



Sample application form

National Careers Institute Partnership Grants – Round 2

Version May 2021

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application form contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

You can save your changes at any time by using the Save button. To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory. If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)
or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - National Careers Institute Partnership Grants Round Two
- Field 2 select - National Careers Institute Partnership Grants Round Two

When you have selected the program, the following text will appear.

This grant opportunity will run over 18 months from 2021-22 to 2022-23.

The grant opportunity was announced as part of the 2019-20 Federal Budget measure, 'Delivering Skills for Today and Tomorrow'. Up to \$6.1 million is available for this grant opportunity.

The objectives of the program are to:

- improve the quality of, and access to, locally based, personalised career guidance
- demonstrate the value of career guidance to those seeking to re-enter the workforce, change or further develop their careers, primary school students and students in years 7 to 10
- increase knowledge and create greater awareness of career paths and career guidance
- develop and showcase innovative locally based approaches to delivering career guidance services.

The maximum grant amount is \$525,000 and the minimum is \$20,000.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEST on 23 June 2021. Please take account of time zone differences when submitting your application.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

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B. Eligibility

We will ask you the following questions to establish your eligibility for the National Careers Institute Partnership Grants – Round 2 grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is. *
- an entity, incorporated in Australia
- an incorporated not for profit organisation
- a primary or secondary school that is registered with a state or territory authority
- an Australian local government agency or body as defined in section 14
- an Australian State/Territory Government agency or body.
- None of the above

You must select one of the eligible options from a drop down menu to proceed to next question.

- Will you deliver your project through a collaborative partnership with at least:
 - a school/group of schools, or a community organisation/group, or a career advisory organisation/body
 - and
 - a business, industry body or training organisation (including business bodies and group training organisations)?*

Round 2 Partnership Grants projects will be delivered through collaborative partnerships between industry or business organisations and schools or community organisations. Refer to section 4.2 Additional eligibility requirements of the Grant Opportunity Guidelines

You must answer yes to proceed to next question.

- Will your project provide locally focussed, face-to-face (including virtual face-to-face) activities and services for career guidance as referred to in the glossary in section 14 of the Grant opportunity guidelines?*

You must answer yes to proceed to next question.

- Will your project be aimed at developing or expanding innovative approaches to improving careers guidance projects, activities or services?

You must answer yes to proceed to next question.

- Will your project address career advisory service gaps by developing and/or enhancing partnerships between schools/community groups and industry/business or training organisations?

You must answer yes to proceed to next question.

- Will your project target one or more of the following cohort groups:
 - adults looking to re-enter the workforce or change careers, or people developing their careers
 - primary school students and their influencers (such as parents, carers and peers)
 - school students in years 7 to 10 and their influencers (such as parents, carers and peers) *

You must answer yes to proceed to next section.

- Does your project have at least \$20,000 in eligible expenditure?*

You must answer yes to proceed to next section.

Sample

C. Applicant address

C.1. Applicant street address

You must provide your street address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

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D. Applicant financials

D.1. Latest Financial Year Figures

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

All amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

- Sales Revenue (Turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statements (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's BAS.

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your organisation.

E.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

You must also provide a project plan which you should attach later in your application. Refer to the grant opportunity guidelines for the requirements of the project plan.

E.3. Partnerships

For the purposes of this grant opportunity, partnership refers to collaboration between organisations towards shared goals. Applicants are not required to set up formal business partnership structures for the program, however, as noted in the assessment criteria you must demonstrate evidence that partnership organisations are committed to the goals of the project.

Provide details about your collaborative partnerships.

You must partner with at least one;

- *school/group of schools*
- *community organisation/group*
- *career advisory organisation/body**

and with at least one

- *business*
- *industry body / business bodies*
- *training organisation/ group training organisations*

- Partnership 1
 - Australian Business Number (ABN)
 - Business address
 - Postal address
 - Contact details
 - Select type of partner:
 - school/group of schools
 - community organisation/group
 - career advisory organisation/body
- Partnership 2
 - Australian Business Number (ABN)
 - Business address
 - Postal address
 - Contact details
 - Select type of partner:
 - business
 - industry body / business bodies
 - training organisation/ group training organisations

E.4. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting.

E.5. Target cohorts

Select one or more of the following cohort groups your project will target :

- adults looking to re-enter the workforce or change careers, or people developing their careers
- primary school students and their influencers (such as parents, carers and peers)
- school students in years 7 to 10 and their influencers (such as parents, carers and peers)

E.6. Project duration

Your project can't start any earlier than 1 October 2021 and must be completed 31 May 2023.

- Estimated project start date
- Estimated project end date
- Estimated project length (in months)

The project length will be calculated by the start and end dates you enter. Your project can be no longer than 18 months.

E.7. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add 10 milestones.

- Milestone title

Your response is limited to 100 characters including spaces and does not support formatting.

- Description

Your response is limited to 750 characters including spaces and does not support formatting.

- Estimated start date
- Estimated end date

E.8. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. [If you have multiple sites you must add the address of each site.]

A project site must be a street address. Do not provide a postal address, institution or building name.

- Project site address
- Estimated percentage of project value expected to be undertaken at site

F. Project budget

F.1. Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$20,000.

You will also be required to attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.

The maximum grant amount is \$525,000, with a maximum of \$350,000 paid per year.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Salaries		\$
		2021/22	\$
		2022/23	\$
	Contractors		\$
		2021/22	\$
		2022/23	\$
	Recruitment expenses		\$
		2021/22	\$
		2022/23	\$
	Computing equipment and software		\$
		2021/22	\$
		2022/23	\$
	Training events and workshops		\$
		2021/22	\$
		2022/23	\$
	Communications and promotion		\$
		2021/22	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2022/23	\$
	Travel		\$
		2021/22	\$
		2022/23	\$
	Audit costs (up to 1% of total eligible project costs)		\$
		2021/22	\$
		2022/23	\$
	Other		\$
		2021/22	\$
		2022/23	\$
Total			

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

F.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

The grant amount will be up to 100 per cent of eligible project expenditure however we expect that to be competitive you will provide some additional contribution.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Any contributions from partnerships and / or project partners should be included in this section.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- *Your contribution*
- *Other non-Commonwealth government grants*
- *Other non-government contribution*
- Value of contribution
- Date due of contribution

- Description

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

Where you are receiving other government funding you will need to provide details.

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G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers. Your response to the assessment criteria is the primary information on which your application is assessed.

To support your responses you must include mandatory attachments later in the application.

G.1. Assessment criterion 1 (45 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

The extent that your partnership project will deliver an innovative locally based approach to help people develop careers that can adapt to the workforce of today and the future

You should demonstrate this by describing

- how your project will lead to improvements in the quality and/or access to quality career guidance
- how your partnerships and linkages with relevant stakeholders will work together to achieve your project outcomes
- how your project will deliver innovative, locally based career guidance programs, activities or services
- how your project will build on existing programs, services, information and products to improve the effectiveness and efficiency of career guidance programs, activities and services
- how you intend to promote and showcase your project to the broader community and reach your target audience.

G.2. Assessment criterion 2 (35 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Capacity, capability and resources to deliver the project

You should demonstrate this through describing

- you and your partners track record managing similar projects, and the access to personnel with relevant skills and experience
- your plan to manage the project, addressing scope, implementation plan, timeframes, budget risks and contingencies
- your strategy to maintain the project outcomes beyond the term of the grant funding
- how you will measure the success of the project.

You must attach a project plan and budget to your application. The project plan must address scope, implementation plan, timeframes, risk and contingencies and budget (including quantified in-kind contributions). Project plan is not in lieu of assessment criteria response.

G.3. Assessment criterion 3 (20 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Impact of grant funding on your project

You should demonstrate this through:

- your project benefits to:
 - the targeted cohort/s
 - your locality and the broader community
 - the careers sector, and how the project complements the work of the National Careers Institute
- justifying the funding amount requested, with respect to the scale and intended outcomes of the project
- your additional cash and/or in-kind contribution to the project.

Sample

H. Project partners / Collaborator

Provide details about all project partners. This section is JOINT APPLICATIONS only. Do not include any organisations that are involved in the project as a partnership arrangement that you have already included on page 6 of the application.

For details about project partner contributions refer to the grant opportunity guidelines.

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation who submits and enters into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners.

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached

I. Application finalisation

You must answer the following questions and add any supporting documentation required.

I.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

I.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Supporting documentation

You must attach the following supporting documentation.

- Project plan

The project plan must address scope, implementation plan, timeframes, risk and contingencies. Project plan is not in lieu of assessment criteria response.

- Project budget

You must attach a detailed project budget to demonstrate your estimated project expenditure (including quantified in-kind contributions)

- Trust deed (where applicable)

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

- Third party data use agreement (where applicable).

Where your project relies on third party data or information, you must provide evidence of the formal agreement permitting the use of this data or information

- Additional attachments

You may also provide up to three additional attachments to support your response to the assessment criteria. These documents are in addition to the mandatory attachments and you should only provide the relevant section of the document.

I.4. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

I.5. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

J. Primary contact page

You must provide the details of a primary contact for your application. The details include

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

K. Application declaration

In order to submit your application you will be required to agree to the following declaration.

K.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

K.2. Applicant declaration

I declare that I have read and understood the [program/grant opportunity] guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about

the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.