



Indigenous Advancement Strategy

TAILORED ASSISTANCE EMPLOYMENT GRANTS

Application Kit

The Department of the Prime Minister and Cabinet (the Department or PM&C) invites eligible applicants to submit applications for Tailored Assistance Employment grant funding under the Indigenous Advancement Strategy (IAS) (see Section 6 of the IAS Grant Guidelines).

This application kit provides instructions and information to assist applicants applying for employment grants under the IAS. This application kit should be read in conjunction with the IAS Grant Guidelines. An Application Form and draft Project Agreement, together with the IAS Grant Guidelines can be found on the [Department's website](#).

The Department may amend this application kit from time to time and will provide reasonable notice of these amendments. It is important to note that any advice provided by the Department in relation to your proposal/project is not a guarantee of funding, once submitted the application will be assessed and prioritised within funding parameters. Projects must not commence with the expectation of receiving a contract.

Applicants are advised that some suitable applications may not be prioritised for support; may not proceed to negotiation; or be offered a contract or funding agreement – based on other prioritisation considerations.

Applications Close:

There is currently no closing date for Tailored Assistance Employment grants. A closing date for applications may be nominated by the Department of the Prime Minister and Cabinet (PM&C) when all the funding has been allocated, with details to be provided on the [Department's website](#).

Submission Details:

It is strongly recommended that you discuss intended proposals with your local PM&C Regional Network office before preparing an application.

Applications should be completed online. In circumstances where an applicant cannot access the online application smart form they should contact their local PM&C Regional Network Office.

Enquiries

All enquiries relating to applications for this grant funding should be directed to the PM&C Regional Network on 1800 079 098.

PART A – GENERAL INFORMATION FOR APPLICANTS

A1 Funding for employment projects

The Department may award grants on the achievement of individual employment and/or training milestones, on a single year or multi-year basis at its discretion. Funds made available under the IAS may need to be acquitted if stated in the Project Agreement.

A2 Grant funding

The Department is inviting applications from eligible applicants. This grant funding is being considered through an open grant process and applications will be assessed on a case by case basis (non-competitive).

Applications will be assessed to determine whether they are considered grant funding or procurement. This application kit relates specifically to grants. The Department must comply with both the Commonwealth Grants Rules and Guidelines and the Commonwealth Procurement Rules.

Further information on the Commonwealth Grant Rules and Guidelines can be found at the [Department of Finance's](#) website.

Further information on the Commonwealth Procurement Rules can also be found at the [Department of Finance's](#) website.

A3 Funding objectives

The Department invites applications for grant funding for activities that primarily contribute to employment outcomes provided in Annexure 1 Section 2.1 Jobs Land and Economy of the IAS Grant Guidelines.

A4 What can be funded?

This open grant funding process will support services or activities that will have a positive impact on the Government's priority area of:

- 1. Employment– The primary aim is to support activities for Indigenous Australians to overcome disadvantage in the labour market, connect them to real and sustainable jobs, to gain experience that builds work-readiness and contributes to the broader community. Sustainable employment implies an ongoing job which is not dependent on continuous government funding. The ongoing job may be part-time or full-time.*

2. *Indigenous participants prioritised for support will include youth, school leavers at risk of disengaging or long term unemployed, those not in the labour force, jobactive Streams B & C job seekers, those in the Community Development Programme (CDP) and Disability Employment Services (DES are considered disadvantaged).*

The types of activities that may be funded include:

- Tailored assistance to support employers to engage and retain Indigenous jobseekers into real and sustainable ongoing jobs, as well as address barriers to recruitment and retention.
- Support for Indigenous senior school students to gain work exposure through School Based Apprenticeship/Traineeship activities, including activities that support and school students to transition from education into sustainable employment or further education/training.

The Department encourages applications for the funding of activities tailored to local circumstances with the involvement of Indigenous communities.

It is important to note that funding is not guaranteed and will be subject to the outcomes of the assessment process and other funding prioritisation considerations.

A5 What cannot be funded?

Activities that will not be funded are:

- Youth engagement and compulsory school-aged children activities that are not directly aimed at improving employment outcomes.
- Training that is not connected to sustainable employment. Activities, services or jobs that are the responsibility of the states and territories or other Commonwealth programmes that are already funded, including:
 - Adult vocational education and training (VET) activities.
 - Cultural heritage, land rights and land management activities subject to state or territory legislation
 - Employment services including Community Development Programme and *jobactive*
- Funding for wages of employment positions irrespective of the project outcomes.
- Board or Executive positions in organisations where it is normally part of the organisations operational costs
- Retrospective funding for activities that have already commenced or completed.

PART B – APPLYING FOR FUNDING

B1 Discuss the proposal with the local PM&C Regional Network office

It is strongly recommended that all potential applicants discuss proposals with the local PM&C Regional Network office in the early stages of development and before preparing an application. It is important to note that an initial discussion or proposal with the Department is not considered an application for funding. A list of all regional offices can be found in the Annexure of the IAS Grant Guidelines.

The local PM&C Regional Network office will discuss and answer any questions you have regarding your proposal and the application process.

Tailored Assistance Employment Grants are specifically for projects that deliver employment opportunities for Indigenous Australians, meet workforce demands of employers, industry and/or groups and support senior high school students transitioning to employment. Tailored Assistance Employment Grants will not be provided for outcomes other than the employment outcomes specified above. For other funding proposals please contact your local PM&C Regional Network Office.

B2 Who can apply for funding?

Applicants must meet all eligibility criteria in Section 7 of the IAS Grant Guidelines.

B3 Applications from consortia

If an applicant submits an application on behalf of a group of organisations (consortium) the application must include a letter of support from each participating organisation (apart from the lead applicant) involved in the activity. Each letter of agreement must include:

1. The role of the organisation and an overview of how it will work with the lead applicant and any other consortia members to support the successful completion of the activity.
2. An outline of the relevant experience and/or expertise the participating organisation will bring to the consortia.
3. The roles and responsibilities of the organisation proposed in the activity, and the resources it will contribute (if any).

B4 Assessment Criteria

Eligible applicants must address the assessment criteria set out below to be considered for grant funding. This Guide is also intended to assist you to understand and respond to the criteria that have been developed to reflect the following four elements. All criteria are equally weighted.

1. Need – The activity will deliver sustainable jobs through addressing workforce demands of employer/s, industry, community or group.

Your response to this criterion should cover:

- a) The number of sustainable jobs and/or Aboriginal and Torres Strait Islander people to be targeted in the activity.
- b) Demonstrated evidence of vacancies with specified employer/s, industry/s, community or groups, along with evidence that the project will provide support to improve employment outcomes for Indigenous Australians and overcome disadvantage in the labour market. Note that the Department reserves the right to check on claims made in the application form.
- c) A description of how the activity will prepare and retain Aboriginal and Torres Strait Islander people to meet requirements of identified jobs.
- d) The details and strategies to engage with target employer, industry, community, schools or groups supported through the proposed activity and have been engaged.

2. Quality – The organisation that will deliver the proposed activity is committed to and capable of working with the target Indigenous community or group.

Your response to this criterion should cover:

- a) How the employer and/or organisation has, or can build, positive relationships with Indigenous Australians, community organisations and other key stakeholders such as schools and training providers in the successful delivery of the proposed activity.
- b) How the local community has been consulted and is involved in the project.
- c) Elements of the activity that will be sub-contracted and evidence the sub-contractor has relevant expertise and experience in working with Indigenous Australians and delivery of the activity.
- e) Evidence that the employer, industry and/or organisation is committed to the employment of Indigenous Australians in the delivery of the proposed activity.

3. Efficiency – The proposed activity will support the intended outcomes in a way that appropriately manages risk, is cost effective and is coordinated with relevant stakeholders.

Your response to this criterion should cover:

- a) How the proposed activity will achieve the intended outcomes with the proposed funding.
- b) How the proposed activity will link with existing activities associated within the target community or group.
- c) How the proposed activity does not duplicate existing funding and services delivered by the Jobs, Land and Economy Programmes such as Community Development Programme, Vocational Training and Employment Centres (VTEC), the Employment Parity Initiative or other Commonwealth or State/Territory Government such as *jobactive and* Disability Employment Services (DES).

- d) Identify risks that will impact the delivery of the activity are identified including managing the financial aspects of the funding.

4. Effectiveness – The proposed activity will deliver the intended employment outcomes and sustain the outcomes into the future.

Your response to this criterion should cover:

- a) How the proposed approach will deliver the identified employment outcomes.
- b) How the intended employment outcomes are to be sustained into the future.
- c) It is clear how the organisation will gather evidence and monitor performance to measure the effectiveness of the proposed activity.
- d) Past performance data (particularly in delivery similar projects)
- e) How the proposed activity provides value for money taking into consideration the location/s of the services being delivered, access to other forms of funding/services and the level of support being provided.

B5 Financial and corporate viability information

If requested by the Department, Applicants may need to complete a financial viability and credentials form which will be supplied by the Department.

The applicant must provide particulars of any petition, claim, action, judgement or decision that may have potential to adversely affect its capacity to meet its requirements.

The applicant must notify the Department and provide details if it, or any of its employees, are under investigation, or the subject of court proceedings, in relation to a possible or actual breach of any relevant legislation, and if applicable, provide details of the matter.

The Department reserves the right not to proceed with funding organisations that do not meet financial viability considerations or does not complete requested forms on time.

B6 Completing an application

Applications for funding must be submitted using the Tailored Assistance Employment application form available on the [Department's website](#).

The application form must be completed in English.

It is strongly recommended that applicants provide the names of key personnel such as Director/s, Chief Executive Officer, Finance Compliance Officer, and if possible Accountant or Auditor of the organisation. This information can be included by adding fields in the *'Applicant's Contacts and Key Personnel'* section in the application form.

The Declaration in the application form must be completed by the applicant or a person authorised to act on behalf of the applicant. If completing the form online, instead of signing

the document, the applicant (or person authorised to act on behalf of the applicant), should type their full name in the field.

The following supporting documentation may be requested:

- ***Non-government applicants that do not have an existing PM&C Project Agreement:***
 - *a copy of the applicant's most recent audited financial statement.*
 - *a copy of the applicant's Certificate of Incorporation, where relevant.*
 - *Where an applicant is not able to quote an ABN, a copy of a completed 'Statement by a supplier' form will be required. The form can be found at www.ato.gov.au.*

- ***Consortia applicants:***
 - *A letter of support from each consortia organisation. Please refer to the information set out in section B3 of this document for details.*

The size limit for each application is 10MB. There is also a 2MB size limit for each attachment. The Department's information technology system is not capable of receiving applications that exceed 10MB and any applications above this limit will not be received.

Word limits may apply to some questions in the application form. Information on any word limits will be provided in the application form.

If the inclusion of required supporting documentation leads to an application exceeding the 10MB limit, applicants should contact their local PM&C Regional Network Office.

B7 Activity budget information

Applicants are required to provide an itemised costing of the services to be delivered in the application. All figures must be GST exclusive. This should include a breakdown of costs and funding for each financial year in which the proposed activity will operate and include the total funding being requested from the Department. It should demonstrate value for money on a per participant basis for employment outcomes. Budget information can be attached to the application form.

Applicants must also provide details of funding from other sources (including other federal and state government agencies) that will also contribute to the costs of the activity outlined in the application.

Also specify any applications for funding that are currently awaiting a decision, as well as the nature of the support (e.g. commitment to provide services to job seekers, funding contribution, in kind support, resources, expertise, etc.).

B8 Funding Structure

Payments for employment projects will be based on the achievement of individual milestones for job seekers. The amount paid for milestones will be negotiated with the regional office and will be detailed in the Funding Agreement but will be weighted to the achievement of 26 weeks in employment. Other payments such as commencement and completion of training and 13 week employment outcomes may be included and are dependent on the business case provided in the application. The details must be discussed with your Regional Office and included with the budget in your application. The finalised payment schedule will be negotiated and included in the funding schedule.

B9 How to submit an application

Information on submitting an application is provided on the front page of this application kit.

It is the responsibility of the applicant to ensure that their application is complete and accurate. Giving false or misleading information to PM&C is a serious offence; applicants who do so may be prosecuted under section 137.1 of the Criminal Code Act 1995 (Cth).

Before submitting an application form, applicants are encouraged to complete the Checklist at Part E of this application kit. The checklist will assist applicants with the completion of their application. The checklist does not need to be submitted with the application.

Where the Department finds an application is incomplete, the Department may provide the applicant with an opportunity to rectify and resubmit the application.

If an applicant discovers an error in their application after submitting it, they should inform the Department immediately through the contact details provided at Annexure 2 of the IAS Grant Guidelines.

It is recommended that applicants retain a copy of their application for their records.

After submitting an application a confirmation receipt will be sent to the applicant. If a confirmation receipt is not received after submitting an application, please contact the Department. Departmental contact details are provided at Annexure 2 of the IAS Grant Guidelines.

PART C - HOW WILL THE APPLICATIONS BE ASSESSED?

C1 Assessment

The Department will initially screen applications to ensure applicants meet the eligibility and basic application requirements.

Assessment will be completed by the Department.

Applications will be assessed against all assessment criteria in this application kit.

To maintain probity, staff involved in providing assistance for applicants will not be involved in assessing the application.

The Department will consider the recommendations of the assessment and provide advice to the funding approver (the Minister for Indigenous Affairs or delegate) on the merits of the application.

C2 Information to be considered in assessment of applications

All applications for employment activities under the Tailored Assistance Employment funding will be assessed against the assessment criteria. The Department will undertake a risk assessment for all applicants.

In general, the Department may use a number of sources of information when assessing an application. This includes, but is not limited to:

- Material included in response to one assessment criteria in the assessment of other criteria.
- Information about an applicant from any source, including from within the Commonwealth, whether or not individuals or organisations contacted are nominated as referees by the applicant.
- Information about the applicant that is made available through the normal course of business of the Department.
- Information about community need and proposed outcomes separate to the application.

The Department may seek further information from an applicant in order to clarify issues relating to an application.

The Department may also consult with Indigenous communities, groups or other relevant stakeholders to test the veracity of claims made about the support for any proposal contained within an application.

C3 Decision on applications

Following the assessment of an application, advice will be provided to the Minister for Indigenous Affairs or delegate on the merits of the application. The final decision about the approval of a grant will be made by the Minister for Indigenous Affairs or delegate.

The Minister for Indigenous Affairs or delegate will consider whether the proposal will make an efficient, effective, ethical and economical use of Australian Government resources and whether any specific requirements will need to be imposed as a condition of funding.

C4 Questions during the assessment

The Department can respond to general questions about the assessment but will not provide specific details relating to the status or progress of individual applications while applications are being assessed.

C5 Notification of the decision outcomes

The Department will provide written advice to the applicant of the outcome of the assessment, including whether their application was successful, unsuccessful or ineligible.

As a guide, the Department aims to advise applicants of the assessment outcome within three months of receiving the application. This provides the Department with sufficient time to fully assess the application.

If an application is successful, the Department will work with the applicant to negotiate the details of the activities. As a result there may be a period of negotiation between an offer being made to an applicant and a Project Agreement being signed with the Department.

C6 Feedback

The Department reserves the right not to provide individualised feedback for each application. The Department reserves the right to determine the level of detail on the feedback that will be provided. Applicants will be advised if there is an opportunity to request individualised feedback when they are advised of the outcome of their application.

PART D – OTHER THINGS THE APPLICANT SHOULD KNOW

D1 Grant Guidelines

The IAS Grant Guidelines provide further information on:

- Eligibility criteria
- Project Agreements, grant management and reporting
- Risk management and compliance (including insurance)
- Monitoring and evaluation
- Qualifications and licencing
- Complaints and internal review processes
- Ombudsman
- Conflicts of interest
- Taxation issues

D2 Draft Project Agreement

When an application is submitted, applicants will be asked to confirm that, if their application is successful, they will accept the terms of the Project Agreement. A draft Project Agreement is available on the [Department's website](#).

PART E – APPLICATION CHECKLIST

Before an Applicant submits their application, it is recommended the following checklist be used to ensure the application is complete and contains the information needed for the application and assessment process.

Before submitting an application

	The proposal has been discussed with the Indigenous groups and/or other key stakeholders with an interest in the project or who will be involved in the project.
	The proposal has been discussed with the local PM&C Regional Network office
	Eligibility requirements set out in the IAS Grant Guidelines are met.
	The following documents have been read and understood: <ul style="list-style-type: none"> • IAS Grant Guidelines • This Application Kit
	IAS objectives and outcomes are understood and the proposed activity(s) contributes to the outcomes of the IAS.
	The assessment criteria are understood and met.
	The draft Project Agreement has been read. When an application is submitted applicants must confirm that, if their application is successful, they will accept the terms of the Project Agreement. If applicants are not able to accept the terms of the Project Agreement, they should discuss this with the PM&C Regional Network office <u>before</u> completing the application form.
	The name and contact details of two referees who can support the claims made in the application against the assessment criteria can be provided.
	If the applicant has a current PM&C Project Agreement, have the Provider Reference Number ready. The 'Provider Reference Number' can be found on the PM&C Project Agreement.

Completing the application form

	Ensure that every section of the application form is completed.
	Complete the application form in English.
	Complete the ' <i>Declaration</i> ' section of the application form. Ensure all fields are completed including the checkboxes. If completing the form online, instead of signing the document, the applicant (or person authorised to act on behalf of the applicant), should type their full name in the field.

Consortia applicants:

	Ensure that the nominated lead organisation (the applicant) is a legal entity capable of entering into a Project Agreement with the Commonwealth.
	Attach a letter of support from each consortia organisation. Ensure that each letter of support includes the information required as set out in section B3 of this document.

Non-government applicants who do not have a current PM&C Project Agreement:

If the applicant is a non-government applicant and does not have an existing PM&C Project Agreement they will need to attach the following supporting documentation:

	<p>A copy of the applicant's most recent audited financial statement.</p> <p>Organisations registered with Australian Charities and Not-for-profits Commission are exempt from this requirement.</p>
	<p>A copy of the applicant's Certificate of Incorporation where relevant.</p> <p>Organisations registered with Australian Charities and Not-for-profits Commission are exempt from this requirement.</p>
	<p>If the applicant is not able to quote an ABN number as required in the application form they will be required to provide a copy of a completed '<i>Statement by a supplier (reason for not quoting an ABN to an enterprise)</i>' form that can be found on the ATO's website.</p>