



FRESH IDEAS FOR WORK AND FAMILY GRANTS PROGRAM

GUIDELINES FOR APPLICANTS ROUND TWO FEBRUARY 2010

NOTES FOR READING THE GUIDELINES FOR APPLICANTS

- There are a number of defined terms in these Guidelines. Defined terms start with a capital letter.
- Headings, titles and notes are intended for guidance only. Readers should refer to the text of each section to understand these Guidelines.
- A reference to the singular also includes the plural and vice versa.

DO YOU WANT TO BE A 'FAMILY FRIENDLY' SMALL BUSINESS?

Do you own a Small Business with fewer than 15 Employees and want assistance to make your workplace more family friendly?

The Australian Government has established the Fresh Ideas for Work and Family Grants Program (the Program) to help Small Businesses to put into place practices that help Employees manage their work and Family Obligations.

The Program provides grants of up to \$15,000 (GST exclusive) to Small Businesses to put into place or improve existing family friendly work arrangements, tailored to suit their needs. It is administered in Funding Rounds by the Department of Education, Employment and Workplace Relations (the Department). If you need more information after reading these Guidelines, go to www.deewr.gov.au/freshideas, or call the Fair Work Infoline on 13 13 94, Monday to Friday, 8.00am – 6.00pm.

ABOUT THE PROGRAM

Applications for Round Two of the Program are open from 25 February – 31 March 2010. These Fresh Ideas for Work and Family Grants Program Guidelines for Applicants (the Guidelines) will assist you when completing your application.

These Guidelines set out the main aims of the Program and describe how the Program will be administered by the Department. All applications for funding under the Program will be assessed against the requirements outlined in these Guidelines.

You should read these Guidelines with:

- the 2010 Fresh Ideas for Work and Family Application Form: and
- The 2010 Fresh Ideas for Work and Family Terms and Conditions

These materials are available at www.deewr.gov.au/freshideas.

If you are applying for a grant under the Program, you **must**:

1. be eligible to apply for the program (see Am I Eligible? below); and
2. be seeking funding for a Family friendly work arrangement for your business (see What is a Family Friendly Work Arrangement? below)

If you are eligible to apply, the Department will then assess your application using the selection criteria (See How do I Apply for a Grant? on page 3).

While your application may address all of the selection criteria, the application process is a competitive one, and not all eligible applications will be successful in receiving a grant.

The decision to provide funding for specific arrangements will be based on a comparison of your answers against the selection criteria with those of other Applicants.

WHAT IS A FAMILY FRIENDLY WORK ARRANGEMENT?

The definition of a 'family friendly work arrangement' has been left deliberately broad so that you can demonstrate innovative and 'fresh' ideas of how to balance work and family in your business.

To guide you, for the purposes of the Program, family friendly work arrangements are practices or resources that help your Employees better balance their work and Family Obligations by making the workplace more flexible. Family Obligations include caring for dependent children, ageing parents, partners or other Family members who need ongoing or temporary assistance.

Family friendly work arrangements may include things such as work from home/remote access, family rooms, and work and family related policy development and implementation.

The aim of the program is to inspire Small Businesses to develop innovative and fresh ideas tailored to suit the needs of Employees and the business. For some inspiration to develop your own fresh ideas or to find more information about family friendly work arrangements and the benefits of putting into place work and family arrangements, see www.deewr.gov.au/freshideas.

Funding will only be provided to businesses proposing to put into place or improve existing family friendly work arrangements. You must demonstrate how the items you are seeking funding for will be essential to putting into place the family friendly work arrangements in your business. The focus for your funding application should be on family friendly work arrangements, not just general work life balance initiatives.

Based on the Department's experiences in the 2009 Program, there are some initiatives that were applied for that are not considered essential to supporting work and Family Obligations. As a guide, the following items will not be funded:

- equipment or machinery which is not related to the family friendly work arrangement;
- employment of new Employees;
- Employee wages not directly related to the family friendly work arrangement, including salary subsidies, leave payments, and expenses associated with Employee absences;
- gym memberships, health funds, catering and massages;
- operating expenses such as lease and interest payments;
- child care services;
- vehicles;
- personal development activities, such as time management courses;
- recreational and team building activities;
- games consoles and non-educational games (eg: Nintendo Wii, X-Box, Play Station); and
- non-educational handheld electronic games.



AM I ELIGIBLE?

If you are applying for a grant under the Program, your business must be in existence at the opening of the Funding Round on 25 February 2010.

The following businesses are eligible to apply for a grant:

- Small Businesses in Australia with fewer than 15 Employees (but at least one Employee), including companies, partnerships, not-for-profit, non-government organisations and sole traders; or
- A Consortium of up to three Small Businesses (where each Small Business in the Consortium has fewer than 15 Employees, but at least one Employee)

The following businesses are not eligible to apply for a grant:

- Businesses with 15 or more Employees
- Businesses with no Employees
- Businesses that have already received Government funding for the same project
- Businesses that are subject to receivership, voluntary administration, liquidation, a deed of company arrangement or any other form of insolvency administration
- Businesses that have failed to engage in good work practices.¹

Can I apply more than once?

You can apply once for *each* Funding Round (2009, 2010 and 2011) for a grant under the Program. If your business previously applied for a Fresh Ideas for Work and Family grant in 2009, you are eligible to apply again in 2010 and in 2011 for a different arrangement—whether you were successful² or unsuccessful in the previous application.

HOW DO I APPLY FOR A GRANT?

Application form

In Round Two you will need to submit your application using the online application form. You can find this at www.deewr.gov.au/freshideas Applications will not be accepted by email or fax.

Applications must be received by the Department on or before the closing date of the Funding Round, which is 31 March 2010.

You must submit your application using the correct application form. You must complete all sections of the application form. Incomplete applications will not be accepted.

If you are unable to complete the application form online, please contact Fair Work Infoline on 13 13 94 or email FIWF@deewr.gov.au for further information and assistance.

The application form has four sections:

Section A: Business details—this is where you will provide information about your business and contact details.

Section B: Family friendly work arrangements—this is where you will outline what family friendly work arrangement you propose to put in place (or improve) and what you will need in order to do this.

Section C: Selection criteria—this is where you will answer the selection criteria. More information about the selection criteria is below.

Section D: Certification—this is where you will certify your compliance with relevant legislation and that the information you are providing in the application is true and correct.

¹ To determine whether an Applicant has engaged in good work practices, the Department may check the Applicant's compliance with the *Fair Work Act 2009* and any relevant State or Territory legislation, award or other industrial instrument.

² Applicants who have previously received a Fresh Ideas for Work and Family grant can apply for another grant. If you were successful in Round One, your work and family initiative must have been completed before applying in Round Two.



HOW WILL THE DEPARTMENT ASSESS MY APPLICATION?

The Department will use the following three-step assessment process:

Step 1 Assessment of all applications against the eligibility criteria set out in these Guidelines (see the Am I Eligible? section above)

Step 2 Assessment of all eligible applications against the selection criteria set out in these Guidelines (see below); and

Step 3 Assessment of how much funding (if any) is to be provided to Applicants.

Selection Criteria

As part of the assessment process, applications will be assessed against the selection criteria set out below.

- **Criterion 1:** The extent to which the Applicant demonstrates that they engaged in discussions and meetings with Employees in relation to the implementation of the family friendly work arrangement, and the family friendly work arrangement is supported by the Applicant and its Employees.
- **Criterion 2:** The extent to which the Applicant demonstrates the proposed family friendly work arrangement/s will benefit the business and assist Employees to meet their work and Family Obligations.
- **Criterion 3:** The extent to which the Applicant demonstrates their commitment to the ongoing support and development of the family friendly work arrangement after the funding has ceased, including financial and other support.

You should be aware that while your application may address all of the selection criteria, the application process is a competitive one, and not all eligible applications will be successful in receiving a grant.

The decision to apply funding to specific applications will be based on a comparison of your answers against the selection criteria with those of other Applicants. Decisions on the amount of funding provided to successful Applicants will be determined by the Delegate in the Department on a case-by-case basis using the selection criteria as the basis for decision.

Applications will be assessed against the selection criteria by the Department's Fresh Ideas Program team. The team may contact you about anything in your application form, which may need clarification, but are not obliged to do so.

The Role of the Delegate

For the purposes of the Program, the Delegate is the Branch Manager of the Branch of the Department responsible for administering the Program. The Delegate has absolute discretion to decide all matters relating to applications including eligibility and the amount of any funding provided to successful Applicants.

The Delegate may seek additional information from Applicants but is not under any obligation to do so.

The Delegate may have regard to, but is not obliged to consider the following:

- The Department's aim to provide funding to Small Businesses in a wide range of locations around Australia;
- The location and/or industry of the Small Business;
- Whether the family friendly work arrangement is likely to result in the efficient, effective and ethical use of public money and resources; and
- Whether the family friendly work arrangement is transferable to other Small Businesses.

The Delegate's decision is final. If you have concerns with the way your application was handled by the Department, you should contact the Department within 30 days of receiving notification of the Department's decision.



WHAT HAPPENS NEXT?

The Department aims to assess all applications within 12 weeks of the closing date of the Funding Round. If your application is successful, the Department aims to send you a Letter of Offer by 1 September 2010 which will outline the next steps in obtaining funding for your arrangement.

If at any time, you wish to find out where your application is up to in the process, you can contact 13 13 94, quoting the reference number you will be provided with once you have successfully completed your application. Please note that the Department will **not** provide any verbal or written advice about the success (or otherwise) of your application until Letters of Offer are provided to successful Applicants.

The Letter of Offer will advise successful Applicants about the amount of funding that will be provided. Funding will only be provided to successful Applicants who agree to the Terms and Conditions of funding. You may wish to see these at: <http://www.deewr.gov.au/WorkplaceRelations/FreshIdeas/Documents/Terms%20and%20Conditions.pdf>

Successful Applicants must complete the family friendly work arrangement by the completion date specified in the Letter of Offer or in accordance with any extension granted to the Applicant as outlined in the Terms and Conditions.

WHERE CAN I FIND MORE INFORMATION?

You can find more information on the Program, as well as the Terms and Conditions at www.deewr.gov.au/freshideas. You can also get more information by calling the Fair Work Infoline on 13 13 94 or by emailing FIWF@deewr.gov.au.

WHAT WILL THE DEPARTMENT DO WITH MY INFORMATION?

The Department collects information from you to assess whether funding will be provided to you. Information collected from you during the processing of applications is stored, collected and disclosed in accordance with the *Privacy Act 1988*.

The Department may use the information collected from you to promote the Program. The Department may also use the information collected from you to create case studies on family

friendly work arrangements put into place, and may publish these case studies online or in promotional materials.

The Department may use the information collected from you to conduct departmental reporting and to maintain a register of funding recipients, which will be available on www.deewr.gov.au/freshideas



I'M NOT SATISFIED. WHAT DO I DO?

If you have concerns with the way your application was assessed by the Department, you should contact the Branch Manager in charge of the Fresh Ideas for Work and Family team through **FIWF@deewr.gov.au** to obtain feedback.

If after receiving feedback you are still dissatisfied with the way in which your application was handled by the Department, you may wish to raise your concerns with the Commonwealth Ombudsman.

Before you approach the Ombudsman, you are encouraged to resolve your concerns with the Department.

The Ombudsman will usually not investigate a complaint unless the matter has first been raised with the Department and the Department has been provided with a reasonable opportunity to respond.

The Commonwealth Ombudsman can be contacted on:

Phone: (02) 6276 0111 or 1300 362 072

Email: ombudsman@ombudsman.gov.au

Internet: www.comb.gov.au



COMMON TERMS

Term	Description
Applicant	A Small Business (or Consortium) which has lodged an application for funding.
Consortium	<p>A Consortium is a group of Small Businesses (which each satisfy the eligibility requirements at page 3 of the Guidelines) where either:</p> <ul style="list-style-type: none">• each member of the Consortium is applying for funding of up to \$15,000 for each member, for a common purpose for all Consortium members; or• all members of the Consortium are applying together for combined funding of up to \$15,000 for the entire Consortium.
Employee	<p>A person whose employment is governed by a contract of service or other relevant employment law, or a person defined as or deemed to be an Employee under the <i>Fair Work Act 2009</i> or other relevant State or Territory industrial relations Act.</p> <p>Each full-time and part-time Employee will count as one Employee. Casual Employees will also be counted as one Employee if they are employed on a regular and systematic basis.</p>
Employer	A person, corporation, enterprise or organisation that employs or engages a person or persons, including those persons who are defined as an Employer under the <i>Fair Work Act 2009</i> or other relevant State or Territory industrial relations Act.
Family	<ul style="list-style-type: none">• a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the Employee; or• a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the Employee.
Family Obligations	The obligations an Employee may have, such as caring for children, ageing parents, partners or other Family members who require ongoing or temporary assistance.
Funding Round	The period during which applications will be accepted and assessed by the Department.
Letter of Offer	The letter the Department sends to successful Applicants, to tell them that the application for funding has been successful, and advises the funding amount offered and includes the Terms and Conditions.
Small Business	A Small Business for the purpose of the Program is defined as a business with fewer than 15 Employees, but at least one Employee.
Terms and Conditions	Means the Terms and Conditions which the Applicant agrees to when accepting the Department's offer of funding.

For more information on Fresh Ideas for Work and Family
visit www.deewr.gov.au/freshideas
or call the Fair Work Infoline on 13 13 94
email FIWF@deewr.gov.au