# Service Initiatives grants

| **Service Initiatives grants - Application form B** | | | | | | | | | | | | | | | | | | | | | |
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| It is essential that applicants read the *Guidelines: Aboriginal Workforce Grants competitive funding round 2017*. Also, there is step by step information on how to complete this form at the back of this document. | | | | | | | | | | | | | | | | | | | | | |
| Service Initiatives | | | | | | | Yes  No | | | | | | | | | If yes, fill this form. | | | | | |
| Employer of Choice | | | | | | | Yes  No | | | | | | | | | If yes, use Form A. (not this form) | | | | | |
| **Part A: Applicant details** | | | | | | | | | | | | | | | | | | | | | |
| **A1 – Name of applicant** Business name (legal name) | | | | | | | | | |  | | | | | | | | | | | |
| **A2 – Australian Business Number (ABN)** | | | | | | | | | |  | | | | | | | | | | | |
| **A3 – Name of Owner/CEO/Director** | | | | | | | | | |  | | | | | | | | | | | |
| **A4 – Applicant address** (registered business street address-head office, with postcode) | | | | | |  | | | | | | | | | | | | | | | |
| Website address | | | | | |  | | | | | | | | | | | | | | | |
| **A5 – Contact person** (for this application) | | | | | | | | | | | | | | | | | | | | | |
| Title |  | | | | Full name | | | |  | | | | | | | | | | | | |
| Position title | | |  | | | | | | | | | | | | Phone number | | | |  | | |
| Email address | | |  | | | | | | | | | | | | | | | | | | |
| **A6 – Current funding for applicant organisation** | | | | | | | | | | | | | | | | | | | | | |
| Does your organisation receive related government or other funding including grants? | | | | | | | | | | | | | | | | | | | | Yes  No | |
| If ‘Yes’, please provide details in the table below (add rows if the space in the table is not sufficient) | | | | | | | | | | | | | | | | | | | | | |
| **Funding organisation** | | | | | | **Name of program or grant** | | | | | | | | | | | **Duration** | | | **Amount $** | |
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| **Part B: Service initiative proposal** | | | | | | | | | | | | | | | | | | | | | |
| **B1 – Eligible activities**  Proposals must deliver a new initiative in either of the following areas. Choose the one that describes your service initiative. Provide a brief overview to introduce your service. (max 100 words). Details can be provided at section B2.  NB: Proposals to provide a service initiative around both mentoring services and labour coordination / workforce mobility services will be considered.  Please note that Aboriginal Workforce Grants funding cannot be used for recurrent activities or for infrastructure, or to supplement core services or duplicate initiatives funded by other government payments. | | | | | | | | | | | | | | | | | | | | | |
| 1. **Mentoring services** (max. 100 words) | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| *Or* | | | | | | | | | | | | | | | | | | | | | |
| **2. Labour coordination / Workforce mobility services** (max. 100 words) | | | | | | | | | | | | | | | | | | | | | |
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| **B2 – Service initiative description** | | | | | | | | | | | | | | | | | | | | | |
| Title | | | | | | | |  | | | | | | | | | | | | | |
| Summary description  (In one or two sentences)  Note: if successful, the title and summary may be used by the department in published material. | | | | | | | |  | | | | | | | | | | | | | |
| What evidence is there to support the demand or need for this specific service? | | | | | | | |  | | | | | | | | | | | | | |
| How will the service initiative be delivered?  (What methodologies will be used?) | | | | | | | |  | | | | | | | | | | | | | |
| **B3 – Key Performance Indicators (KPIs)**  Your application must include KPIs to show how you will demonstrate the success of your service initiative.  Please specify a mix of quantitative (numeric) and qualitative KPIs that are appropriate to your service initiative. For example, X services are provided to X number of employers in x locations. For example, X number of Aboriginal people are in jobs in industry X / community X.  KPIs should demonstrate how the service contributes to the eligibility area you chose at B1. Add rows to the table to include additional KPIs where necessary.  Grant payments are linked to achievement of KPIs. | | | | | | | | | | | | | | | | | | | | | |
| **KPI 1:** | |  | | | | | | | | | | | | | | | | | | | |
| **KPI 2:** | |  | | | | | | | | | | | | | | | | | | | |
| **KPI 3:** | |  | | | | | | | | | | | | | | | | | | | |
| **KPI 4:** | |  | | | | | | | | | | | | | | | | | | | |
| **KPI 5:** | |  | | | | | | | | | | | | | | | | | | | |
| **B4 – Continuity** | | | | | | | | | | | | | | | | | | | | | |
| How will you ensure that your initiative continues beyond the funding period? | | | | | | | | | | | | | | | | | | | | | |
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| **B5 – Milestones, timelines, deliverables and reporting**  Describe how your service initiative is to be developed and delivered. Please include all major activities. Providing a progress report(s) and final report is mandatory. Payment is linked to progress towards and/or achievement of key performance indicators. Achievement of milestones is an indicator of progress. Please add rows as needed. | | | | | | | | | | | | | | | | | | | | | |
| **Milestone**  (Each key stage / activity of the new initiative.) | | | | **Outcome**  (What the new initiative will produce / achieve at each milestone?) | | | | | | | | | | **Date**  (Key date for achieving this milestone?) | | | | **Reporting**  (Evidence of the achievement that can be included in reports.) | | | |
| *other* | | | |  | | | | | | | | | |  | | | |  | | | |
| Mandatory: Progress Report after significant progress has been made | | | | Completed report | | | | | | | | | |  | | | | Progress Report provided to DTBI on milestones completed and achievements to date against the KPIs.  (Acceptance of report will generate instalment payment.) | | | |
| *other* | | | |  | | | | | | | | | |  | | | |  | | | |
| Mandatory: Final Report on completion | | | | Completed report | | | | | | | | | |  | | | | Final Report provided to DTBI, detailing achievements against the KPIs and including a financial acquittal.  (Acceptance of report will generate final payment.) | | | |
| **B6 – Management experience** | | | | | | | | | | | | | | | | | | | | | |
| Have you had experience in delivering initiatives of this scale and complexity? | | | | | | | | | | | | | | | | | | | | | Yes  No |
| If yes, briefly describe these initiatives and the outcomes. | | | | | | | | | | | | | | | | | | | | | |
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| Provide name and contact details of relevant referees. | | | | | | | | | | | | | | | | | | | | | |
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| **Part C: Details of service initiative** | | | | | | | | | | | | | | | | | | | | | |
| **C1 – Dates** | | | | | | | | | | | | | | | | | | | | | |
| Commencement date (dd/mm/yyyy) | | | | | | | | | | | | |  | | | | | | | | |
| Completion date (dd/mm/yyyy) | | | | | | | | | | | | |  | | | | | | | | |
| **C2 – Location** (name towns and remote communities where known) | | | | | | | | | | | | | | | | | | | | | |
| Where will the service be managed from? | | | | | | | | | | | |  | | | | | | | | | |
| Where will service activities take place? | | | | | | | | | | | |  | | | | | | | | | |
| Where will service clients come from? Businesses, Aboriginal employees (permanent residence) | | | | | | | | | | | |  | | | | | | | | | |
| **C3 – Community support** (if applicable)  Service initiatives that are designed to occur in communities or impact particular communities must have community support. Please describe what support the community has given for this new initiative. | | | | | | | | | | | | | | | | | | | | | |
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| **C4 – Collaborative partner(s)** (if applicable)  Collaboration is a formal link between entities where key personnel from businesses and / or community organisations have a substantive involvement in the development and performance of the service, which surpasses the level of involvement that would normally be expected through participation. | | | | | | | | | | | | | | | | | | | | | |
| Does the service require establishing some form of collaborative arrangement(s)? If ‘Yes’, please provide details below | | | | | | | | | | | | | | | | | | | | Yes  No | |
| Please identify the partner(s) and provide details of the partnering organisation including contact details. | | | | | | | | | | |  | | | | | | | | | | |
| How is the partnership(s) formalised? | | | | | | | | | | |  | | | | | | | | | | |
| Will the participation of partner(s) need to be confirmed if this application is successful? | | | | | | | | | | |  | | | | | | | | | | |
| **C5 – Capability and capacity to deliver the proposal** | | | | | | | | | | | | | | | | | | | | | |
| Describe your capability and capacity to deliver services in Mentoring *or* Labour coordination/ workforce mobility? (strike out service which is not applicable) For example, experience of staff (attach brief CV), business relationships, existing service networks, etc. | | | | | | | | | | | | | | | | | | | | | |
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| **C6 – Risk management**  You may encounter barriers or obstacles while delivering the service; e.g. staff turnover, partner withdrawing, etc. How will you manage unexpected challenges? Who is responsible for keeping the service initiative on track? | | | | | | | | | | | | | | | | | | | | | |
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| **Part D: Service initiative funding** | | | | | | | | | | | | | | | | | | | | | |
| **D1 – Proposed budget and grant amount sought** | | | | | | | | | | | | | | | | | | | | | |
| **Grant request - Aboriginal Workforce Grants funding** (GST excl) $ | | | | | | | | | | | | | | | | | | | |  | |
| **Service initiative budget**  Detail the proposed key areas of expenditure (GST exclusive). | | | | | | | | | | | | | | | | | | | | | |
| **Expenditure area** | | | | | | | | | | | | | | | | | | | | **Amount $** | |
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| Total expenditure $ | | | | | | | | | | | | | | | | | | | |  | |
| **D2 – Other funding** | | | | | | | | | | | | | | | | | | | | | |
| Is this service initiative relying on any other sources of funding? | | | | | | | | | | | | | | | | | | | | Yes  No | |
| If ‘Yes’, please identify the source(s) and the amount. Has this funding been secured? | | | | | | | | | | | | | | | | | | | | | |
| Source | | | | | | | | | | | | | | | | | | | | Amount $ | |
|  | | | | | | | | | | | | | | | | | | | |  | |
| Secured? | | | | | | | | | | | | | | | | | | | | Yes  No | |
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| Secured? | | | | | | | | | | | | | | | | | | | | Yes  No | |
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| Secured? | | | | | | | | | | | | | | | | | | | | Yes  No | |
| Will the service initiative proceed if this / these funding monies become unavailable? | | | | | | | | | | | | | | | | | | | | Yes  No | |
| If Yes, please outline your risk strategy to ensure the service initiative continues to be viable. | | | | | | | | | | | | | | | | | | | | | |
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| **Part E: Attachments** | | | | | | | | | | | | | | | | | | | | | |
| **E1 – Attachments relevant to your proposal**  Are relevant documents being provided in support of this proposal?  Choose carefully – a maximum of 14 pages will be given to the panel. | | | | | | | | | | | | | | | | | | | | Yes  No | |
| **Document title** | | | | | | | **What is it?**  (e.g. evidence of community support, CVs of key staff, service agreements, evidence of partner commitment) | | | | | | | | | | | | **What part of your application does this relate to?** | | |
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| **Part F: Application signatory details, declaration and submission** | | | | | | | | | | | | | | | | | | | | | |
| Is the signatory authorised to sign contracts on behalf of the applicant organisation? | | | | | | | | | | | | | | | | | | | | Yes  No | |
| **Declaration**  “I declare that the information provided above is true and correct to the best of my knowledge.” | | | | | | | | | | | | | | | | | | | | | |
| Signature | |  | | | | | | | | | | | | | | | Date (dd/mm/yyyy) | | |  | |
| Name of signatory | | | | | | |  | | | | | | | | | | | | | | |
| Title of signatory  (e.g. Owner, CEO, Chairperson) | | | | | | |  | | | | | | | | | | | | | | |
| **To submit your application** | | | | | | | | | | | | | | | | | | | | | |
| 1. Please scan the signed application and **email** it to [awg.dtbi@nt.gov.au](mailto:awg.dtbi@nt.gov.au).   **Applications must be received by 12 noon, Monday 20 March 2017**.  Any alternative arrangements for submission must be agreed well in advance by phoning (08) 8999 7802.   1. All applications will be acknowledged. You will be sent notice of receipt of your application by email. This advice will be emailed to the contact person you nominate in **Part A**. 2. Please telephone (08) 8999 6903 before the closing time/date if you have not received an acknowledgement of your application. | | | | | | | | | | | | | | | | | | | | | |

# Step by step information on completing the application form

Please refer to this information as you complete the application form, so the assessment panel has the best information about your proposal. **All parts and questions of the application must be completed** unless otherwise indicated.

## The application

A valid application will comprise:

* a completed *Application form B: Aboriginal Workforce Grants competitive funding round 2017 – Service Initiatives grants*
* any attachments (itemised in Part E of the application).

The application form has six parts:

1. Applicant details
2. Service initiative proposal
3. Details of service initiative
4. Service initiative funding
5. Attachments
6. Signature and declaration

An application will be accepted when the Aboriginal Workforce Grants coordinator is satisfied that all parts of theapplication form have been completed and any listed attachments have been provided. **Please do not change the wording of questions or the layout of the form** (other than to add rows as needed).

When completing the funding application form, please consider the following:

* Your application must be a stand-alone document with all key information about the applicant and the new initiative contained in the body of the application
* All questions are mandatory unless otherwise indicated. Type in N/A where the question is not applicable
* Please be clear, factual and concise in all responses
* Use plain English
* Focus on providing specific, quantifiable details and examples where appropriate
* The level of detail you provide should be commensurate with the grant funding amount being sought
* Ensure that your application and attachments are consistent, e.g. check dates and financial figures
* Provide only the attachments that you refer to in your application, or which add significant value to your application. Large documents not directly referenced will not be passed to the assessment panel.

Applications are to be submitted to awg.dtbi@nt.gov.au, unless otherwise agreed.

**Ask the Aboriginal Workforce Grants coordinator** **for assistance if you are uncertain about application requirements. Phone (08) 8999 7802.**

## Part A - Applicant details

**A1 - Name of applicant**Please provide the name under which the company / organisation is registered.

**A2 - Australian Business Number (ABN)**Provide the business number issued by the Australian Business Register (ABR).

**A3 – Name of Owner/CEO/ Director**

Please provide the name of the person who is authorised to sign contracts and who will be the signatory for this application.

**A4 - Applicant address**This is the registered business address.

Please add the website address.

**A5 - Contact person**This will be the person contacted about the information contained in the application and for the duration of the grant.

**A6 – Current funding for applicant organisation**If your organisation receives government or other funding or grants in a related area, please list details. Add rows if the table is not long enough. This information will help inform the viability of the service initiative.

## Part B – Service initiative proposal

**B1 – Eligible activities**Identify the primary focus of your service initiative and how it aligns with the eligible activities set out in the *Guidelines: Aboriginal Workforce Grants competitive funding round 2017*. It is in the applicant’s interest to read these guidelines.

**B2 – Service initiative description**The level of detail provided should be commensurate with the grant amount being sought. If there is additional information you would like to have considered in the application or as evidence in support of your application, it should be included as an attachment; please include a reference to the attachment here and list it in Part E.

The title should be a short name or phrase. The summary description is just one or two sentences. If your application is successful, the department may use this title and description in published material.

The evidence of demand or need should substantiate why you are proposing this specific service initiative at this time.

**B3 – Key performance indicators (KPIs)**The achievement of KPIs will demonstrate the success of your service initiative. The KPIs will show what is to be achieved within the timeline and how you propose that those achievements be measured. The KPIs should reflect the complexity and / or breadth of the service initiative as well as the amount of funding being sought. Consider KPIs carefully as these inform the development of the contract with the department.

Identify a mix of quantitative (numeric) and qualitative KPIs that are relevant to the service initiative.

**B4 – Continuity**Describe how you will ensure sustainability beyond the funding period.

**B5 – Milestones, timelines, deliverables and reporting**Please set out how the service initiative is to be developed and delivered for the duration of the funding period. Please include all major activities and when the progress and final reports will be provided. Acceptance of these reports triggers the payment of grant instalments.

**B6 – Management experience**The applicant needs to demonstrate ability to deliver the service initiative. What previous experience does the organisation have in delivering initiatives of similar size? Please provide the names of referees and their contact details.

## Part C – Details of service initiative

**C1 - Dates**Enter a start date and end date for the grant period. Be realistic about the timeframe required to achieve the outcomes. Generally, the grant-funded period is expected to complete within the 2017/18 financial year but may run for up to 2 years.

**C2 - Location**There are several questions about geographic location of the service initiative. What town/community is the permanent residence of Aboriginal participants?

**C3 - Community support**Where service initiatives occur in Aboriginal communities, applicant organisations need to demonstrate they have the support and commitment of that community to undertake the service initiative. Evidence of engagement such as letters or local meeting minutes will help demonstrate support.

**C4 - Collaborative partner(s)**Please identify any collaborative partner(s) supporting this application and whether the participation of the partner(s) will need to be confirmed if this application is successful.

Please attach evidence of partner(s) capacity and commitment; for example, a memorandum of agreement, contract or exchange of letters setting out each partner’s inputs.

**C5 – Capability and capacity to deliver the proposal**Please outline capability and capacity to deliver the service initiative, which may include inputs from partner(s).

Describe the organisation’s current or prior experience in delivering mentoring services OR labour coordination/workforce mobility services.

Evidence in support of your claims should be included as attachments; e.g. CVs of key staff, existing service agreements, business memberships. Please include a reference to the attachment here and list it in Part E.

**C6 - Risk management**Please consider staff requirements to manage this service initiative.

The applicant organisation may encounter barriers or obstacles to the progress of the service initiative. What system is in place so all responsibility does not fall to the service manager?

## Part D – Service initiative funding

**D1 – Proposed budget and grant amount sought**Enter the grant amount sought (excluding GST). Identify the key expenditure areas. Be realistic about the funds required to achieve the outcomes. The assessment panel may request more detail on proposed expenditure.

Grant requests to a maximum of $150,000 will be considered.

Please note that AWG grant funds **cannot** be used for infrastructure, training delivery, recurrent activities, existing activities or practices, activities funded by other government payments or to supplement core services.

Successful applicants may be assisted to access funding for training delivery.

**D2 - Other funding**Please indicate if any other money is tied to this service initiative and identify the source(s) and amount(s). Has this funding been secured? Describe the risk strategy to be used if the service initiative is reliant on additional funds that may cease to be available.

## Part E - Attachments to the application

**E1 - Attachments relevant to your proposal**Please limit attachments to those that are referred to in your application and add significant value to your case. Choose carefully – a maximum of 14 pages will be given to the panel.

Attachments must be provided with the completed application form.

**Note:** The Aboriginal Workforce Grants coordinator may request additional documents, including evidence to substantiate eligibility. An application will be accepted when the Aboriginal Workforce Grants coordinator is satisfied that all sections have been completed with the required information.

If documents such as service agreements exceed the 14 page limit, please attach key pages such as the cover sheet, schedule and signature pages only.

## Part F - Applicant declaration and signature

The declaration is mandatory. It must be made by a person authorised to make such a declaration on behalf of the applicant organisation, such as the CEO, company director or the chair of governing board. Submission of the application form is taken to indicate agreement with the declaration.

An application will be accepted when the Aboriginal Workforce Grants coordinator is satisfied that the application has been signed by a person authorised to sign contracts on behalf of the applicant organisation.

# Privacy and Confidentiality

The use and disclosure of information provided for the Aboriginal Workforce Grants funding round by applicants is regulated by the relevant provisions and penalties of the Public Service Regulations, the *Privacy Act* 1988, the *NT Information Act*, the *Crimes Act* 1914, the Criminal Code and general law.

The assessment panel will use the information provided in this form for the purposes of discharging its functions and for related uses. These functions, which are set out in the Aboriginal Workforce Grants guidelines, include determining eligibility for assistance under the program, assessing merit, preparing grant agreements, calculating the amount of funding that will be paid to successful applicants, and assisting with compliance activities.

As part of the assessment of this application, the department or the panel also may need to consult with and provide material from the application to other government agencies or bodies, other organisations and / or relevant individuals, in order to substantiate any claims or statements made in the application form, or to otherwise assist in the assessment of the application. If this occurs, the department will endeavour to ensure that the parties who are consulted observe appropriate confidentiality.

Detailed confidential information contained in applications may be disclosed for audit purposes to contractors engaged by the department and by other Northern Territory and Australian Government agencies for audit, reporting and law enforcement purposes. Further, the department or the panel may release confidential information if it obtains your consent or is required or permitted by law to do so. This could happen, for example, if the department is required to respond to a resolution of the Northern Territory Assembly or the order of a court.

Details of successful applications (for example, the identity of the successful applicant, the grant funding amount and a brief description of the service initiative) may be disclosed by the department for purposes such as promoting the program, reporting on its operation, and policy development. This information also may be used in answering questions from the Northern Territory Assembly, its ministers and its committees. Provision of this financial support will become a matter of public record. All grants are listed in the department’s annual report.

# Need more information?

**Contact the Aboriginal Workforce Grants coordinator, phone (08) 8999 7802 or email** [**awg.dtbi@nt.gov.au**](mailto:awg.dtbi@nt.gov.au)**.**