



Instructions for Applicants

- Complete this application form to apply for Indigenous Education Programs (IEP) funding in 2009-2012. Note that the Department of Education, Employment and Workplace relations (DEEWR) may independently verify information you supply.
- Based on this form, DEEWR will determine the level of IEP funding your organisation may be entitled to receive and may offer an Indigenous Education Agreement ('IEA') to eligible providers. The IEA will also require your organisation to comply with relevant parts of the *Indigenous Education (Targeted Assistance) Act 2000* and the *IEP Provider Guidelines 2009-2012*. The Guidelines are available from the Department.
- Include bank details for your organisation on the Vendor Record Data form. Payments must be *either*:
 - paid into a specific bank account used only for IEP purposes, with the acronym of the IEP element in the account name; or
 - managed through an accounting system which is recognised by an independent auditor as suitable for readily identifying all funding income and expenditure.
- For SRA Cluster applications, the organisation acting as Cluster Coordinator should complete this page.
- Please attach all required documentation, and return it to your local DEEWR District or State Office.

Legal Entity Name *(consistent with Vendor Record Data form)*

Trading name *(if different from Legal Entity name)*

Australian Company Number (ACN)

Australian Business Number (ABN)

Other relevant number (ARBN, etc)

Address *(main campus, if more than one)*

Street

Town/City

State Postcode

Postal Address *(if different from the address above)*

Street

Town/City

State Postcode

Chief Executive Officer *(or equivalent)*

Name

Phone Facsimile

Contact Officer

Name

Title

Phone Facsimile

E-mail

This application is for the following IEP elements:
(tick as appropriate)

- Supplementary Recurrent Assistance (SRA)
- SRA Cluster Arrangement
- ITAS Vocational Education and Training Tuition

Privacy Notice

This form collects information which helps the Department administer Indigenous Education Programs (IEP). Personal information is collected for IEP management and monitoring purposes.

The Department undertakes data matching and your information may be provided to Centrelink, the Department of Veterans' Affairs, the Department of Immigration and Multicultural and Indigenous Affairs and the Australian Taxation Office, and may be used by them for their lawful purposes.

Your personal information will not be used or given to another person or agency for any other purpose, unless required or authorised by law.

Freedom of Information

All documents held by the Department are subject to access under the *Freedom of Information Act 1982* (FOI Act). Unless a document falls under an exemption provision, it will be made available to the general public if requested under the FOI Act.

All FOI requests are to be referred to the Principal Government Lawyer, Litigation and External Review Section, Procurement, Assurance and Legal Group, in the DEEWR National Office. Decisions regarding requests for access will be made by the authorised FOI decision-maker in accordance with the requirements of the FOI Act.

Declaration

I declare that:

- the information given by me in this application is complete and correct.
- I have read and understand the Privacy Notice on this form;
- I will notify DEEWR, in writing, of any changes to this information, within seven (7) days of that change occurring.

I understand that:

- the information on this form allows DEEWR to assess entitlement; and
- **giving false or misleading information is a serious offence.**

Signature of Chief Executive Officer or equivalent Date

/ /

Supplementary Recurrent Assistance (SRA)

Government providers are eligible for Supplementary Recurrent Assistance (SRA) and need not complete this section.

Non-government providers should complete this section and attach supporting documentation to demonstrate eligibility for SRA.

Eligibility Checklist	Supporting Documentation
<i>Tick the relevant box for each of the attached questions. If you answer 'Yes' to all questions, your organisation is probably eligible for SRA funding.</i>	<i>To demonstrate your eligibility, please attach:</i>
1. Is your organisation licensed or registered (as appropriate) to deliver education or training services in your State or Territory? Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>A copy of your current licensing and/or registration documentation</i> Copy attached <input type="checkbox"/>
2. Is your organisation receiving, or eligible to receive: Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> a. for preschools: funding for preschool education (not day care or long day care services) from your State or Territory government? b. for schools: funding for school education from your State or Territory government or funding under the Australian Government's General Recurrent Grants program? c. for VET providers: funding for delivery of VET services from your State or Territory government? 	<i>Evidence of funding, or eligibility to receive funding from the State or Territory government, or under the Australian Government's General Recurrent Grants program.</i> Copy attached <input type="checkbox"/>
3. Is your organisation an incorporated body? Yes <input type="checkbox"/> No <input type="checkbox"/> <p>Please state the entity type of your organisation:</p> <input type="checkbox"/> State or Territory of Australia <input type="checkbox"/> Company registered under the <i>Corporations Act 2001</i> . <input type="checkbox"/> Incorporated association. <input type="checkbox"/> Partnership <input type="checkbox"/> Body corporate established by legislation <input type="checkbox"/> Other - please describe <input style="width: 150px;" type="text"/>	<i>A copy of your current certificate of incorporation</i> Copy attached <input type="checkbox"/>
4. Does your organisation or cluster meet the prescribed SRA enrolment minima? Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> a. for preschools: 5 Full Time Equivalent Indigenous enrolments* b. for schools: 20 Indigenous school students* c. for VET providers: 20 Full Time Equivalent Indigenous students (10,800 Eligible Student Contact Hours)* <p style="font-size: x-small;"><i>*More detail about how student enrolment numbers are calculated for SRA purposes is available in the IEP Provider Guidelines 2009-2012</i></p>	<i>An extract from your most recent student enrolment data report</i> <i>(Not required for providers which received SRA in 2004)</i> Copy attached <input type="checkbox"/>
5. Is your organisation operated on a non-profit basis? <i>(Refer to A1.2.1, A1.3.1 and A1.4.1 of the Guidelines)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Evidence of "non-profit" status (sales tax exemption notice from the Australian Taxation Office, extract from your constitution)</i> Copy attached <input type="checkbox"/>

DEEWR Use Only

Processing officer <input style="width: 90%;" type="text"/> Date received <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	All documentation received? Yes <input type="checkbox"/> No <input type="checkbox"/> Follow-up required? Yes <input type="checkbox"/> No <input type="checkbox"/> Funding recommended? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date approved <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	

SRA Cluster Members

This section should be completed by applicants applying for SRA support in a cluster arrangement. For more information about clustering see the *DEEWR Indigenous Education Programs Provider Guidelines 2009-2012*.

If you need more space, please copy this page as required.

Each cluster member should also attach the supporting documentation on page 2 to demonstrate eligibility for SRA.

<p>Legal Entity Name <input style="width: 95%;" type="text"/></p> <p>Trading Name <input style="width: 95%;" type="text"/></p> <p>Legal Entity Type <input style="width: 150px;" type="text"/></p> <p>Australian Business Number (ABN) <input style="width: 150px;" type="text"/></p> <p>DEEWR Number (if known) <input style="width: 150px;" type="text"/></p> <p>Physical Address</p> <p>Street Address <input style="width: 95%;" type="text"/></p> <p>Suburb/City/Town <input style="width: 95%;" type="text"/></p> <p>State <input style="width: 50px;" type="text"/> Postcode <input style="width: 50px;" type="text"/></p> <p>Postal Address (if different) <input style="width: 95%;" type="text"/></p>	<p>Legal Entity Name <input style="width: 95%;" type="text"/></p> <p>Trading Name <input style="width: 95%;" type="text"/></p> <p>Legal Entity Type <input style="width: 150px;" type="text"/></p> <p>Australian Business Number (ABN) <input style="width: 150px;" type="text"/></p> <p>DEEWR Number (if known) <input style="width: 150px;" type="text"/></p> <p>Physical Address</p> <p>Street Address <input style="width: 95%;" type="text"/></p> <p>Suburb/City/Town <input style="width: 95%;" type="text"/></p> <p>State <input style="width: 50px;" type="text"/> Postcode <input style="width: 50px;" type="text"/></p> <p>Postal Address (if different) <input style="width: 95%;" type="text"/></p>
---	---

<p>Legal Entity Name <input style="width: 95%;" type="text"/></p> <p>Trading Name <input style="width: 95%;" type="text"/></p> <p>Legal Entity Type <input style="width: 150px;" type="text"/></p> <p>Australian Business Number (ABN) <input style="width: 150px;" type="text"/></p> <p>DEEWR Number (if known) <input style="width: 150px;" type="text"/></p> <p>Physical Address</p> <p>Street Address <input style="width: 95%;" type="text"/></p> <p>Suburb/City/Town <input style="width: 95%;" type="text"/></p> <p>State <input style="width: 50px;" type="text"/> Postcode <input style="width: 50px;" type="text"/></p> <p>Postal Address (if different) <input style="width: 95%;" type="text"/></p>	<p>Legal Entity Name <input style="width: 95%;" type="text"/></p> <p>Trading Name <input style="width: 95%;" type="text"/></p> <p>Legal Entity Type <input style="width: 150px;" type="text"/></p> <p>Australian Business Number (ABN) <input style="width: 150px;" type="text"/></p> <p>DEEWR Number (if known) <input style="width: 150px;" type="text"/></p> <p>Physical Address</p> <p>Street Address <input style="width: 95%;" type="text"/></p> <p>Suburb/City/Town <input style="width: 95%;" type="text"/></p> <p>State <input style="width: 50px;" type="text"/> Postcode <input style="width: 50px;" type="text"/></p> <p>Postal Address (if different) <input style="width: 95%;" type="text"/></p>
---	---

<p>Legal Entity Name <input style="width: 95%;" type="text"/></p> <p>Trading Name <input style="width: 95%;" type="text"/></p> <p>Legal Entity Type <input style="width: 150px;" type="text"/></p> <p>Australian Business Number (ABN) <input style="width: 150px;" type="text"/></p> <p>DEEWR Number (if known) <input style="width: 150px;" type="text"/></p> <p>Physical Address</p> <p>Street Address <input style="width: 95%;" type="text"/></p> <p>Suburb/City/Town <input style="width: 95%;" type="text"/></p> <p>State <input style="width: 50px;" type="text"/> Postcode <input style="width: 50px;" type="text"/></p> <p>Postal Address (if different) <input style="width: 95%;" type="text"/></p>	<p>Legal Entity Name <input style="width: 95%;" type="text"/></p> <p>Trading Name <input style="width: 95%;" type="text"/></p> <p>Legal Entity Type <input style="width: 150px;" type="text"/></p> <p>Australian Business Number (ABN) <input style="width: 150px;" type="text"/></p> <p>DEEWR Number (if known) <input style="width: 150px;" type="text"/></p> <p>Physical Address</p> <p>Street Address <input style="width: 95%;" type="text"/></p> <p>Suburb/City/Town <input style="width: 95%;" type="text"/></p> <p>State <input style="width: 50px;" type="text"/> Postcode <input style="width: 50px;" type="text"/></p> <p>Postal Address (if different) <input style="width: 95%;" type="text"/></p>
---	---

ITAS Vocational Education and Training (VET) Tuition

This section should be completed by education providers applying for Vocational Education and Training (VET) Tuition funding. Applicants should read the *Indigenous Education Programs Provider Guidelines 2009-2012 – Part A (Guidelines)* before completing this submission.

VET Tuition aims to increase VET module and course completion rates, and encourage Indigenous students to complete courses at the Australian Qualification Framework Certificate III and Certificate IV levels and in Diploma and higher levels of study. VET Tuition is intended to supplement mainstream tuition and cannot be used to substitute for or replace them.

VET Tuition targets Technical and Further Education (TAFE) students, students enrolled in Registered Training Organisations (RTO) and students completing a new apprenticeship or traineeship.

Indigenous secondary school students enrolled in Years 9, 10, 11 or 12, who are undertaking a VET course, are not eligible for VET Tuition and must not be included in this submission. These students are eligible to receive assistance under Year 9, 10, 11 and 12 Tuition and should seek assistance through their education provider or local DEEWR Office.

All VET providers who are eligible for Supplementary Recurrent Assistance (SRA) – see Guidelines – may apply for VET Tuition funding. DEEWR will calculate funding and offer an Indigenous Education Agreement (IEA) to approved VET providers based on eligible Indigenous **Full Time Equivalent** (FTE) student numbers. Funding will be calculated based on the number of FTE enrolments of eligible Indigenous students in eligible VET courses reported by VET providers in the National Centre for Vocational Education Research (NCVER) Provider Data Collection in the year prior to the funding year.

For the purpose of equitably distributing available funding, DEEWR uses the formulae set out in the Guidelines. VET providers do not need to provide tuition according to these formulae. Within the total funding available, providers can deliver up to the weekly limit of tuition hours per eligible student in either one-on-one or small group tuition, and may pay engaged tutors at an agreed rate determined by the provider.

VET Tuition may only be approved for Indigenous students who are enrolled in a formal VET course or structured training program leading to the attainment of a Certificate Level III or above qualification. Students may be assisted whilst studying units for a Certificate I or II qualification, only if those units are being undertaken as prerequisite work, and are part of a course of study leading to the attainment of a Certificate Level III or above qualification.

Where VET providers apply for tuition for students enrolled in Certificate Level I or II they must submit evidence to DEEWR that the course or unit is prerequisite work, and part of a course of study that can lead to the attainment of a Certificate Level III or above qualification. The evidence submitted must be in the form of information provided within nationally endorsed Training Packages on qualification, pathways and articulation arrangements or an accreditation submission for any State/Territory accredited courses. It is the VET provider's responsibility to ensure that evidence is provided and tuition will not be approved if the required information is not provided with this submission.

VET providers will be required to evaluate their delivery of the program annually and include the results of the evaluation in their annual Performance Report which is due by 31 May of the year following the funding year. Systemic providers will be required to report data by MCEETYA Geographical Location Classifications: very remote, remote, provincial and metropolitan. Where relevant, DEEWR may use other data which providers submit in relation to Supplementary Recurrent Assistance (SRA) to help evaluate the program.

Notes:

- If you are applying for assistance for students who are enrolled in Certificate I and II courses, please provide evidence that the course or unit is prerequisite work and part of a course of study leading to the attainment of a Certificate Level III or above qualification – see above.

Vendor Record Data

Information on this form is collected in order to make payments due to you for the supply of goods or services you make to DEEWR or that are otherwise due to you under agreements you have with DEEWR. Information on this form can be disclosed without your consent where authorised or required by law.

<p>Please tick as appropriate:</p> <p style="text-align: right;">New Vendor <input type="checkbox"/></p> <p style="text-align: right;">Amendment to current Vendor Record <input type="checkbox"/></p> <p>Group (tick one box)</p> <p style="padding-left: 20px;">Federal Government Department <input type="checkbox"/></p> <p style="padding-left: 20px;">Business Enterprise <input type="checkbox"/></p> <p style="padding-left: 20px;">State Government <input type="checkbox"/></p> <p style="padding-left: 20px;">Local Government <input type="checkbox"/></p> <p style="padding-left: 20px;">Non-Profit Organisation <input type="checkbox"/></p> <p>Legal entity name</p> <input style="width: 100%;" type="text"/> <p>Physical address</p> <p>Unit/Shop/Building/Property <input style="width: 100%;" type="text"/></p> <p>Street address <input style="width: 100%;" type="text"/></p> <p>Suburb/City/Town <input style="width: 100%;" type="text"/></p> <p>State/Territory <input style="width: 100%;" type="text"/> Postcode <input style="width: 100%;" type="text"/></p> <p>Postal address</p> <p>Post Office Box number <input style="width: 100%;" type="text"/></p> <p>Suburb/City/Town <input style="width: 100%;" type="text"/></p> <p>State/Territory <input style="width: 100%;" type="text"/> Postcode <input style="width: 100%;" type="text"/></p> <p>Telephone number <input style="width: 100%;" type="text"/></p> <p>Facsimile number <input style="width: 100%;" type="text"/></p> <p>ABN Number <input style="width: 100%;" type="text"/></p> <p>Registered for GST? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Is your organisation part of a larger group?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, provide details of the parent organisation Head office.</p> <p>Name <input style="width: 100%;" type="text"/></p> <p>Address <input style="width: 100%;" type="text"/></p> <p>Bank details</p> <p>BSB number <input style="width: 100%;" type="text"/></p> <p>Account number <input style="width: 100%;" type="text"/></p> <p>Bank account name <input style="width: 100%;" type="text"/></p> <p>Bank name <input style="width: 100%;" type="text"/></p> <p>Branch/Suburb or Town <input style="width: 100%;" type="text"/></p> <p>Payment will be made by Direct Credit.</p> <p>Account/Sales Contact Officer</p> <p>Full name <input style="width: 100%;" type="text"/></p> <p>Telephone number <input style="width: 100%;" type="text"/></p> <p>Facsimile number <input style="width: 100%;" type="text"/></p>
---	--

Please complete the Statutory Declaration below

Declaration - I have supplied the details and declare them to be true and correct. I understand that giving false or misleading information is a serious offence.

Signature <input style="width: 90%;" type="text"/>	Printed name <input style="width: 90%;" type="text"/>
Position/Title <input style="width: 90%;" type="text"/>	Date <input style="width: 90%;" type="text"/>

DEEWR Use Only

STATE/GROUP ADMINISTRATION UNIT TO COMPLETE

Company Code 2000 Vendor Group KRED ZAEI

Company Code 3000 Vendor Group

ZSCS ZINT ZSCA ZSCD ZHEC ZHED ZTY ZHNB ZHNP

FINANCIAL OPERATIONS UNIT TO COMPLETE

Entered by (Signature)	Date	Vendor number
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>