



Funding Guidelines 2011 - 2014

South Australia Works – Working Regions Program

Training, Employment, Education, Volunteer Participation

Administered by Northern Futures Incorporated



SouthAustraliaWorks
linking people, skills and jobs

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Introduction

Northern Futures Incorporated is the agency that administers and distributes *South Australia Works* – Working Regions funding in the Northern Adelaide region to other organisations that are **eligible to run approved projects and programs**.

Northern Futures has put a process in place for making sure that this funding is used to meet the requirements of the SA Government's *South Australia Works* program, and that **all funding is distributed in accordance with South Australian Government procurement principles and guidelines**.

In distributing *South Australia Works* – Working Regions funding, Northern Futures has committed to –

- Dealing with applicant organisations in a **fair and honest** way
- Providing all eligible organisations with an **equal opportunity to apply** and utilise the funding
- **Evaluating** the way in which funding is utilised by applicant organisations
- Making the decision making process around funding as **transparent** as possible
- Being **impartial** in its provision of information to potential applicants
- Making the application process as **easy as possible**
- Provide for a preferred provider list to make the **application process quicker**
- Encouraging the implementation of the **Northern Adelaide Skills, Workforce and Employment Blueprint**

Northern Futures supports open and fair competition in the application process, and will maintain a complaints and grievances process in order to demonstrate transparency and accountability.

In the event that an applicant organisation wishes to make a complaint about the application and decision making process, the Executive Officer will conduct an internal review of the process and provide feedback regarding the outcome. Complaints forms are available on the Northern Futures website – www.northernfutures.org.au

Successfully funded applicants are individually accountable for their use of grant funding and will be required to acquit, audit and report on expenditure and key milestones to Northern Futures at the conclusion of their project or program, and at agreed intervals throughout the project.

Eligibility to apply

Applicants for *South Australia Works* – Working Regions funding must be able to demonstrate –

- Sound organisational reputation in their area(s) of expertise
- Appropriate qualifications and industry recognition
- Necessary infrastructure to deliver on project outputs
- Availability of referees should these be required
- Status as an incorporated body, registered business, Australian company or local government body
- Public liability insurance (\$20m) and professional indemnity insurance (\$10m) including certificates of currency
- Demonstrated capacity to meet *South Australia Works* – Working Regions project objectives as well as the goals of the Northern Adelaide Skills, Workforce and Employment Blueprint

Different ways of applying

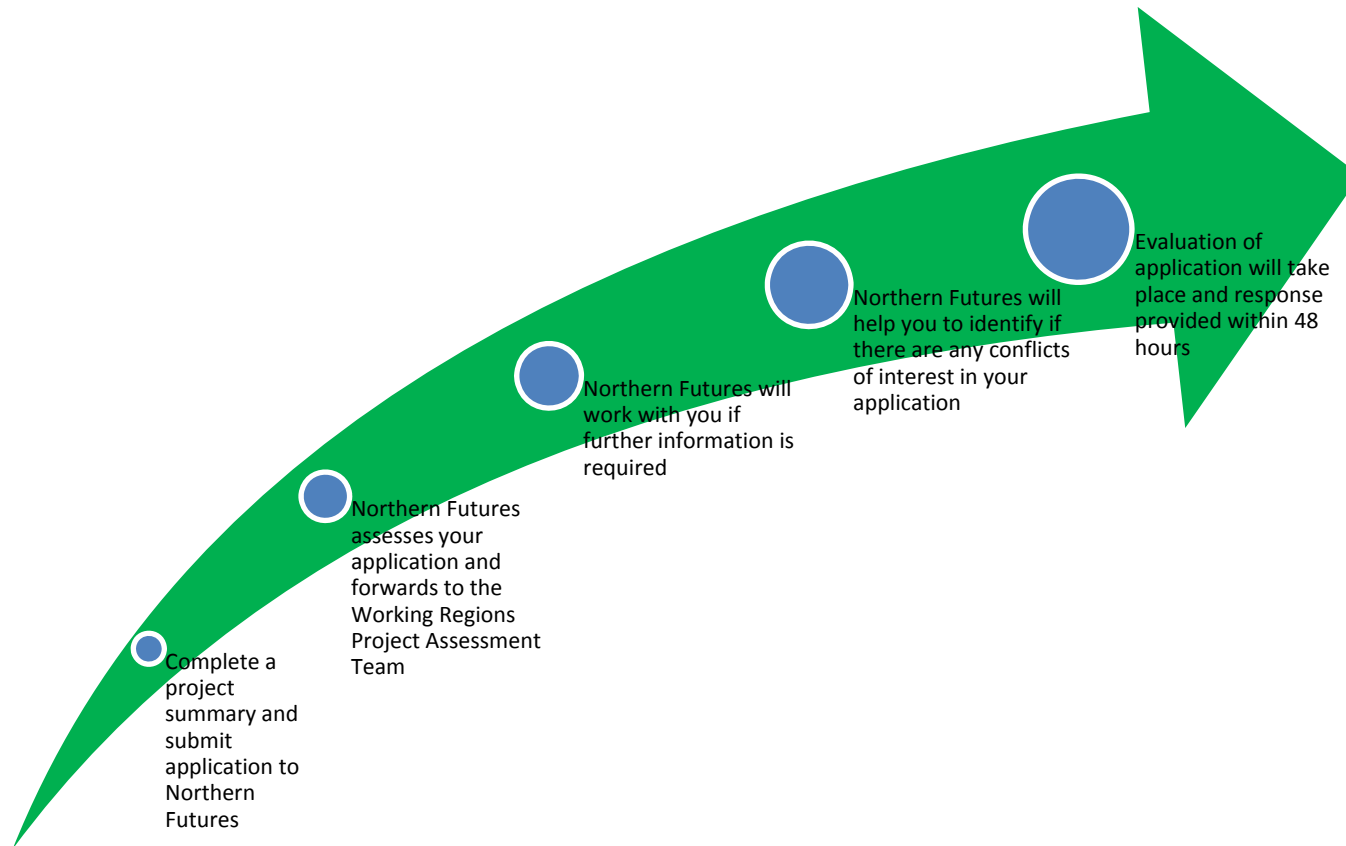
Organisations are able to apply to Northern Futures for *South Australia Works* – Working Regions funding in one of three ways –

1. **Directly approaching Northern Futures with a project or program idea**
2. **Participate in a brokered project or program that is designed in conjunction with Northern Futures / *South Australia Works* – Working Regions**
3. **Responding to a Northern Futures preferred provider call for tender**

Each of these different ways of applying is illustrated as follows –

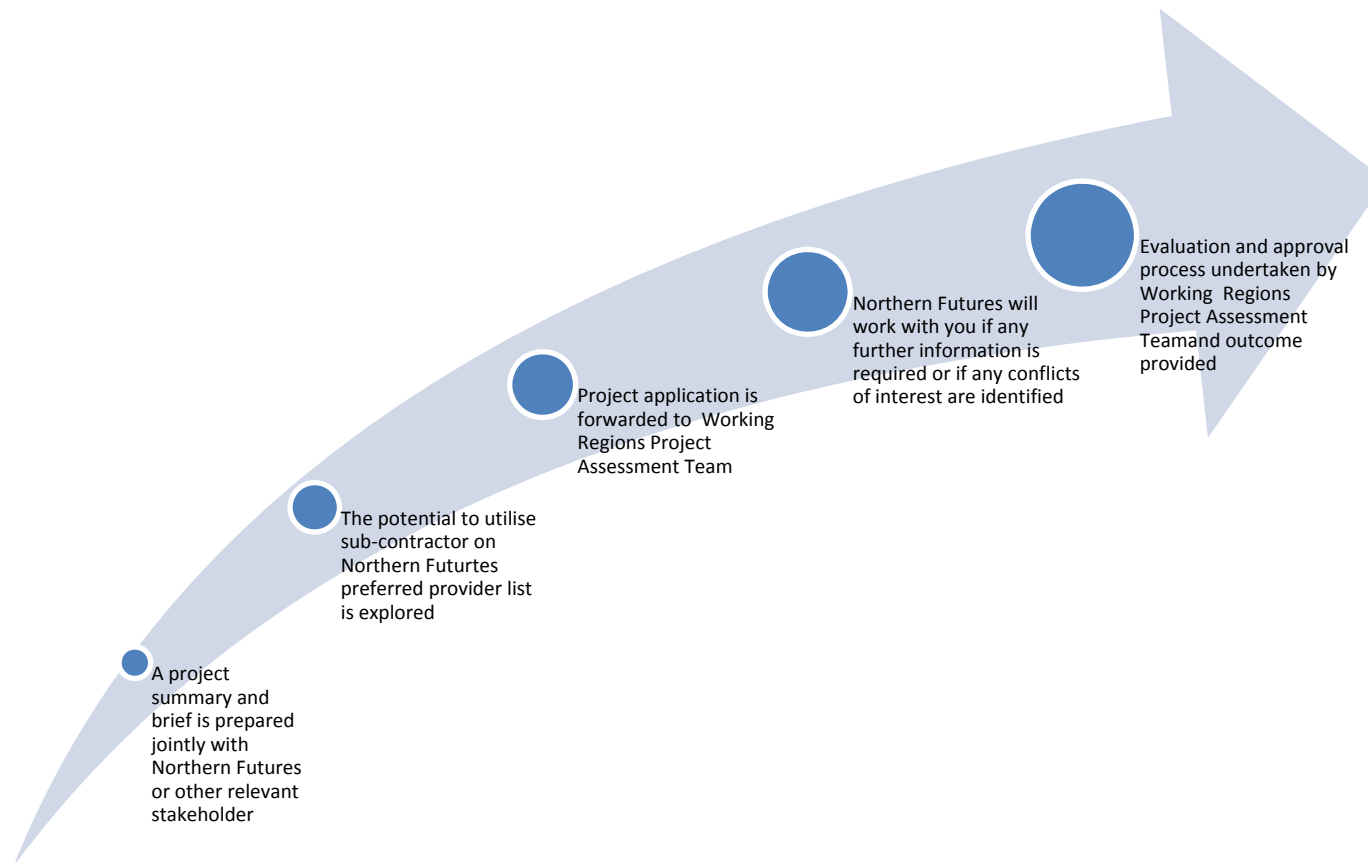
- **You already have a project or program idea that you would like Northern Futures to fund**

- You already have a project idea which may include direct employment, employment pathways, transition to employment or a response to an industry need
- Your project may have already identified who the stakeholders are, which registered training organisations (RTO) you wish to partner with, costs and outcomes



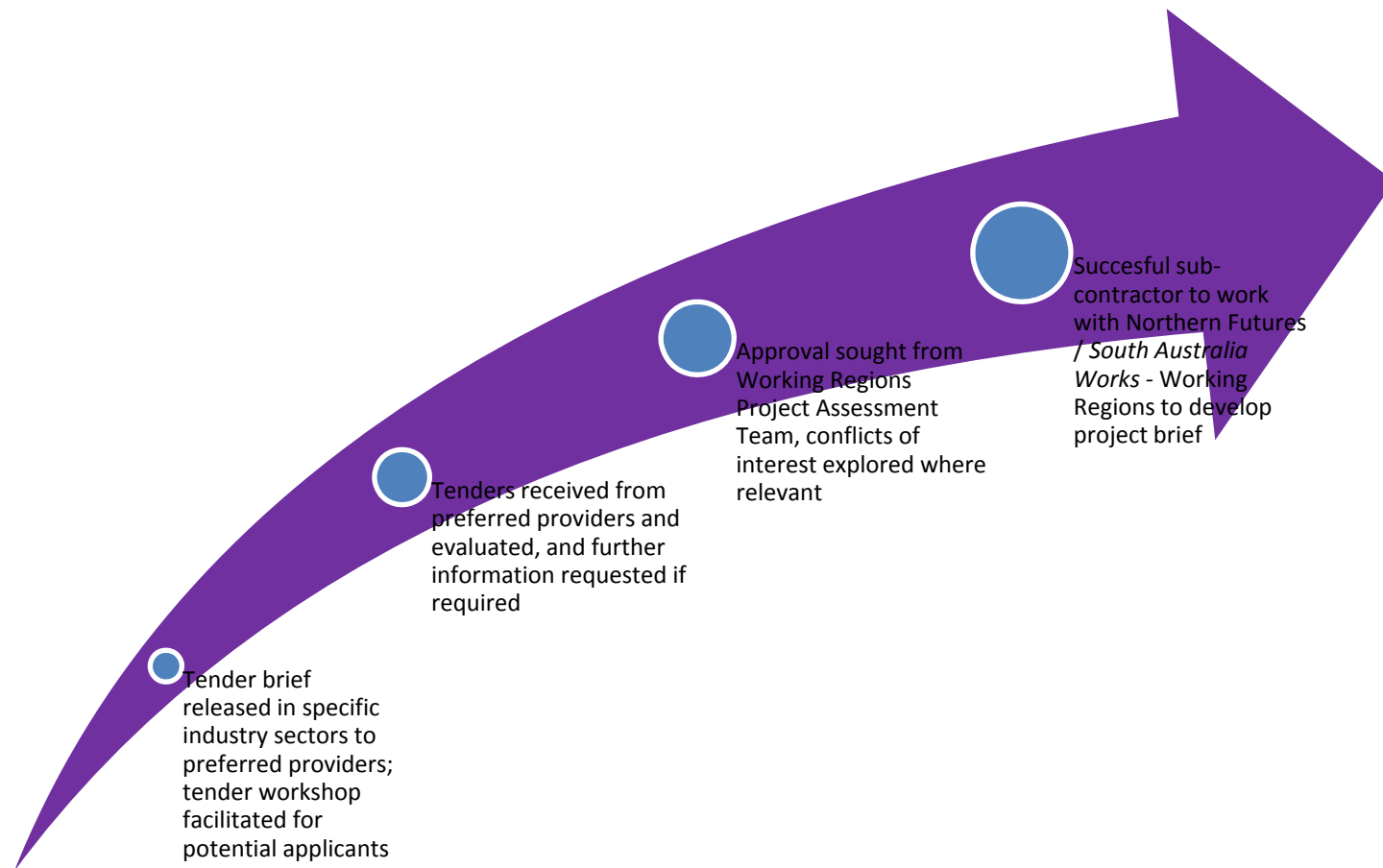
- **You are interested in taking up a brokered (shared) project that has been developed in collaboration with Northern Futures / South Australia Works – Working Regions**

- You have worked with Northern Futures and *South Australia Works – Working Regions* to co-develop a project idea which may include direct employment, employment pathways, transition to employment or a response to an industry need
- You have worked alongside Northern Futures staff in order to decide who the stakeholders are, which registered training organisations (RTO) could be used, costs and outcomes



- **You are a Northern Futures preferred provider**

- You are responding to a Northern Futures call for tender for preferred providers to bid for *South Australia Works* – Working Regions funded projects
- Your organisation has an area of expertise that would put it in a good position to run *South Australia Works* – Working Regions specific projects
- Your details, qualifications and areas of expertise have previously been registered with Northern Futures, and your organisation has been issued with a rating based on certain pre-requisites and previous records of performance



Application Process

To apply for *South Australia Works* – Working Regions funding, organisations are required to complete –

- The **project application form** (attached)
- The proposed **project budget form** (attached)
- A **project risk assessment** (attached)
- A **code of conduct declaration** form (attached)
- An **insurance declaration form** (attached)
- The **application checklist**

Assessment and approval process

The Working Regions Project Assessment Team will lead the assessment and approval of all applications received by Northern Futures for *South Australia Works – Working Regions* funding.

Once received, applications will be circulated amongst members of the Working Regions Project Assessment Team for assessment. Assessment will be based on –

- Value for money
- Professional integrity and standing of the applicant organisation
- Levels of client service described in the application
- Project risk factors and risk management strategies
- Previous project success of applicant organisations
- Innovation and creativity described in the project application

The assessment process by the Working Regions Project Assessment Team ordinarily takes 3 business days. Successful applicants will be notified by e-mail within 5 business days by a representative of Northern Futures.

If the Working Regions Project Assessment Team requires more information in order to make a proper assessment of the application, the applicant will be contacted with a formal request to provide this.

If the application for funding is successful, Northern Futures will forward to the successful applicant –

- A letter of approval
- Conditions of Grant Funding as required by *South Australia Works – Working Regions*
- Reporting documents
- A request for a proposed payment and invoicing structure (inclusive of GST)

Application checklist

1. Has a **project application** been completed that includes a **project description** and project management details? Y N
2. Have you completed and attached the proposed **project budget**? Y N
3. Have you signed and attached the **code of conduct**? Y N
4. Have you attached insurance **certificates of currency**? Y N
5. Have you completed this application **checklist**? Y N