticality of the risk is assessed in conjunction with the evidence provided to demonstrate the impact to service delivery, patients and staff.

Can fees associated with Project Management and administration of Projects be included in Submissions?

Yes. We understand it is difficult to prioritise and focus your operational resources to deliver project work. We recommend that you explore dedicated Project Management competencies/capabilities to support successful delivery of your projects (as required).

The PM fees should form part of approved cost of project (and accounted for in submissions). Health services must disclose their fees upfront at the time of application submission, and provide evidence justifying the proposed fee (e.g. Independent QS Cost plan).

VHBA will work with Health Service as required to validate and ensure the estimated costs for Project Management services is appropriate for the project scope being delivered. Noting that VHBA will fund up to a maximum of **4.5% of approved total project allocation**.

Are IT infrastructure projects supported?

Yes - projects that are improving building system and Health Service communications (e.g. Wi-Fi and Internet/Intranet infrastructure are supported for submission).