



Project Application Template – Example Application

South Australia Works – Working Regions Program

Training, Employment, Education, Volunteer Participation

Administered by Northern Futures Incorporated



SouthAustraliaWorks
linking people, skills and jobs

Information for applicants

- All project applications will be assessed subject to the availability of funding
- Please ensure that you complete the application checklist at the end of this document
- Please make sure that any attachments are included at the end of the application
- Please do not bind or staple the application
- Please provide details of 2 x referees who are prepared to supply evidence which support your application
- Projects will be assessed on the basis of information provided within this application and against criteria developed within the *South Australia Works* – Working Regions program, and the Northern Adelaide Skills, Workforce and Employment Blueprint
- If you have any questions in relation to the application process or on completing this template, please contact Fiona Good, Northern Futures on 1800 619 933 or fionagood@northernfutures.org.au
- **It is a requirement that all staff within your organisation (including training providers and volunteers you may Sub Contract to assist with delivery of the project) who will have access to participant details complete an Australian Federal police check prior to commencing the project**

Please post 3 copies of signed applications to:

Fiona Good, South Australia Works Program Coordinator

Northern Futures, 1b Gawler Street, Salisbury, SA, 5108

Referee details

Referee One

Name:

Role:

Organisation:

Telephone:

Email:

Relationship to referee:

Referee Two

Name:

Role:

Organisation:

Telephone:

Email:

Relationship to referee:

Applicant / organisation details

Legal name of organisation: Extensive Training

Trading name of organisation: Extensive Training Ity

Organisation type: Private

Street address: PO Box 123, Adelaide 5000

Suburb: Adelaide

Postcode: 5000

Postal address (if different to above): As above

Australian Business Number (ABN): 68 399 090 652

Registered for GST? Y N

Incorporated? Y N

Government agency / entity? Y N

\$20M public liability insurance (please attach certificate of currency to your application) Y N

\$10M professional indemnity insurance (please attach certificate of currency to your application) Y N

Child safe environments training completed for all staff involved in project? Y N

Application for National Police checks completed for all staff involved in project? Y N

Organisation contact details

Contact Name: [Ruddigar Black](#)

Position: [Coordinator](#)

Phone: [08 8362 7985](#)

Mobile: [NA](#)

Fax: [NA](#)

Email: ruddigar.black@et.org.au

Postal address: [PO Box 123, Adelaide 5000](#)

Suburb: [Adelaide](#)

Proposed location for project to take place: [Blackwood](#)

Partnerships

If there are going to be other groups, organisations or people involved in the implementation of your project, please provide their details below:

Organisation / Person	Involvement description	Why are they involved?
	Delivery of literacy and numeracy training program and participant / mentoring support	Previous experience delivering lit and num training and development
TAFE	Auspicing agreement between INFUSE and COPAE to accredit literacy and numeracy	To auspice the training and confer the certificates on participants

Project Overview

Name of this project: [Boys on the Block](#)

Brief description:

The purpose of the Boys on the Block project is to address issues of intergenerational disadvantage in the Northern Adelaide region via the building of participant aspirations and skills through work based projects. The project provides the first step to engaging in further education, training or volunteering.

Please tick the services / supports that are to be provided as part of this project:

- | | | |
|--|---|--|
| <input type="checkbox"/> General training program | <input checked="" type="checkbox"/> Accredited training | <input checked="" type="checkbox"/> Non-accredited training |
| <input checked="" type="checkbox"/> Case management | <input checked="" type="checkbox"/> Personal development | <input checked="" type="checkbox"/> Job search assistance |
| <input type="checkbox"/> Self employment | <input type="checkbox"/> Job creation program | <input type="checkbox"/> Assistance to establish new enterprise |
| <input checked="" type="checkbox"/> Mentoring | <input checked="" type="checkbox"/> Pre vocational training | <input checked="" type="checkbox"/> Attitudinal change / aspirations |
| <input type="checkbox"/> Social infrastructure | <input type="checkbox"/> Research | <input type="checkbox"/> Brokering elements |
| <input checked="" type="checkbox"/> Building local knowledge | <input type="checkbox"/> Industry education | <input type="checkbox"/> Use of productivity places program |
| <input type="checkbox"/> Other (please specify) | | |

What educational, volunteer or other pathways are expected from this project?

Outcome type	No. Male participants	No. Female participants	No. ATSI participants	No. CALD participants	No. with disability
Education and / or training	6	0			
Completion of a qualification	12	0			
Volunteering or other pathway	3	0			

Training component of the project

If this project includes any training, please detail it below. You must include anticipated hours, accredited and non accredited modules, on and off the job training, work experience and case management. Please also list the accredited units of competency that will be delivered, if applicable.

Name of training	Unit of competency (if applicable)	Hours of accredited training	Hours of non-accredited training
Horticulture	AHCARB206A – Undertake stump removal AHCMOM203A – Operate basic machinery and equipment AHCNSY203A – Undertake propagation activities	80	
Certificate I in IVEC	Basic home maintenance Safety signs and information Measurement systems Work related reading and writing Personal skills audit		10

Linkage with the Northern Adelaide Skills, Workforce and Employment Blueprint

Please provide an overview of which areas within the Blueprint your project fits:

- Engagement and aspirations
- Learning and literacies
- Coordination of career development
- Links between industry, education and employment providers
- An accessible evidence base
- Regional governance

Linkages between this project and Pillars One and Two of the Blueprint can be summarized as follows –

Building Aspirations – The Blokes on the Block project seeks to identify the aspirations and career goals of participants and work via a personal action plan to achieve these.

Learning and literacies – The project seeks to enhance literacy and numeracy skills via the delivery of accredited training and work based learning strategies.

Project description

The Boys on the Block project will provide work based projects that seek to enhance literacy and numeracy skills and encourage workforce participation and engagement through intensive case management support, mentoring, counselling and referral to other services. Additionally, a range of accredited and non accredited training options will be offered.

Low levels of literacy and numeracy amongst young men in the region has been shown to be a major source of disadvantage in relation to employment outcomes. This project seeks to address this issue, particularly amongst young men who identify as Aboriginal or someone from a culturally diverse background.

A personal action plan will be developed with participants upon their commencement in the project in order to identify their aspirations and career goals.

Project plan

	Performance Indicators	How will you know that performance indicator has been achieved?	What assumptions or risks are there?
Project Outcome – To enhance the social inclusion and employability of young men in the Northern Adelaide region.			
Project Objective – To implement the Blokes on the Block project with a group of 12 young men in order to enhance their literacy and numeracy skills and general employability.	<ul style="list-style-type: none"> - Project successfully implemented over specified time period - 12 participants engaged - Literacy and numeracy achievements evident 	<ul style="list-style-type: none"> - Documented evidence of all milestones completed - Enrolment forms for all 12 participants - Evidence of L/N achievements for all participants 	<ul style="list-style-type: none"> - 12 participants willing to engage in full project - All participants complete project - All participants demonstrate some level of achievement
Project Activity One – Promote the project	<ul style="list-style-type: none"> - Project promoted to JSAs, Centrelink and network members in the Kilburn Area 	<ul style="list-style-type: none"> - Evidence of communication; flyers, letters, email 	<ul style="list-style-type: none"> - Positive response from local networks - Cooperation from JSA's and Centrelink
Project Activity Two – Recruit participants	<ul style="list-style-type: none"> - Rolling recruitment of 12 project participants - Information session held for participants - Meetings between participants and INFUSE 	<ul style="list-style-type: none"> - Documented evidence of recruitment activity - Documented materials from information session; agenda - Meeting minutes / notes 	<ul style="list-style-type: none"> - Rolling recruitment strategy attracts necessary participants - Information sessions attract sufficient numbers - Meeting with INFUSE are held
Project Activity Three – Training and support for participants	<ul style="list-style-type: none"> - Training conducted with participants at Kilburn Community Centre - Theory and practical training 	<ul style="list-style-type: none"> - Evidence of participant attendance - Training materials / resources 	<ul style="list-style-type: none"> - All participants take part in required training

	<ul style="list-style-type: none"> - provided to participants - Foundation skills training provided to participants - Job search assistance for participants 	<ul style="list-style-type: none"> - Evidence of job search support 	<ul style="list-style-type: none"> - Participants cooperate in job search process
Project Activity Four – Post placement follow up and support	<ul style="list-style-type: none"> - INFUSE to work with providers and participants to ensure that post placement follow up is prepared 	<ul style="list-style-type: none"> - Evidence of post placement follow up system in place 	<ul style="list-style-type: none"> - Providers and participants cooperate in the post placement follow up process
Project Activity Five – Project evaluation and reporting	<ul style="list-style-type: none"> - Final project evaluation conducted 	<ul style="list-style-type: none"> - Evaluation report provided to Northern Futures 	<ul style="list-style-type: none"> - Evaluation report demonstrates objectives have been sufficiently met

*Note – an ‘Activity’ could include promotional activities, recruitment of participants, training and support, work experience, job search activities, placement follow up and any project monitoring and evaluation activities.

Proposed budget

Total funding being sought from Northern Futures / South Australia Works – Working Regions: **\$7,500**

Funding sought from other sources: **\$0**

Sources of other funding: **NA**

Please provide a proposed project budget in the following table.

Item	Description	Quantity	Cash Amount (inc. GST)	In-kind Time, venue, donation etc
<i>Commonwealth (Australian government)</i>				
<i>Local Government</i>			\$2,500	\$4,000
<i>Industry contribution/involvement</i>			\$2,500	\$2,500
<i>Community contribution/involvement</i>				
<i>Subcontractor</i>				
		Total	\$5,000	\$7,500
		Totals (In-kind + cash)	\$20, 000	

Risk Assessment

Please assess the following project risks by providing a rating to the likelihood of this happening; then rate the impact on the project if it did.

Describe the strategy and process your organisation has in place to deliver and manage projects

Major Risks associated with delivery of this project	<i>Risk Assessment Legend</i>		Strategies and Process
	Likelihood of this happening	Impact if it did happen	
	1 - No chance	1 - No impact	
	2 - Not very likely	2 - Minor impact	
	3 - Somewhat likely	3 - Moderate impact	
	4 - Very likely	4 - Significant impact	
	5 - Definite	5 - Major impact	
Not completing SA Works reporting within designated time frames	1	5	As the SA Works Grantee, Northern Futures has significant experience in project reporting
Not completing AVETMISS data entry requirements within designated timeframes	1	4	Northern Futures has had significant experience in the reporting process and is confident that there will be no delays

Over or under expenditure of funds and completing audit in a timely manner	1	5	A program plan is in place that included milestone and payment dates. This will ensure that all funds are expended and auditing is completed in a timely manner.
Not meeting Legislation & Compliance requirements	1	5	Sub-contracting organisations (TAFE) are cognisant of and meet all relevant legislative and regulatory requirements
Staff Turnover	2	3	In the event of staff turnover strategies will be put in place to ensure continuation of the program with minimal disruption
Inability to establish linkages with industry	2	3	the project Steering Committee have pre-established links with Holden through the previous pre-employment program
Sourcing Participants	2	4	A detailed communication strategy will be implemented to ensure that participants are recruited in a timely fashion.

Declarations

As the authorized delegate of _____, I declare that:

- I have read and understood the project application guidelines;
- The information given on this application form is complete and correct, and that the organisation I represent endorses this project;
- I agree that the information provided here about the proposed project may be reproduced in *South Australia Works* promotional and media material;
- I agree that individuals or organisations mentioned in this application may be contacted as part of the application assessment process;
- I understand that my application may be provided to other SA Government funding programs as relevant and appropriate.

Authorized by: (primary applicant / organisation)

Name:

Position:

Signature of delegate

Date:

Authorized by: (partner applicant / organisation)

Name:

Position:

Signature of delegate

Date:

Project application checklist

Have you:

Completed **all sections** of the application? Y N

Identified and described **sources of any additional funding**? Y N

Demonstrated **compliance with insurance requirements** and attached certificates of currency? Y N

Completed a proposed **project plan**? Y N

Completed a proposed **project budget**? Y N

Included **3 x copies** of your application complete with signatures? Y N