



Inclusion and Professional Support Program (IPSP) Grant Application Process 2013-2016

APPLICATION FORM – PROFESSIONAL SUPPORT COORDINATOR

Name of the Applicant:

Name of the PSC Region you are applying for in this form:

Closing Time: 2:00pm Canberra Time, Friday, 24 February 2012

Email your completed application to: IPSPapplications@deewr.gov.au



IMPORTANT INFORMATION

Before completing this Application form, ensure you:

- have read the **IPSP Guidelines 2013-2016**;
- have read the **Request for Applications for Funding to deliver IPSP activities in 2013-2016**;
- are familiar with the aims and objectives of the Inclusion and Professional Support Program (IPSP); and
- are familiar with the roles and responsibilities of Professional Support Coordinators.

Applications will be assessed to determine the extent to which they meet the **Selection Criteria** and provide value for money.

Privacy

Personal information about individuals will be collected during the Request for Application (RFA) process, for example, in obtaining contact details for the application and referee details.

When dealing with any personal information, the Department of Education, Employment and Workplace Relations (DEEWR) will comply with the requirements of the *Privacy Act 1988* (Cth).

Complaints about breaches of privacy and requests for advice about privacy should be referred to the Privacy Officer, Legal and Investigation Group, in DEEWR's National Office by:

- emailing questions to the **IPSP mailbox**: IPSPapplications@deewr.gov.au; or
- phoning the **IPSP Helpline**: (02) 6240 8867 (Monday to Friday, 9am to 5pm Canberra Time)

Privacy complaints can also be made directly to the Office of the Australian Information Commissioner. However, the Office of the Australian Information Commissioner prefers that DEEWR be given an opportunity to deal with the complaint in the first instance.

Conflict of Interest and Confidential Information

You must identify any conflicts of interest and how you propose to address and monitor them. You must also identify any Confidential information in this Application Form.

Requests for additional information

To ensure that consistent information about the RFA process goes to all applicants, DEEWR is using a central point of contact for all communications. **Do not contact DEEWR's state and territory offices** for information.

Requests for additional information about the IPSP Guidelines and Application Form can be made by:

- emailing questions to the **IPSP mailbox**: IPSPapplications@deewr.gov.au; or
- phoning the **IPSP Helpline**: (02) 6240 8867 (Monday to Friday, 9am to 5pm Canberra Time)

How to complete the Application Form

- Keep your answers short and concise.
- Word limit is 1000 words per selection criterion
- This Application Form is designed to be filled in electronically. A printed copy must also be signed and scanned, and that scanned copy must be submitted electronically as an attachment to an email.

If the application is from a Group, the Lead Member Entity is required to complete all parts of the Application Form on behalf of the members of the Group. However, each member of the Group must complete a copy of the Financial Viability and Credentials forms.

Structure of the Application Form

The Application Form is divided into 9 parts:

- Part 1** — Applicant details
- Part 2** — Details of other parties to the Group application (if applicable)
- Part 3** — Addressing the Selection Criteria 1 to 4
- Part 4** — Indicative Implementation Budget
- Part 5** — Referee reports
- Part 6** — Financial and Credentials Information Forms
- Part 7** — Statement of Compliance with Draft Funding Agreement
- Part 8** — Applicant Declaration
- Part 9** — Checklist

PART 1 APPLICANT DETAILS

(Note: the Applicant refers to the organisation or the Lead Member Entity of a Group applying under this Application Form)

1.1 Legal name of the Applicant

1.2 Short name or trading name of the Applicant (if applicable)

1.3 Australian Business Number (ABN)

1.4 Is the Applicant GST registered?

Yes No

1.5 Postal address

PO Box
Number and street name
Suburb/town/locality
City
State/territory Postcode

1.6 Physical address

Number and street name
Suburb/town/locality
City
State/territory Postcode

1.7 Has the Applicant previously entered into a funding agreement or contract with DEEWR?

If yes, please provide details of your Funding Agreement or Contract.

1.8 Nominated contact person for the Application

Note: This will be the person who will be contacted if further information is required.

Title	<input type="text"/>
First name	<input type="text"/>
Surname	<input type="text"/>
Position in organisation	<input type="text"/>
Organisation	<input type="text"/>
Phone number (incl area code)	<input type="text"/>
Mobile number	<input type="text"/>
Email address	<input type="text"/>

1.9 Alternative contact person for the Application (if applicable)

Title	<input type="text"/>
First name	<input type="text"/>
Surname	<input type="text"/>
Position in organisation	<input type="text"/>
Organisation	<input type="text"/>
Phone number (incl area code)	<input type="text"/>
Mobile number	<input type="text"/>
Email address	<input type="text"/>

1.10 Confidential Information

Please identify any information or documents in your application you consider to be confidential.

1.11 Conflict of Interest

Please identify any possible conflicts of interest that may arise if your organisation or your Group was provided with IPSP funding and how you propose to monitor and address them.

1.12 Provide the details of all proposed subcontractors, if applicable

Add fields if necessary for additional subcontractors.

Subcontractor 1:

Subcontractor name

Australian Business Number (ABN)

Street number and name

Suburb/town/locality

City

State/territory Postcode

Proposed activities the subcontractor will be contracted to undertake:

Subcontractor 2:

Subcontractor name

Australian Business Number (ABN)

Street number and name

Suburb/town/locality

City

State/territory Postcode

Proposed activities the subcontractor will be contracted to undertake:

1.13 Is the Application being completed on behalf of a Group?

Yes **Go to Part 2**

No **Go to Part 3**

PART 2 DETAILS OF OTHER PARTIES TO THE APPLICATION

2.1 Legal name of the Lead Member Entity of the Group

2.2 Group Name

2.3 Type of Group

Consortium

Joint Venture

Partnership

Other alliance Please specify

2.4 Provide details for all Group members

Name of Member

Australian Business Number (ABN)

Street name and number

Suburb/town/locality

City

State/territory Postcode

Name of Member

Australian Business Number (ABN)

Street name and number

Suburb/town/locality

City

State/territory Postcode

Name of Member

Street name and number

Suburb/town/locality

City

State/territory Postcode

PART 3 ADDRESSING THE SELECTION CRITERIA

Note: Applicants should address all four selection criteria for the Program Element and region for which they are applying. Applications will be assessed against all four selection criteria, which are equally weighted.

There is a limit of 1000 words for responses to each selection criterion. DEEWR reserves the right not to read beyond the limit for each criterion.

Where the Applicant is a Group, only the Lead Member of the Group should complete this section.

Selection Criterion 1 – Demonstrated experience and understanding of the professional development and support needs of ECEC services

The response to this criterion should include, but not be limited to, a discussion of the Applicant's:

- a) aims and philosophy, and how these align with the IPSP philosophy, objectives and key principles;
- b) demonstrated understanding of the Council of Australian Governments' (COAG) agreed National Quality Framework for Early Childhood Education and Care, and its relationship to ECEC service delivery;
- c) understanding of inclusion issues, and commitment to principles and obligations under relevant access and equity legislation;
- d) understanding of Indigenous, culturally, and linguistically diverse backgrounds, and disability issues, and their impact on access to ECEC services; and
- e) demonstrated ability and experience in engaging diverse communities, peak bodies, Indigenous groups and special needs advocacy organisations to deliver PSC activities.

Selection Criterion 2 – Demonstrated relevant knowledge and service delivery experience in the nominated Region

The response to this criterion should include, but not be limited to, discussion of the Applicant's:

- a) demonstrated understanding of the region for which the Applicant is seeking to apply, including local needs and relevant community and service delivery networks and how they relate to the delivery of PSC activities;
- b) understanding of issues that impact on the delivery of PSC activities to ECEC services;
- c) demonstrated understanding of issues in the early childhood education and care sector, including relevant legislative and regulatory requirements, and the implementation of the National Quality Framework; and
- d) successful delivery of any relevant programs and/or services and how this would relate to effectively carrying out the roles and responsibilities of a PSC.

Selection Criterion 3 – Ability to plan for and deliver PSC activities in the nominated Region

Applicants should outline a comprehensive service delivery framework for the region that identifies the strategies or mechanisms that will be used to deliver PSC roles and responsibilities. The response should align with the indicative 12-month budget set out in the Application Form. The total budget should be no more than the indicative amount specified in the PSC Region Profiles in the RFA Pack. The response to this criterion should include, but not be limited to, the following:

- a) an outline of the intended number and location of equivalent full-time staff, administration staff and management, and the strategy for ensuring that appropriately skilled staff are engaged and provided with ongoing management support and professional development opportunities;
- b) an outline of any plans to engage subcontractors to deliver some PSC activities in the region;
- c) an outline of the strategies planned to ensure that eligible ECEC services in the region have access to professional development that is relevant, appropriate and timely, including approaches to ensure coverage for all service types across the region;
- d) an outline of the strategies planned to ensure eligible ECEC services in the region have timely access to Bicultural Support and Specialist Equipment; and
- e) the proposed strategy for managing IPSP funding, including the administration and monitoring of Bicultural Support funding and Specialist Equipment, including storage, distribution and maintenance.

Selection Criterion 4 – Capacity and infrastructure to deliver PSC activities

The response to this criterion should include, but not be limited to, discussion of the Applicant's:

- f) capacity to deliver professional development and training to the ECEC workforce that is effective, sustainable and suitable, and is based on evidence and good practice;
- g) quality assurance and complaints handling mechanisms;
- h) demonstrated sound human resource management capability, including:
 - o employment and people management practices; and
 - o recruitment and support of staff with diverse backgrounds and abilities;
- i) demonstrated sound financial management capability, including budget management and reporting practices;
- j) practices for reporting on outputs and outcomes; and
- k) the systems and processes that will be used for reporting to DEEWR.

Note: Applicants are required to complete the Budget Template provided at Part 4 and should refer to the *IPSP Guidelines 2013-2016* for information on funding.

PART 4 INDICATIVE BUDGET

4.1 Name of PSC Region for which you are applying and your funding bid (see the PSC Region Profiles in the RFA Pack)

PSC Region

Funding bid

Is this bid above the indicative funding amount for the nominated PSC region?

Yes No

Note: Bids should be within the indicative funding specified in the relevant PSC Region Profile.

4.2 Indicative budget for administration and service delivery costs for 12 months

Please complete the budget template for the anticipated costs of undertaking PSC activities in the Region. Please note this list is not exhaustive. If you identify expenses that are not included in the list, please identify them under 'Other Expenses' in the template provided. Please ensure all amounts are GST exclusive.

Administration costs cannot represent more than 25% of the total PSC funding for the Region. Please see the IPSP Guidelines and Draft Funding Agreement for more information.

NOTE: The list of Budget items is provided as an indication only and should support the claims made in response to the Selection Criteria. The Applicant may include as much information as the Applicant considers necessary.

Applicant:	Region:		
Line Item	GST exclusive		
	Administration/ coordination costs	Service delivery costs	Total costs
Vehicles and travel			
Motor vehicle lease & maintenance			
Motor vehicle operating costs			
Travel and accommodation expenses			
SUBTOTAL			
Office Expenses			
Building rental			
Utilities/telephone/internet access			
Office furniture/signage			
Office services and supplies – including stationery			
Equipment hire (eg photocopier, computer)			
Venue hire and catering for delivery of professional development			
SUBTOTAL			
Promotion and Communication			
1800 Telephone			
PSC Website			
Online IPSP Resource Library, including materials and resources (including up to 5% of Bicultural Support funding for resources)			
Advertising/materials (including calendar of training)			
Associated networking			
SUBTOTAL			
Staffing			
Salaries and related on-costs for delivery of professional development and development of training resources and materials			
Salaries and related on-costs to provide/manage Bicultural Support			
Salaries and related on-costs to provide/manage Specialist Equipment			
Salaries and related on-costs to provide/manage IPSP Library Resources			

Applicant:	Region:		
Line Item	GST exclusive		
	Administration/ coordination costs	Service delivery costs	Total costs
Consultancy fees			
Staff professional development and training			
Staff advertising and recruitment			
SUBTOTAL			
Other Expenses (please specify)			
TOTALS	(total up to 25% of budget)	(total at least 75% of budget)	

PART 5 REFEREE REPORTS

All applicants should include up to two written Referee Reports on the template provided at: www.deewr.gov.au/IPSPapplications.

DEEWR may contact these Referees. Should an applicant submit more than two Referee Reports, the Department will decide which two referee reports will be considered.

NOTE: DEEWR staff and people employed by the Applicant cannot act as Referees.

How to submit the Referee Reports

You may submit the contact details of up to two Referees instead of a written referee report if there is a compelling explanation as to why a report cannot be submitted on time.

The Referee Reports should be submitted with the Application by 2:00pm Canberra Time, Friday, 24 February 2012.

Referee contact details

Title	<input type="text"/>
First name	<input type="text"/>
Surname	<input type="text"/>
Organisation	<input type="text"/>
Phone number (incl area code)	<input type="text"/>
Mobile number	<input type="text"/>
Email address	<input type="text"/>

Referee contact details

Title	<input type="text"/>
First name	<input type="text"/>
Surname	<input type="text"/>
Organisation	<input type="text"/>
Phone number (incl area code)	<input type="text"/>
Mobile number	<input type="text"/>
Email address	<input type="text"/>

Reasons for not providing written Referee Reports

Information for Referees

Privacy Statement: Referees' personal information is required for the purposes of the Selection Process and will not be used for any other purpose or released to any other person or organisation without written consent obtained by DEEWR.

PART 6 FINANCIAL AND CREDENTIALS INFORMATION FORMS

Purpose of the forms

The purpose of the Financial and Credentials Information Form is to assess, in the opinion of DEEWR, the Applicant's financial viability and its financial ability to meet its obligations if DEEWR enters into a funding agreement with the Applicant.

If the Applicant is a Group, each member of the Group, including the Lead Member Entity, must complete and submit a copy of the Financial and Credentials Information Form.

A Subcontractor Credentials Information Form must be completed for each subcontractor that has been nominated in the Application Form.

NOTE: DEEWR only requires one Financial Viability and Credentials Form to be submitted for each Applicant organisation (and each member of a Group), irrespective of the number of Program Elements or Regions for which the Applicant organisation is applying.

Please access the Financial and Credentials Information and Subcontractors Credentials forms at:
www.deewr.gov.au/IPSPapplications.

NOTE: any missing, incomplete, inaccurate or illegible details in the Financial Viability and Credentials Forms may delay assessment of your application for funding or result in it being eliminated from consideration. Therefore, please ensure you read and complete each question.

PART 7 STATEMENT OF COMPLIANCE WITH DRAFT FUNDING AGREEMENT

I,

confirm that

is willing to contract on the basis of all the terms and conditions of the *Draft Funding Agreement*, including those set out in the schedule, and that I am authorised to make this statement on the Applicant's behalf.

Signature of person making the statement

Date

PART 8 APPLICANT DECLARATION

Inclusion and Professional Support Program Application for Funding – Professional Support Coordinator

I,

of

declare that I am currently a

of

and am authorised to make this declaration on its behalf.

I confirm that the Applicant:

1. Will treat all communications with the Department of Education, Employment and Workplace Relations (the Department) about the IPSP application for funding process as confidential and not disclose their contents without the Department's prior written consent.
2. Is not a Commonwealth or state or territory government or any agency thereof.
3. Acknowledges that the IPSP Request for Application for Funding to deliver IPSP activities in 2013-2016 (RFA) and the Application form does not create any binding contract, express or implied, between the Commonwealth (as represented by the Department) and the Applicant, nor does it create any obligation on the part of the Commonwealth to enter into a binding contract or other relationship with any Applicant. The Applicant agrees that any statement or conduct, whether prior or subsequent to the issue of the IPSP Request for Application for Funding, is not, and will not be, deemed to be an offer to enter into a Funding Agreement, or a binding undertaking of any kind by the Department.
4. Understands that the Department will have the right (but not be obliged) to act in reliance upon the contents of my response to the RFA and the Application Form, including its attachments, any declarations and associated material.
5. Warrants that the persons who have been listed as Referees have provided their consent for the use of their personal information for the IPSP Funding 2013-2016 Selection Process.
6. Warrants that all information in the Application is true, complete and correct.
7. Warrants that all persons for whom personal information is provided in this Application have provided their consent for their personal information to be used to assess the Application for IPSP funding.
8. Will, if selected by DEEWR, enter into a Funding Agreement for the delivery of IPSP activities in 2013-2016.
9. Is not:
 - a. currently named as non-compliant with the *Equal Opportunity for Women in the Workplace Act 1999* (Cth), nor are any of its proposed subcontractors; and
 - b. a person or entity designated under the United Nations Security Council sanctions regimes to which the *Charter of United Nations Act 1945* and the *Charter of United Nations (Dealing with Assets) Regulations 2008* applies (see http://www.dfat.gov.au/icat/UNSC_financial_sanctions.html for more information).

Group applications

10. If the Applicant is making this application on behalf of a Group, I warrant that it is authorised by every member of the Group to act as the Lead Member Entity of the Group, including to negotiate and act for the Group, and has authority to bind itself and all other Group members.

Authorisation

11. Consents to the Department undertaking the necessary steps to (a) verify the claims in the Application, (b) assess the ability of the Applicant or members of a Group Grant Applicant to deliver the required activities, and (c) to verify any other claims in this Application by checking information contained within this Application with, or obtaining additional information from:
- a. Departmental databases;
 - b. Other Commonwealth agencies, such as the Australian Taxation Office, and the Australian Securities and Investments Commission;
 - c. State or Territory agencies;
 - d. Law enforcement agencies;
 - e. Credit reference agencies;
 - f. Courts or Tribunals;
 - g. Referees; or
 - h. Any other appropriate organisation or person reasonably required to consult as part of these checks.

No illegal activities

12. I confirm that:

- a. The Application to which this declaration is appended has not been prepared with the benefit of:
 - i. Information obtained from a current or former officer or employee of the Commonwealth in circumstances that constitute a breach of confidentiality or fidelity on the part of that person or a breach of Section 70 of the *Crimes Act 1914*, or regulation 2.1 of the *Public Service Regulations 1999*; or
 - ii. Information otherwise improperly obtained from the Department or any other department or agency of the Commonwealth.
- b. The Applicant, through its officers, employees or agents, has not attempted and will not attempt, to influence improperly any officer or employee of the Commonwealth in connection with the evaluation of the Applications.

Criminal Code

13. I am aware that under the *Criminal Code*, giving false or misleading information is a serious offence.

Signature of person making the declaration:

Signed at:

On the:

Signature of witness:

Printed full name and address of person before whom declaration is being made:

PART 9 CHECKLIST

1 – Applicant’s details

All questions have been answered

Sub-contractors identified, if applicable

2 – For Group applications only

All questions have been answered by the Lead Member Entity

3 – Addressing Selection Criteria 1-4

All questions have been answered within the 1000 word limit

4 – Indicative Implementation Budget

Table has been completed

5 – Referee Reports

Two Referee Reports are attached or contact details provided

If written reports are submitted:

Referees have completed all questions and signed the report

6 - Financial Viability and Credentials Forms

All questions have been answered by each Group member, if applicable

Credentials form filled in by Subcontractors, if applicable

7 – Statement of Compliance

The Statement of Compliance has been completed and signed

8 – Applicant Declaration

Declaration has been completed, signed and witnessed

9 –All documents have been scanned/ uploaded into a permitted file type

10 –No additional material has been supplied