

Australian Government
Department of Education, Employment and Workplace Relations

Innovation Fund Projects – Proposal for Funding

Before you begin

Please note that in considering your proposal for funding the information detailed in this proposal may be shared with relevant Commonwealth, State and/or local government agencies, organisations and individuals, including those you identify in the proposal, to substantiate any claims or statements that you make, to verify the capacity of the proponent organisation to manage Australian Government funds and for general comment on the viability of your proposal.

If you consider that certain information in the proposal should be treated as confidential, you must clearly indicate that information to DEEWR and provide reasons for the request. DEEWR reserves the right to accept or refuse a request to treat information as confidential.

Information relating to individuals will be protected under the *Privacy Act 1988*. Requests for access to such information will be dealt with under the provisions of the *Freedom of Information Act 1982*.

DEEWR will publish the names of successful proponents and information about their projects.

Please fill out this form as fully as possible. The information requested here is necessary to assess your proposal. Missing or unclear information may make you ineligible for funding or delay the assessment of your proposal while we seek clarification.

Proposals not submitted in this format may not be considered. Proposals not consistent with the guidelines may be rejected.

Electronic copies are preferred followed by one complete hard copy with a signed Legal Authorisation Form.

Completed proposals should be forwarded to:

Electronic copies: **innovation.fund@deewr.gov.au**

Paper copies:

The Manager
Innovation Fund
Targeted Jobs Projects Branch
Location Code: C50MA2
DEEWR
GPO Box 9880
Canberra ACT 2601

Legal Authorisation

I,

<full name of proponent>

as

<position/title >

of

<organisation & full address>

confirm that:

- I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
- The information provided in this form and all appended documents is complete and correct. I understand that giving false or misleading information is a serious offence.
- The Department of Education, Employment and Workplace Relations (DEEWR) is authorised to undertake the necessary steps to assess the proposal from my organisation by checking the information provided in this proposal, or by obtaining additional information from:
 - DEEWR databases and records, including information related to my organisation's application to be a member of the Innovation Fund panel;
 - Other Commonwealth agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission;
 - State or Territory agencies;
 - Law enforcement agencies;
 - Credit reference agencies;
 - Courts or Tribunals;
 - Any other appropriate organisation or person as reasonably required as part of these checks.
- To the best of my knowledge, there is no conflict of interest that would prevent my organisation from proceeding with this project.

Signed:

Date: / /

Department of Education, Employment and Workplace Relations

Innovation Fund Projects – Proposal for funding – PART A

1. Legal name of proposing organisation

If member of a consortium, indicate name of member organisation or full name of individual if not an organisation.

2. Registered business or trading name if other than your legal name

3. If you have more than one trading name, list ALL other trading names

4. Registered business address details

Business address or Company's registered business address (not PO Box)

No & Street Name:

Suburb/Town:

State:

Postcode:

5. Postal address - Only if different from registered business address

No & Street Name:

Suburb/Town:

State:

Postcode:

6. Organisation contact numbers

Telephone Number:

Fax Number:

Mobile:

Email:

7. Is your organisation registered with an Australian Company Number (ACN), an Australian Business Number (ABN), Australian Registered Business Number (ARBN), or Dun and Bradstreet Number (DUNS)?

No

Yes please provide details:

ACN ____-____-____ ABN ____-____-____-____ ARBN ____-____-____ DUNS ____-____-____

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Innovation Fund Projects – Proposal for funding – PART A

8. Contact details for this proposal - If possible, provide two contacts (one of whom should be the Project Manager) who would be available and have the authority to answer any queries DEEWR may have about this proposal. Any correspondence will be sent to the first contact listed here.

Title: _____ First Name: _____

Surname: _____

Position: _____

Telephone Number: _____

Mobile: _____

Fax Number: _____

Email: _____

9. Banking details for payments - For use if a contract results from this proposal

BSB Number: _____

Account Number: _____

Account Name: _____

Bank Name: _____

Bank Branch: _____

10. Insurance details - As a recipient of Innovation Fund project funds your organisation must maintain: Public Liability insurance for not less than \$10 million; and Workers' Compensation insurance for the amount required by the relevant State or Territory legislation; motor vehicle insurance; Personal Accident insurance; and Professional Indemnity insurance for not less than \$2 million. Provide all relevant information relating to these headings in the table below. If insurance is required specifically for an Innovation Fund project, this should be included in the budget costs.

Type Of Cover	Amount	Policy Number	Company	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
Public Liability					
Personal Accident					
Workers' Compensation					
Professional Indemnity or errors and omissions					
Motor vehicle					

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Innovation Fund Projects – Proposal for funding – PART B

1. Title of project - Choose a simple title of a few words that reflects the activity and outcomes of the project.

2. Project description – Short description of the project (no more than 100 words)

Project Manager - The Project Manager is the person who will lead the project throughout implementation. This person should have experience in project management (within collaborative partnerships) relevant subject matter or technical expertise. Two or more referees, at least one of whom is not involved in the proposal, who can be contacted about this should be provided. The Project Manager will be deemed to be ‘Specified Personnel’ within the terms of any subsequent funding contract and hence any change to this role or its occupant must be notified to DEEWR.

Title: _____ First Name: _____ Surname: _____

Telephone Number: _____ Mobile: _____

Fax Number: _____ Email: _____

Referee 1: _____ Contact: _____

Referee 2: _____ Contact: _____

3. Preferred project start date - This is the date you would expect the project to begin if funding is approved. (No earlier than 1 July 2009.) If funding is approved this date may be used to form part of your contractual obligations with the Commonwealth. Actual dates will be confirmed in the funding agreement.

4. Preferred project completion date - This is the date you expect to complete the project if funding is approved (projects must be completed by 30 June 2012). If funding is approved this date may be used to form part of your contractual obligations with the Commonwealth.

5. Addressing the Assessment Criteria

You must address all of the assessment criteria. You should refer to the guidelines for detailed information on how to respond to the Assessment Criteria. There are a series of service specific sub-criteria under Assessment Criteria 1-4. The guidelines sets out information which should be provided in your response to these sub-criteria.

You should limit your response to a maximum of four A4 pages when addressing all criteria (i.e. responses should not be four pages per criterion). This limit includes text, diagrams, graphs or pictures. Text should be typed and no smaller than 11 point Times New Roman font (except for tables which should be no smaller than 10 point font). This page limit does not apply to information provided in response to other sections of this form.

Write your response to each sub-criterion in the text boxes provided below.

Innovation Fund Projects – Proposal for funding – PART B

Criterion 1

Weighting = 40%

Provide a business case for your project which demonstrates how you will assist disadvantaged job seekers. Your response should also demonstrate your understanding of the objectives of the Innovation Fund (see section 2 of the Innovation Fund guidelines).

- 1.1 Provide a summary of the project
- 1.2 Provide details of how your project will meet the objectives of the Innovation Fund

Refer to ‘Assessment Criteria’ in sub-section 6.4 of the *Guidelines for Innovation Fund Projects* for additional information when responding to this criterion.

Criterion 2

Weighting = 25%

Describe your capacity to work/collaborate/partner with relevant key stakeholders, including Employment Services Providers and others who service the geographic area where the project is based and the Employment Services Providers connected to the job seekers being assisted by the project. If your organisation is not an Employment Services Provider, you will be required to partner with one or more Employment Services Providers in delivering your proposed project. Your response should also demonstrate your capacity to draw on resources and expertise from the community, business and government and/or research sectors.

- 2.1 Provide details of any community, employer or industry involvement
- 2.2 Detail any demonstrated commitment from your organisation or other partners in the project. You will need to complete the tables in Items 7 and 8 of Part B of this form as part of addressing this sub-criterion

Refer to ‘Assessment Criteria’ in sub-section 6.4 of the *Guidelines for Innovation Fund Projects* for additional information when responding to this criterion.

Criterion 3

Weighting = 20%

Describe how your proposed project will achieve outcomes that are cost effective and value for money, including how this will be measured. Also detail your management practices to deliver successful project results.

- 3.1 Use the template in Item 6, Part B of the Proposal for Funding Form to develop a Project Plan which outlines the following:
- the proposed timeline
 - all activities and milestones by which the progress of the project can be measured
 - performance indicators and progress measures, and
 - all expected outcomes

You may also provide any additional information including any proposed progress reports. A reference to Item 6 of this form should be made in this section when addressing this criterion.

- 3.2 Prepare a budget for the project and identify assets required to be purchased. This should be done in Item 9 of this form. A reference to Item 9 should be made in this section when addressing this criterion
- 3.3 Detail your management practices

Refer to ‘Assessment Criteria’ in sub-section 6.4 of the *Guidelines for Innovation Fund Projects* for additional information when responding to this criterion.

Criterion 4

Weighting = 15%

Describe how you will evaluate the success of the project and your sustainability strategy for the project, including how the successful elements of the project will continue after the funding period elapses. Also describe how any successful results of the project can be used to model best practice behaviour. Note: DEEWR may undertake an independent evaluation of the project.

- 4.1 You must provide a strategy to evaluate the success of the project
- 4.2 You must detail your sustainability strategy for the project
- 4.3 You must detail your best practice/lessons learned strategy for the project

Refer to ‘Assessment Criteria’ in Sub-section 6.4 of the *Guidelines for Innovation Fund Projects* for additional information when responding to this criterion.

6. Project Plan - Develop a plan for implementation of the project (using the table below). This should expand on the project summary provided in your response to Criterion 1 and outline a clear process on how the project will be implemented. Key milestones and timeframes should be identified. You **MUST** include a strategy to evaluate the project and a strategy to share best practice.

Time Frame	Activity or Milestones	Performance Indicators	Expected Outcomes
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7. Project Linkages - Outline the business relationships relevant to the proposed project and indicate the nature of the support (e.g. commitment to provide services to job seekers; funding contribution, in kind support, resources, expertise):

OTHER AGENCY INVOLVED	YES / NO	AGENCY NAME AND CONTACT DETAILS OF REFEREE (WHERE APPLICABLE)	TYPE OF INVOLVEMENT
Australian Government Agencies			
State Government Agencies			
Local Government			
Community Organisations			
Employment Services Providers			
Employers/Industry Organisations			
Private Sector			
Other			

8. Financial contributions from your organisation and/or other sources (confirmed and unconfirmed)

Identify all direct and indirect contributions including existing or intended proposals from your organisation and/or other funding sources (including other Australian and State Government funding) – detail what resources have been committed to the project from your own or other organisations. List cash allocations and provide dollar values for in kind contributions.

ORGANISATION	RESOURCE	CASH (GST EXCL)	\$ VALUE OF IN KIND (GST EXCL)	CONFIRMED YES/NO	DATE CONFIRMED

