



### THE PROCESS

The Indigenous Employment Program (IEP) application form is designed to collect all information required by the Government to decide if applicants are eligible to receive IEP funding support. If you have questions about the IEP application form or the IEP in general, please contact your local Department of Education, Employment and Workplace Relations (DEEWR) office. See the *contact us* section for more details.

To complete the IEP application you will need to:

- read the IEP Guidelines 2009-2012;
- contact your local DEEWR office and speak to someone about IEP (see *contact us* section for more details) and/or complete an Enquiry Form;
- complete all relevant fields in the IEP application form, referring to page 3 and 4 of this guide for further information if required; and
- submit the completed IEP application form to your local DEEWR office.

### WHO CAN APPLY FOR IEP FUNDING

IEP funding is available to eligible people or Organisations conducting activities that are consistent with the IEP objective.

### IEP OBJECTIVE

The objective of the IEP is to increase Indigenous Australians' employment outcomes and participation in economic activities, contributing to the Government's commitment to halving the gap between Indigenous and non-Indigenous employment outcomes within a decade.

IEP supports activities that will develop the capacity of employers, Indigenous Australians and their communities to increase opportunities through employment, business and other economic development activities.

### PURPOSE OF IEP FUNDING

IEP supports a broad range of activities that are responsive to the needs of employers, Indigenous Australians and their communities. Support is available for activities that help to achieve the objective of the IEP and that offer value for money. These could include activities that will:

- Encourage and support employers to provide sustainable employment opportunities for Indigenous Australians;
- Encourage and support Indigenous Australians to take up training and employment opportunities, stay in jobs and enhance their future employment prospects;
- Assist Indigenous communities, industry bodies and groups of employers to develop Indigenous workforce and economic development strategies that support local and regional economic growth; or
- Assist Indigenous Australians to develop sustainable businesses and economic opportunities in urban, regional and remote areas.

A list of indicative activities that may be supported appear below.

### ELIGIBILITY

To be eligible for assistance under IEP, applicants must ensure that funding will support people who:

- are of Aboriginal and/or Torres Strait Islander descent;
- identify as an Aboriginal and/or Torres Strait Islander; and
- are accepted as an Aboriginal and/or Torres Strait Islander by the community in which they live or have lived.

More information about eligibility can be found in the IEP Guidelines 2009-2012.

### OTHER WAYS IEP CAN HELP YOU

Two panels of Organisations have been established to deliver IEP services. The Department may contract with an Organisation on the Employment Panel or the Economic Development and Business Support Panel to assist you. You can talk to DEEWR staff about working with a Panel Member in your area. See *contact us* for more information.

### FUNDING STRUCTURE

Funding is negotiated directly with applicants during the application process. Funding is generally available for one to two years and varies in amount depending on project needs. All proposals are assessed on merit and matters such as an Organisation's financial viability and capacity to deliver outcomes will be considered.

The contract you enter into with DEEWR will specify exactly what you will be paid and when. The payments you receive will depend on the agreement you negotiate and are usually based on the attainment of specified outcomes.

### CONTACT US

You can find details of your closest DEEWR office by calling the Indigenous Employment Hotline on 1802 102 or by visiting our website at [www.deewr.gov.au](http://www.deewr.gov.au) and following the links to the *contact us* section.

For further information about existing IEP projects and to view a list of current Panel members visit [www.deewr.gov.au](http://www.deewr.gov.au)



### INDICATIVE ACTIVITIES

#### Support for employment

Employers and other Organisations may receive assistance to:

- develop an Indigenous employment strategy for a workplace, industry or region;
- engage with Indigenous communities to develop local and regional strategies to assist people into jobs and business;
- encourage Indigenous Australians to take up training and employment opportunities such as work familiarisation courses;
- provide on-the-job training and upskilling for potential and current employees;
- support traineeships, cadetships and apprenticeships;
- provide accredited language, literacy and numeracy training;
- offer work exposure opportunities and work experience;
- deliver cross-cultural awareness training;
- support new employees and their families including assistance to relocate;
- provide and receive mentoring support and career guidance;
- recruit, commence and retain Indigenous Australians;
- contribute to the costs of employment through a wage subsidy;
- provide work experience to Indigenous Australians undertaking tertiary qualifications;
- recognise achievements in Indigenous employment and training and promote successful role models;
- develop activities, products or community events that inspire or support participation in education and employment;
- undertake occupational health and safety courses;
- train personnel in culturally appropriate recruitment and workplace practices and training Indigenous Australians in human resource management;
- develop marketing information sessions via local Indigenous newspapers, circulars or radio stations; and
- establish employer networks to promote business, business support, leadership, mentoring and business, philanthropic or community partnerships.

#### Support for business and economic development

Indigenous Organisations, business owners, communities and family groups may receive assistance to:

- start and run a business;
- develop project management and business administration skills;
- obtain financial literacy training;
- obtain literacy and numeracy training to enable Indigenous business owners or managers to operate in a business environment;
- enhance financial and governance management skills including training to enable Indigenous Australians to meet regulatory obligations;

- obtain professional development opportunities including skills development training;
- develop leadership and negotiation skills;
- obtain tailored professional advice and support, for example financial management, developing partnerships or joint ventures;
- participate in business mentoring, including business to business mentoring and building professional networks;
- work with successful Indigenous entrepreneurs, leaders and community role models;
- access procurement opportunities;
- conduct feasibility studies;
- develop and implement business plans and risk management plans;
- develop culturally appropriate business tools, products services or information to participate in business development opportunities and promote self employment;
- assess community capacity to participate in business and economic opportunities;
- scope potential business and economic development opportunities;
- promote active engagement in economic development decisions impacting on communities and sound financial management practices;
- support the development and implementation of community or regional development plans and other strategic initiatives; and
- obtain other professional services that assist business and economic development.

### YOUR INFORMATION AND PRIVACY

The information on the application form is used by DEEWR to assess the merit of your application for IEP funding against the criteria outlined in the IEP Guidelines 2009-2012. The Department is responsible and accountable for the proper use of public money. This application form is used to ensure that consistent and transparent approval procedures are followed. Missing or unclear information may delay the assessment of your application.

To assess your application DEEWR may need to share information provided with relevant Commonwealth, State and/or local government agencies and Organisations. Information relating to individuals will be protected under the provisions of the *Privacy Act 1988*.

### 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*.



### APPLICATION FORM DETAILS

QUESTION NUMBER	QUESTION INFORMATION
<b>Section 1 – ORGANISATION DETAILS</b>	
<b>1. Legal registered name</b>	The name on your business registration
<b>2. Trading name (if different to registered)</b>	Your Organisation may have a trading name, especially if it is already running as a business. If you have more than one trading name, give the main one.
Business number	Your Organisation's Australian Business Number (ABN). You can obtain an ABN by contacting the Australian Taxation Office (ATO).  Where relevant provide your Organisations Australian Company Number (ACN), Australian Registered Body Number (ARBN), or Indigenous Corporation Number (ICN).
<b>3. Is your business registered for GST? Yes/No</b>	Is your Organisation registered with the ATO for the Goods and Services Tax (GST)? You will need to tell DEEWR whether you are registered for the GST so if you receive DEEWR funding you are paid the correct amount of money.
<b>4. Registered business address details</b>	The address where the main activities of your Organisation take place (such as a street address or in a remote community)
<b>5. Postal address</b>	Provide a postal address (a post office box if you have one) so DEEWR can send letters or forms to your business.
<b>6(a) and (b) Organisation's status and description.</b>	Please tick the box that is appropriate to your Organisation.
<b>7. Industry</b>	The type of industry your Organisation is currently engaged in.
<b>8. Current number of employees</b>	The number of employees the Organisation currently employs. Please specify if any of these employees identify as Indigenous (if known).
<b>9. Contact details</b>	Details required here include: <ul style="list-style-type: none"> <li>Contact Officer's name: Give the name of a person who can speak on behalf of your Organisation and be the contact for the project.</li> <li>Telephone numbers: Provide telephone numbers including a mobile service so the project officer may be contacted.</li> <li>Fax number: your Organisation's fax number</li> <li>Email address: your Organisation's email address</li> </ul>
<b>10. Financial Institution details</b>	Provide your bank account details including the full name of bank; account name, building society or credit union; BSB and account number for payments in the event that your application is successful.
<b>11. Has your Organisation received Departmental funding before?</b>	Provide details of what the funding was for and how much you received.
<b>12. Total amount of funding being sought.</b>	This figure is the total amount you are requesting from DEEWR.
<b>13. Sub-contracting</b>	Include any anticipated sub-contracting arrangements.
<b>Section 2 – PROJECT DETAILS</b>	
<b>1. Describe your project and clearly state the project's intended outcomes.</b>	Provide details of what your project aims to achieve.
<b>2. How will your project contribute to assisting Indigenous Australians?</b>	Tick which statement best describes how your project will contribute to assisting Indigenous Australians.
<b>3. How will this project contribute to the IEP objective?</b>	Outline how your project will assist the Government's commitment to halving the gap between Indigenous and non-Indigenous employment outcomes.
<b>4. Project Features</b>	Tick the features that describe your project
<b>5. Provide more details about the activities in your project.</b>	Outline the activities that will be conducted to achieve the outcomes of your project. See the list of 'Indicative Activities' of this guide.



<b>6. Provide previous relevant experience.</b>	Provide information about any relevant experience your Organisation has in managing similar projects. Include details about the projects and an explanation of what outcomes were achieved.
<b>7. Preferred Project Dates</b>	Indicate when you prefer to commence your project and when you anticipate the project will be completed by.
<b>8. Where is the project going to be delivered?</b>	Indicate the site, region in which the project will be delivered.
<b>Section 3 – PARTICIPANT DETAILS</b>	
<b>1. Commencement Period</b>	Indicate how long you need to start participants in your project.
<b>2. Commencement of Participants</b>	Explain how your Organisation plans to attract participants into the project.
<b>3. Employment</b>	Advise how many Indigenous Australians will gain employment as part of this project.
<b>4. Employment and Training</b>	Provide a description of the jobs available, the training involved in these positions and where these jobs are located.
<b>5. Training</b>	If the training is non-accredited, outline what training is involved and who will be providing the training. If the training is accredited provide details of the qualification that will be attained by participants of the project.
<b>6. Duration of training</b>	Indicate how long the training will take.
<b>7. Training start date</b>	Indicate a preferred start date for training.
<b>8. How will your Organisation supervise and support participants on this project?</b>	Indicate how your Organisation plans to support Indigenous Australians participating in your project to ensure that successful outcomes are achieved for individuals.
<b>Section 4 – LINKAGES WITH OTHER ORGANISATIONS</b>	
Provide details of the Organisations you are working in partnership with to enhance the outcomes of this project	Outline those Organisations you are working with to enhance the outcomes of this project. Provide the Organisation name and contact details of a referee. Include the type of involvement these Organisations will have in this project.
<b>Section 5 – RECEIPT OF OTHER SOURCES OF FUNDING</b>	
Please provide details of any funding that you have, or may receive for this project including any applications for funding that are currently awaiting a decision.	You are required to declare details of any other funding your Organisation is presently receiving to support this project from another source and full details of applications you may have submitted and on which you are awaiting an outcome.
<b>Section 6 – FUNDING</b>	
Specify cost items (per participant if applicable) to assist DEEWR to better understand the cost structure of your project.	In the first column 'Activity cost description' indicate the activities that best describe the cost items for your project. These are suggested descriptions only and you may wish to amend or add to them in the spaces provided. Enter the amount estimated per participant (if applicable) in the 'calculation-amount per participant' column. 'Total estimated amount per cost item' is the sum of the previous column. In the 'Funding anticipated from other sources' indicate the amount of funding you have received or applied for from other sources. In the 'Funding your Organisation will contribute' column indicate the amount your Organisation will contribute towards each cost item and/or in total for the project. The last column 'Funding requested from DEEWR' is the amount your Organisation is requesting in IEP funding per activity item.
<b>SECTION 7 – APPLICANT CERTIFICATION</b>	
	You must be duly authorised to make this application for and on behalf of the applicant Organisation. Your signature must also be witnessed.

Please submit the completed application to your local DEEWR office – if completing this form electronically, print off and sign before posting or faxing.