

Request for Funding - The Agency Adjustment Fund

Before you begin

Please note, that this form is completed if your organisation is applying for the **Adjustment Grants** or the **Specialist Business Advisors** funding.

Please note that the Department of Education, Employment and Workplace Relations (DEEWR), in considering your application for funding under the Agency Adjustment Fund, may make contact with other Australian Government Departments. This may occur where you receive funding from other Australian Government Departments and you believe the delivery of these services is at risk due to the loss of employment services contracts with DEEWR.

The purpose of this contact is to confirm funding arrangements. The Australian Government is committed to ensuring that not-for-profit, small organisations that have valuable niche expertise remain viable.

As the Agency Adjustment Fund is a discretionary grant, DEEWR is required to publish the names of successful applicants.

Please fill out this form as fully as possible. The information requested here is necessary to assess your proposal. Missing or unclear information may make you ineligible for funding or delay the assessment of your proposal while we seek clarification.

Proposals not submitted in this format may not be considered. Proposals not consistent with the Guidelines may be rejected.

Electronic copies are preferred, accompanied by one complete hard copy with a signed Legal Authorisation Form.

Completed proposals must be forwarded by: 4.30 pm (Eastern Standard Time) Friday 1 May 2009 to:

Electronic copies are preferred and can be submitted to: agencyadjustmentfund@deewr.gov.au

Hard copies are also required and can be sent to:

The Manager
Agency Adjustment Fund
Employment Reform Taskforce
DEEWR
PO Box 9879
Canberra, ACT, 2601

Legal Authorisation
<full name="" of="" proponer<="" th=""></full>
as <position td="" title<=""></position>
of <pre><organisation &="" addres<="" full="" pre=""></organisation></pre>
confirm that: o I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
 The information provided in this form and all appended documents is complete and correct I understand that giving false or misleading information is a serious offence.
 The Department of Education, Employment and Workplace Relations (DEEWR) is authorise to undertake the necessary steps to assess the Request for Funding from my organisation is checking the information provided in this proposal, or by obtaining additional information from: DEEWR databases and records, including information related to my organisation's delivery of employment services; Other Commonwealth agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission; Other Australian Government Departments that provide your organisation with funding; State or Territory agencies; Law enforcement agencies; Credit reference agencies; Courts or Tribunals; Any other appropriate organisation or person as reasonably required as part of these checks.
 To the best of my knowledge, there is no conflict of interest that would prevent my organisation from proceeding with this project.

Signed:

Date:

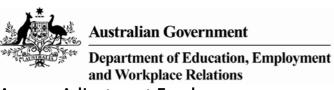


PART A

1.	Legal name of proposing organisation		
2.	Registered business or trading name if other than your legal name		
3.	If you have more than one trading name, list ALL other trading names		
4.	Registered business address details Business address or Company's registered business address (not PO Box)		
No &	Street Name:		
Subu	ırb/Town:		
State	2:		
Post	code:		
5.	Postal address - Only if different from registered business address		
No a	nd Street Name:		
Subu	ırb/Town:		
State	State:		
Post	Postcode:		
6.	Organisation contact numbers		
Telep	ohone Number:		
Fax Number:			
Mob	Mobile:		
Emai	il:		
7.	Organisation status		
Is yo	Is your Organisation:		
For-F	Profit □ Not-for-Profit □		



9. Is your organisation registered with an Australian Company Number (ACN), an Australian Business Number (ABN), Australian Registered Business Number (ARBN), or Dun and Bradstreet Number (DUNS)?		
No □ Yes □please provide details:		
ACN		
ABN		
ARBN		
DUNS		
10. Primary Contact details – The primary contact should be the CEO or equivalent, who would be available and have the authority to answer any queries DEEWR may have about this proposal. Any correspondence will be sent to the first contact listed here.		
Title: First Name:		
Surname:		
Position:		
Telephone Number:		
Mobile:		
Fax Number:		
Email:		
11. Secondary Contact details – The secondary contact should be someone delegated by the CEO who would be available in the CEO's absence, who has the authority to answer any queries DEEWR may have about this proposal. Any correspondence will be sent to the first contact listed here.		
<u>Title:</u> First Name:		
Surname:		
Position:		
Telephone Number:		
Mobile:		
Fax Number:		
Email:		



12. Banking details for payments			
BSB Number:			
Account Number:			
Account Name:			
Bank Name:			
Bank Branch:			
13. Indicate which element of the Agency Adjustment Fund you are applying for:			
Adjustment Grants (includes Special Business Advisors) Special Business Advisors only			
14. If you are applying for the Adjustment Grants, please outline how much funding is sought.			
<u>2008-09:</u>			
<u>2009-10:</u>			
15. Did your organisation submit a tender, for the Job Services Australia Contract 2009-12?			
Yes □ No □			
If yes, how did your organisation tender:			
☐ In its own right☐ As a sub-contractor☐ As a member of a consortium			
Note: your response could check one box or each box			



16.	Did your organisation tender to be a specialist provider?
Yes	□ No □
	s, what specialisation did you nominate: Youth Indigenous Cultural and Linguistically Diverse or Refugee Disability Other, please specify:

PART B

1.	-	of Employment Services – Please indicate which employment services your organisation
	-	delivers from the list below.
		Job Network
		Work for the Dole (as a Community Work Coordinator);
		Personal Support Programme;
		Job Placement, Employment and Training Programme;
		Green Corps.
Note	: your res	ponse could check one box or each box
2.	For each employment service identified in Question 1, please outline whether your organisation delivers this service in its own right, or whether it delivers the service as a member of a consortium or as a sub-contractor.	
3.		utline the level of business, including caseload or market share size and average revenue for each of the employment services nominated in Question 1.
4.	-	f the Result of Job Services Australia Tender – Please describe how you anticipate your tion will be impacted by the results of the Job Services Australia tender.
	•	esponse please describe the range of other community services your organisation
	•	delivers, including the funding amount, funding source (including if due to cease) and the of clients assisted on average per month.
	number o	delivers, including the funding amount, funding source (including if due to cease) and the
	number o	delivers, including the funding amount, funding source (including if due to cease) and the of clients assisted on average per month. escribe the impact on your organisation's ability to continue to deliver these services once
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5.	Outline your organisation's proven track record of delivering high quality employment services – Provide evidence of the organisation's record in delivering employment or community-based services.
6.	Please outline how you propose to deliver your existing community services into the future, and/or identify which types of community services you anticipate to deliver in the future, if successful in applying for this funding.