



Shared Industry Assistance Projects

Guidelines for Applicants

May 2010

Part A – Overview and Administration

1 Goals and Overview of Shared Industry Assistance Projects

- 1.1 Employer and industry organisations have indicated that an information and education program on the transition to modern awards that cover a large number of employers would provide tangible outcomes in relation to the understanding of, and compliance to, modern awards that commenced on 1 January 2010.
- 1.2 The Office of the Fair Work Ombudsman (FWO) considers that for an information and education program on modern awards to reach as many employers as possible, the program would be best delivered by organisations that have strong links to their industries.
- 1.3 Shared Industry Assistance Projects (SIAP) has been established to assist organisations to provide guidance materials and associated assistance to both members and non-members on the transition to the modern award/s which relate to their business.
- 1.4 SIAP will build upon previous information and education campaigns conducted by the Government in relation to the Implementation of the National Workplace Relations System for the Private Sector.
- 1.5 SIAP will assist employers to successfully transition to the modern award/s applicable to their business.

2 Objectives

- 2.1 The objective of SIAP is to provide grants to employer/industry organisations (Organisations) to enable the development of guidance materials for employers on modern awards relating to specific industries. The industries and modern awards identified as requiring assistance are listed at Section 2.6. These industries have been identified using the FWO's understanding of the needs of the industries covered by each modern award and quantitative information available to the FWO.
- 2.2 Organisations will be required to prepare and deliver materials which, once approved by the FWO, will be distributed by the FWO through its Fair Work Online website (www.fairwork.gov.au). The FWO will establish industry specific pages on Fair Work Online to facilitate this. Organisations will deliver materials via mail and direct member and non-member contact.
- 2.3 The material will be branded as jointly developed by the Organisation and the FWO.
- 2.4 Seminars may be delivered as part of SIAP. Any seminars will be jointly delivered by the Organisation and the FWO. Any Organisation costs associated with seminars will be funded as part of the program. The costs relating to seminars will be capped at \$4,000(excluding GST) per grant.
- 2.5 It is anticipated that approximately 26 modern awards and their related industries will be the focus of SIAP, with the program targeting the transition to modern awards.

2.6 The key industries identified by the FWO (in order of priority) as requiring assistance are:

- Retail (including Fast Food)
- Accommodation (including Cafes, Restaurants and Clubs)
- Construction
- Other Services (significantly Hairdressing and Beauty Services)
- Manufacturing
- Health Care and Social Assistance
- Transport, Postal and Warehousing
- Administrative and Support Services (significantly Clerical)
- Professional, Scientific and Technical Services
- Public Administration and Safety
- Agriculture, Forestry and Fishing

The key modern awards identified by the FWO, as related to the above industries are:

INDUSTRY	AWARD
Retail (including Fast Food)	<ul style="list-style-type: none"> • General Retail Industry Award 2010 • Pharmacy Industry Award 2010 • Vehicle Manufacturing, Repair, Services and Retail Award 2010
Accommodation (including Cafes, Restaurants and Clubs)	<ul style="list-style-type: none"> • Fast Food Industry Award 2010 • Hospitality Industry (General) Award 2010 • Registered and Licensed Clubs Award 2010
Construction	<ul style="list-style-type: none"> • Building and Construction General On-site Award 2010 • Electrical, Electronic and Communications Contracting Award 2010 • Joinery and Building Trades Award 2010
Other Services (primarily Hairdressing and Beauty Services)	<ul style="list-style-type: none"> • Hair and Beauty Industry Award 2010 • Miscellaneous Award 2010
Manufacturing	<ul style="list-style-type: none"> • Food, Beverage and Tobacco Manufacturing Award 2010 • Graphic Arts, Printing and Publishing Award 2010 • Manufacturing and Associated Industries and Occupations Award 2010 • Meat Industry Award 2010
Health Care and Social Assistance	<ul style="list-style-type: none"> • Aged Care Award 2010 • Health Professionals and Support Services Award 2010
Transport, Postal and Warehousing	<ul style="list-style-type: none"> • Road Transport (Long Distance Operations) Award 2010 • Road Transport and Distribution Award 2010 • Storage Services and Wholesale Award

	2010
Administrative and Support Services (primarily Clerical)	<ul style="list-style-type: none"> • Cleaning Services Award 2010 • Clerks—Private Sector Award 2010
Professional, Scientific and Technical Services	<ul style="list-style-type: none"> • Professional Employees Award 2010
Public Administration and Safety	<ul style="list-style-type: none"> • Security Services Industry Award 2010
Agriculture, Forestry and Fishing	<ul style="list-style-type: none"> • Horticulture Award 2010 • Pastoral Award 2010

3 Funding availability

- 3.1 The FWO is responsible for the delivery of SIAP in line with the Objectives outlined in Section 2 above.
- 3.2 The FWO is committed to ensuring that employers are provided with assistance in understanding the implementation of modern awards. Grants will be provided to Organisations selected on their capacity to have maximum penetration in their identified industry sector or region.
- 3.3 Successful Organisations will enter into funding agreements with the FWO for the provision of a grant to provide guidance materials and assistance, which may include seminars, that are tailored to the needs of the Organisation's target audiences.
- 3.4 The amount of each grant provided to Organisations will be within the region of \$104,000 (excluding GST). A total of \$2.7 million is available for allocation.
- 3.5 An indicative allocation of the grant funding is:
- \$60,000 for the engagement of a consultant/contractor or redirection of skilled staff to prepare material and act as the Organisation's Fair Work Liaison Advisor for the life of the grant (until 31 December 2010).
 - \$10,000 for the design of materials for publication on the internet.
 - \$10,000 for modifications to design of the Organisation's internet to give prominence to the specific modern award material.
 - \$20,000 for design, printing and postage of material for employers in the industry.
 - \$4,000 (maximum) for seminars to assist employers' understanding of the material.

Note: all above figures are exclusive of GST.

- 3.6 A grant will only be provided to Organisations who agree to the terms of the final funding agreement.
- 3.7 Applicants should seek independent advice on the taxation treatment of the grants.
- 3.8 Submitting an application does not in any way indicate or guarantee that a grant will be provided.

- 3.9 In accordance with the Commonwealth Grant Guidelines the names of the successful Organisations for SIAP will be published on the FWO website within seven days from when the grant takes effect. This information will remain on the FWO’s website for a minimum of two years.
- 3.10 The funding agreement between the FWO and the Organisation will commence on execution of the agreement and will conclude upon the acceptance by the FWO of the final report and evaluation provided by the Organisation. The timing of the provision of deliverables and reports will be agreed upon by the FWO and the Organisation when entering into the funding agreement, however the grant allocation and indicative reporting periods are outlined in the table below:

Milestone	Deliverable	Funding Levels
Finalisation of funding agreement (by 30 June 2010)	Not applicable	\$35,000 (excluding GST)
Two (2) months after execution of the funding agreement (27 August 2010)	Progress Report	\$0
Four (4) months after execution of the funding agreement (29 October 2010)	Progress Report	\$46,000 (excluding GST)
Six (6) months after execution of the funding agreement (31 December 2010)	Final Report and evaluation	\$23,000 (excluding GST)

- 3.11 Grants may be withdrawn if any of the matters outlined in these Guidelines or in the funding agreement are breached before or during the term of the funding agreement.
- 3.12 The FWO will provide a support team to assist Organisations deliver SIAP. This team will provide ongoing support to assist Organisations:
- Develop relevant modern award material;
 - Provide technical modern award interpretation advice;
 - Facilitate FWO approval of material;
 - Place Organisation’s materials on the Fair Work internet site (www.fairwork.gov.au) ;
 - Co-deliver seminars with Organisations.

4 Delivery model and time frame

- 4.1 Organisations will be required to develop and provide material and information services to employers as outlined in the funding agreement. The funding agreement will conclude in line with the timeframes indicated within Section 3.10 of these Guidelines.
- 4.2 Organisations are able to determine the delivery model of SIAP to their targeted audience and submit a proposal to the FWO. If the proposal is successful, the FWO will prepare a funding agreement based upon the proposal.

- 4.3 Material for the delivery of SIAP will be developed by the Organisation in conjunction with the FWO. The FWO will approve this material prior to its distribution. The aim of the FWO approving the material is to assist Organisations deliver information that accurately reflects the modern award's impact upon their target industry and how it operates with the Fair Work Act.
- 4.4 The program material can only be altered with the written permission of the FWO once it has been approved.
- 4.5 The material provided by Organisations must be delivered free of charge to both members and non members.
- 4.6 Organisations are not excluded from delivering or presenting additional education and information services outside the scope of the program, such as providing information as part of the Department of Education, Employment and Workplace Relations' Fair Work Education and Information Program (FWEIP). However, funding provided under SIAP must not be used for other programs.
- 4.7 The FWO must not be attached to, or in any way linked, to the delivery of any non-SIAP services.

Part B – Application Requirements

5 Information required

5.1 Applications for a grant will be evaluated on their value for money for the Commonwealth. Additional to this all applications must address the SIAP selection criteria and be submitted on the forms contained in Schedule One.

5.2 The SIAP selection criteria are:

1. Demonstrated knowledge of the selected industry and the relevant awards that relate to that industry.
2. Ability to develop and deliver materials to a wide range of employers within your selected industry, including both members and non-members.
3. Demonstrated knowledge of selected modern award/s and ability to produce relevant and effective materials to assist employers including through liaison and cooperative approaches with employee associations.
4. Demonstrated ability to successfully develop and manage program/s to advise and assist employers, including small business, on specific government legislation/policies.
5. Demonstrated ability to meet the needs identified in the Organisation SIAP grant proposal (refer 5.3 below).

5.3 Organisation SIAP Grant Proposal

The Organisation SIAP grant proposal must set out how the applicant intends to deliver services to meet the Objectives of the program (Section 2) and Delivery Model (Section 4). The Organisation's SIAP grant proposal must, as a minimum, address the following issues, and may address any other issues the applicant thinks relevant:

- Applicants need to provide information on the types of material they will develop that will assist them to deliver information and education services about specific modern awards to their target audience. This material may address, but is not limited to, the following modern award subject areas;
 - ◆ Industry specific clauses.
 - ◆ Classification translations – using the classification translation principles developed by FWO. Translations to cover all Transitional Instruments (TIs) that connect to the relevant modern award.
 - ◆ Using FWO tools, develop guides for all related TIs' phased base rate calculations.
 - ◆ Identify TIs with highest coverage, the common penalty periods for those TIs, and develop base rates and penalty rates to reflect the phasing arrangement for the TIs and modern awards for those periods.
 - ◆ Wages and penalty clauses.
 - ◆ Transitional arrangements and pay scales.
 - ◆ In addition to the above products, Organisations may consider face-to-face delivery of targeted information.
- Details of the distribution method/s of these materials to be delivered, over the duration of the funding agreement.
- A timeline for the delivery of materials indicating milestones to be achieved in line with Sections 3 and 4 of these Guidelines.

- Nominate who will act as a 'Fair Work Liaison Adviser' for the term of the grant period to respond to queries from employers within the relevant industry about the materials prepared by the Organisation.

5.3.1 Risk Management Plan

All SIAP applications require a risk management plan. The risk management plan should set out potential risks in the delivery of the program as proposed in the applicant's SIAP Development Plan and how these are to be managed to ensure continuity of the program.

5.4 Reporting and Evaluation

All SIAP grants will be subject to ongoing progress reports with a final evaluation review at the completion of the SIAP.

The reporting dates for these reports and deliverables expected at these milestone reviews are:

Milestone	Deliverable
On finalisation of funding agreement (by 30 June 2010)	<ul style="list-style-type: none"> • Signing of funding agreement. • Name and contact details of Fair Work Industry Liaison Adviser.
First Performance Report - Two (2) months after execution of the funding agreement (27 August 2010)	Delivery of the SIAP implementation plan specifying; <ul style="list-style-type: none"> • Planned seminars. • Planned materials and content/ topic to be delivered to FWO for review including substantiating evidence on supporting the choice of content/ topic. • Planned materials including web based material to be delivered to the public. • Identification of target audience. • Marketing strategy. • Feedback mechanisms to seek feedback on program materials.
Second Performance Report – Four (4) months after execution of the funding agreement (29 October 2010)	<ul style="list-style-type: none"> • Final material developed and presented to FWO for approval and publishing on FWO website. • Distribution list for materials researched and finalised (especially non-members). • Website redesign/ development is occurring. • Seminar materials and venues finalised. • Initial quotes for production and distribution materials received. • Feedback mechanisms developed

	<p>and finalised.</p> <ul style="list-style-type: none"> • Promotion of the role of Fair Work Liaison Adviser.
Final Performance Report and Project Evaluation – Six (6) months after execution of the funding agreement (31 December 2010)	<ul style="list-style-type: none"> • Materials delivered. • Seminars completed. • Feedback on materials received. • Ongoing access to materials via Organisation and Fair Work Online website.

5.4.1 Draft Funding Agreement

Applicants are required to specify whether they can comply with the terms of the draft funding agreement (refer Schedule One). Where an applicant does not comply or only partially complies with a section of the draft funding agreement, the extent of non-compliance should be stated in full and applicants should provide specific reasons for the partial or non-compliance.

5.4.2 Financial Viability Questionnaire

Applicants are required to complete and return with their applications a Financial Viability Questionnaire (refer Schedule One). The purpose of this questionnaire is to obtain information in order to assess, in the opinion of the FWO, your organisation’s credentials and financial viability to meet the program’s obligations.

Applicants should note that FWO, its contractors and agents are bound by the provisions of the Privacy Act 1988, which prevents personal information about individuals from being used or disclosed without their knowledge or consent.

5.4.3 Exclusions

Applicants must confirm in writing their acceptance of the following conditions for participation in the program:

Applicants cannot:

- propose to charge employers for the material provided under the program;
- propose to require that employers become members of their organisation prior to receiving program material;
- propose to provide program material exclusively to their members at the exclusion of non-members; and/or
- be bankrupt or otherwise subject to insolvency proceedings.

6 **Insurance**

6.1 The successful applicants will need to maintain:

- Workers’ compensation insurance for an amount required by the relevant State or Territory legislation; and
- Public liability insurance for \$10,000,000 (ten million dollars) or more per claim; and
- Professional indemnity insurance for \$5,000,000 (five million dollars) or more per claim.

Part C – Evaluation

7 Evaluation of applications

- 7.1 The objective of the evaluation process is to identify the applications which best meet the Selection Criteria Objectives at Section 5 of these Guidelines. A three (3) person panel of FWO staff (the Panel) will assess applications and provide recommendations to the Decision Maker.
- 7.2 Applications will be assessed by each panel member against the Selection Criteria outlined in Section 5.2. The FWO's decision on the parameters and methodology for evaluation will be final.
- 7.3 At its discretion, the Panel may seek clarification and further details from applicants on their application, which may include a request that a short presentation be delivered.

8 Evaluation Criteria

- 8.1 Responses will be evaluated by the Panel against the Selection Criteria detailed in Section 5.2 above. The Panel will use the SIAP Grant Application Assessment Form (refer Schedule 3) to assess each application.
- 8.2 The response to each selection criteria should be no more than 300 words for criteria 1-4 and 500 words for criteria 5.
- 8.3 The weightings to be applied for each selection criteria are:

Criteria 1.	15%
Criteria 2.	15%
Criteria 3.	15%
Criteria 4.	15%
Criteria 5.	40%
- 8.3.1 The applicant's overall score will be calculated by adding the scores for each criteria to establish an overall score. An example of a completed SIAP Grant Application Assessment Form is attached (refer Schedule 3).

9 Role of the Decision Maker

- 9.1 For the purposes of this program, the Decision Maker is Nicholas Wilson, the Fair Work Ombudsman.
- 9.2 The Decision Maker has absolute discretion to decide all matters relating to applications including eligibility and the amount of any grant provided to successful applicants.
- 9.3 The Decision Maker may seek additional information from applicants but is not under any obligation to do so.
- 9.4 The Decision Maker's decision is final. If an applicant has concerns with the way its application was assessed, the applicant should contact the FWO's SIAP Team (Section 13 refers) within 30 days of receiving notification of the decision.

10 Feedback process

10.1 Upon request, the FWO will provide each applicant with feedback upon their application. The applicant should contact the FWO's SIAP Team to facilitate the provision of feedback.

11 Complaints Process

11.1 If an applicant is dissatisfied with the way in which their application was handled, they may wish to raise their concerns with the Commonwealth Ombudsman.

11.2 Before applicants approach the Commonwealth Ombudsman, they are encouraged to resolve their concerns by notifying the Contact Officer at Section 13.

11.3 The Commonwealth Ombudsman will usually not investigate a complaint unless the matter has first been raised with the agency and the agency has been provided with a reasonable opportunity to respond.

The Commonwealth Ombudsman can be contacted on:

Phone: 1300 362 072
Post: GPO Box 442
CANBERRA ACT 2601
Email: ombudsman@ombudsman.gov.au
Internet: www.ombudsman.gov.au

Part D – Submission and Contacts

12 Submission of applications

12.1 Applications may be submitted via post or email.

Applications submitted by post must be posted by registered mail and date stamped as being received by 15 June 2010. The original and three copies of the application must be included and marked Commercial in Confidence.

Applicants submitting electronically must also post a signed printed copy to the address below. If you are submitting by email, please email application attachments where possible. Applications will not be accepted by email without receipt of a signed printed copy.

12.2 Applications must be sent to:

<p>Post: SIAP Team GPO Box 9887 Melbourne VIC 3001</p>
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<p>Email: siapteam@fwo.gov.au</p>

12.3 FWO accepts no responsibility for applications not received by the deadline or addressed to the wrong location.

13 Contact Officer

13.1 Any queries or concerns in relation to the program should be directed to the FWO's SIAP Team:

- Phone: (03) 9671 2105 – Stephen Broadfoot
- Phone: (03) 9671 2028 – Kate Latanis
- Email: siapteam@fwo.gov.au

Part E – Question and answers

Can I apply for more than one grant?

Yes. However each grant requires a separate application to be completed in full.

When does the Shared Industry Assistance Projects commence?

Applications close on 15 June 2010.

Contracts with successful applicants will be finalised by 30 June 2010.

By what date are the outcomes of the Shared Industry Assistance Projects to be completed?

31 December 2010.

What is the maximum grant I can apply for?

Grants will be capped at \$104,000 (excluding GST).

Can I hold seminars as part of the program?

Yes. Seminars may be held as part of SIAP. Up to \$4,000 (excluding GST) of the SIAP grant may be used for seminars.

I have received a grant under the Fair Work Education and Information Program (FWEIP) or other Government grants, am I eligible to apply for a grant under the Shared Industry Assistance Projects?

Yes, however the materials and events organised for SIAP must be separate and distinct from FWEIP or other activities.

What if I have questions about my application?

All questions are to be directed to the contact officers in section 13. In accordance with natural justice principles, the answers to any questions that would be advantageous to applicants will be provided to all invitees in writing.

Will late submissions be accepted?

The FWO may reject any application lodged after the closing date. If an application is late, the FWO may determine that there were exceptional circumstances beyond the applicant's control that meant the deadline could **not** be met. The applicant will need to supply documentary evidence to support any exceptional circumstances. The FWO has no obligation to accept a late application. Any decision by the FWO to accept or **not** accept a late application will be final.

Will FWO assist successful applicants in drafting program materials?

The Organisation will be responsible for drafting program materials. However the FWO will assist the Organisation by providing information and advice in relation to specific modern award questions. The FWO will review and approve final drafts prior to publication.

The FWO will jointly deliver any planned seminars.

Will FWO include any jointly branded materials on their website?

Yes. These will be made publicly available on the Fair Work Online (www.fairwork.gov.au) website.

SCHEDULE 1 SIAP APPLICATION RESPONSE FORMS

Applicants should ensure that their application includes, as a minimum, each of the Application Response Forms attached to this Schedule 1.

Attachment 1: Shared Industry Assistance Projects (SIAP) Application Form

Before you start, please read the Shared Industry Assistance Projects (SIAP) Guidelines for Applicants. Applicants should provide full responses for all questions to clearly identify the entity responding to the request for application.

If your response does not fit in the space provided, please attach your response separately.

This form is available electronically. If you would like a copy, please email your request to: SIAPTeam@fwo.gov.au

1. What is the Legal name of the Applicant?

To find your legal and/or trading name, you can search the register of names on the www.business.gov.au website using your ABN.

2. What is the Trading name/s of the Applicant?

To find your legal and/or trading name, you can search the register of names on the www.business.gov.au website using your legal name.

3. What is the ABN or ACN of the business?

4. Are you registered for Goods and Services Tax (GST)?

 Yes No

5. How do you operate your business?

 company partnership
 sole trader
 other, please specify

6. What is the street address of your business?
(Number and street)

Suburb State Postcode

7. What is the address for correspondence to your business?

Suburb State Postcode

8. PRIMARY CONTACT DETAILS

Title

 Mr Mrs Ms Miss Other

Family name

First name

Position title

Daytime contact number (include area code)

Mobile number

Email address

9. ALTERNATE CONTACT DETAILS

Title

 Mr Mrs Ms Miss Other

Family name

First name

Position title

Daytime contact number (include area code)

Mobile number

Email address

10. Name of modern award that will be the focus of the application?

11. Please describe the Applicant's organisational structure, for example national head office with state offices?

12. Please outline the aims and objectives of the organisation?

13. Details of any parent and/or subsidiary companies, and other associated entities?

14. Please include a full explanation of any part of the Services which the Applicant intends to subcontract to another entity, including the entity to which it intends to subcontract, the services the subcontractor would perform, any existing of part relationship between the Applicant and the subcontractor and any particular expertise or experience of the subcontractor?

Attachment 2: Applicant's Deed

DEED POLL

Date:

By:

Context

Request for Application in relation to the Shared Industry Assistance Program.

Interpretation

In this Deed, terms not otherwise defined have the meaning ascribed to them in the Draft Funding Agreement- see Schedule 2 of the Shared Industry Assistance Projects Guidelines for Applicants (referred to in this Deed as 'Guidelines for Applicants').

Compliance with Guidelines for Applicants

The Applicant represents that it has read and understood, and that its Application is submitted in accordance with, the Guidelines for Applicants.

The Applicant undertakes that it will continue to participate in the application process in accordance with the Guidelines for Applicants and on the basis of its Application.

Offer

The Application constitutes an offer (Offer) to provide the Services on the terms and conditions set out in the Draft Funding Agreement, subject to any exceptions noted in the Statement of Compliance with the Draft Funding Agreement submitted as part of the Application, and accordingly is capable of immediate acceptance by the Commonwealth so as to form a binding agreement.

The Offer remains open for acceptance by the Commonwealth for the Offer Period. The Applicant undertakes not to withdraw, vary or otherwise compromise the Offer during the Offer Period.

If directed by the Commonwealth, the Applicant will execute a Funding Agreement in the form set out in Schedule 2, subject to any amendments noted in the Applicant's Statement of Compliance with the Draft Funding Agreement, without entering into further negotiation.

To the extent that the Application does not include complete information relating to matters required for the completion of the Funding Agreement, the Commonwealth may complete the contract at its reasonable discretion, and the Applicant shall execute the resultant agreement.

Confidentiality

The Applicant will not, and will ensure that its employees, agents or subcontractors do not, either directly or indirectly record, divulge or communicate to any person any confidential information concerning the affairs of the Office of Fair Work Ombudsman, the Commonwealth or a third party acquired or obtained in the course of preparing an Application, or any documents, data or information provided by the Commonwealth and which the Commonwealth indicates to Applicants is confidential or which Applicants know or ought reasonably to know is confidential.

Ethical Dealing

The Applicant represents that its Application has been compiled without the improper assistance of any current or former the Commonwealth officer, employee, contractor or agent and without the use of information obtained unlawfully or in breach of an obligation of confidentiality to the Commonwealth.

The Applicant represents that it has not:

- a) engaged in misleading or deceptive conduct in relation to its Application or the Request for Application process;

Attachment 3: Financial Viability Questionnaire

Applicants should complete the following questionnaire and provide sufficient information to enable the FWO to determine the financial viability of the Applicant. Applicants should provide explanations of areas not addressed or items not provided.

Financial Information

	Attached
Audited financial statements including a copy of the auditor's statement	Yes/No
Annual report	Yes/No
Copy of certificate of currency for public liability insurance	Yes/No
Copy of certificate of currency for workers compensation insurance	Yes/No
Copy of certificate of currency for professional indemnity insurance	Yes/No
Details of any petitions, claims, actions, judgements, or decisions, etc. Which is likely to adversely affect your performance of the contract.	Yes/No

The operating entity is:
(Please strikethrough non-applicable types.)

Sole Trader
 Partnership
 Association
 Company
 Trust
 Government.

The operating entity has been in business for:
(Please strikethrough non-applicable periods.)

Less than 12 months
 1–2 years
 2–4 years
 4–6 years
 6–8 years
 longer than 8 years.

Financial statement summary – A\$

Item	Year to date	Previous financial year	Next to previous financial year
Operating income			
Interest paid			
Net operating income			
Dividends / distributions / drawings paid			
Cash at bank			
Total current / financial assets			
Total assets			
Level of debt			
Total current liabilities			
Total liabilities			
Total equity			

Attachment 4: Statement of Compliance with Draft Funding Agreement

Applicants submit their Applications on the basis that they comply with all requirements of the Request for Application. In the case of the Draft Funding Agreement, Applicants’ compliance is subject to any exceptions noted in their response to this Schedule.

Applicants should indicate compliance with each provision of the Draft Funding Agreement including all schedules and attachments, taking into account any amendments to those provisions that may have been issued by the FWO during the Request for Application process. Applicants should note that the extent of non-compliance will be a factor in the evaluation process. The compliance statement will form the basis for any contract negotiations that may occur with an Applicant.

In respect of the compliance statement, Applicants should indicate their level of compliance with each provision using one of the terms “complies”, “does not comply”, “partially complies” and “not applicable”. These terms have the following meanings:

- complies** means that the Applicant will comply without amendment
- does not comply** means that the Applicant will not comply without amendment
- partially complies** means that the Applicant will comply partially and that some amendment is required
- not applicable** means that the provision does not apply to the Applicant or is to be completed (e.g. the schedule item dealing with fees).

The Applicant will be taken to be and assessed as compliant with any provision, schedule or attachment which it does not list in the compliance statement. Applicants may group provisions where the response is the same for each of those provisions. For example ‘Paragraphs 3.1 to 3.15 – Does Not Comply’, or ‘Schedule 1 - Complies’.

Where an Applicant does not comply or only partially complies with a provision, the extent of non-compliance should be stated in full in the compliance statement. In this case, the Applicant should then provide:

- specific reasons for the partial or non-compliance; and
- specific language of any proposed amendments, including any deletions or additional provisions.

Applicants should also include in their compliance statement any request that information be treated as confidential following the award of a grant to it.

The following format should be used in completing the compliance statement:

Compliance with Draft Funding Agreement

Paragraph/schedule/attachment	Nature of compliance	Proposed wording of any amendment to the provision

Request to keep Information Confidential

(a) Information contained in application:

Item	Period of Confidentiality	Reason why it is necessary to keep information confidential

(b) Information obtained or generated in performing contract:

Item	Period of Confidentiality	Reason why it is necessary to keep information confidential

Attachment 5: Statement of claims for selection criteria one

Demonstrated knowledge of the selected industry and the relevant awards that relate to that industry
note – max 300 words.

Attachment 6: Statement of claims for selection criteria two

Ability to develop and deliver materials to a wide range of employers within your selected industry, including both members and non-members

note – max 300 words.

Attachment 7: Statement of claims for selection criteria three

Demonstrated knowledge of selected modern award/s and ability to produce relevant and effective materials to assist employers including through liaison and cooperative approaches with employee associations

note – max 300 words.

Attachment 8: Statement of claims for selection criteria four

Demonstrated ability to successfully develop and manage program/s to advise and assist employers, including small business, on specific government legislation/policies

note – max 300 words.

Attachment 9: Statement of claims for selection criteria five

Demonstrated ability to meet the needs identified in the Organisation SIAP grant proposal (refer 5.3)
note – max 500 words.

SCHEDULE 2 DRAFT FUNDING AGREEMENT

The draft funding agreement follows after this document.

SCHEDULE 3 SIAP GRANT APPLICATION ASSESSMENT FORM

A copy of the Grant Application Assessment Form and an example of this is included in this schedule.

Attachment A SIAP GRANT APPLICATION ASSESSMENT FORM

Grant program: *Shared Industry Assistance Projects (SIAP)*

Applicant organisation:

Industry:

Relevant Modern Award:

Rating Scale

Rating	Score
<i>Excellent quality</i> - excellent claims against the criterion, exceeds expectations, supporting information confirms consistent superior performance	50
<i>Very good quality</i> - very good claims against the criterion, meets all expectations to a high standard with complete and comprehensive supporting information	40
<i>Good quality</i> - good claims against the criterion, meets all expectations with convincing supporting information	30
<i>Satisfactory quality</i> - adequate claims against the criterion, mostly meets expectations, but may be lacking detail and/or supporting information	20
<i>Marginal or poor quality</i> - poor claims against the criterion, does not meet expectations, has deficient supporting information	10
<i>Does not meet criterion at all</i>	0

Criteria	Rating	Score (score x weighting percentage)	Comments
1. Demonstrated knowledge of the selected industry and the relevant awards that relate to that industry (15%)			
2. Ability to access and deliver materials to a wide range of employers, including small businesses within your selected industry including both			

members and non-members (15%)			
3. Demonstrated knowledge of selected modern award/s and ability to produce relevant and effective materials to assist employers including through liaison and cooperative approaches with employee associations. (15%)			
4. Demonstrated ability to successfully develop and manage program/s to advise and assist employers, including small business on specific government legislation/policies (15%)			
5. Demonstrated ability to meet the requirements of the SIAP Development Plan (40%).			
Overall Score (calculated by adding scores for each criteria to establish an overall score)			

Overall comments:

Assessment officer

Signature: x _____ Position: [insert position] _____

Name: [insert name] _____ Date: _____

Attachment B – EXAMPLE SIAP GRANT APPLICATION ASSESSMENT FORM

Grant program: *Small Business Advice Package Program*
 Applicant organisation: *XYZ Group*
 Industry: *Retail*
 Relevant Modern Award: *General Retail Industry Award 2010*

Rating Scale

Rating	Score
<i>Excellent quality</i> - excellent claims against the criterion, exceeds expectations, supporting information confirms consistent superior performance	50
<i>Very good quality</i> - very good claims against the criterion, meets all expectations to a high standard with complete and comprehensive supporting information	40
<i>Good quality</i> - good claims against the criterion, meets all expectations with convincing supporting information	30
<i>Satisfactory quality</i> - adequate claims against the criterion, mostly meets expectations, but may be lacking detail and/or supporting information	20
<i>Marginal or poor quality</i> - poor claims against the criterion, does not meet expectations, has deficient supporting information	10
<i>Does not meet criterion at all</i>	0

Criteria	Rating	Score (score x weighting percentage)	Comments
1. Demonstrated knowledge of the selected industry and the relevant awards that relate to that industry (15%)	40	6	<i>Applicant has demonstrated a very good knowledge of the industry that they operate in. They have shown they are familiar with the awards that relate to their industry.</i>
2. Ability to access and deliver materials to a wide range of employers, including small businesses within your selected industry including both	30	4.5	<i>Applicant has demonstrated the ability to access and deliver materials to a wide range of employers and small businesses. They have shown a good commitment to</i>

members and non-members (15%)			<i>being able to deliver materials to both members and non-members.</i>
3. Demonstrated knowledge of selected modern award/s and ability to produce relevant and effective materials to assist employers including through liaison and cooperative approaches with employee associations. (15%)	20	3	<i>Applicant has demonstrated a satisfactory knowledge of modern awards. There appears to be some minor knowledge gaps, however they have shown a satisfactory general working knowledge of the subject. Based on the information provided it appears that the applicant will be able to produce relevant and effective materials to assist employers.</i>
4. Demonstrated ability to successfully develop and manage program/s to advise and assist employers, including small business on specific government legislation/policies (15%)	30	4.5	<i>Applicant has shown a good ability to develop and manage programs assisting and advising employers about specific Government legislation and policies. To further their claim they provided information about previous education programs they have run to assist employers and small business during previous changes to industrial relations legislation.</i>
5. Demonstrated ability to meet the requirements of the SIAP Development Plan (40%).	40	16	<i>Applicant has clearly demonstrated they meet the objectives of the SIAP Development Plan. Their application strongly addressed all of the requirements.</i>
Overall Score (calculated by adding scores for each criteria to establish an overall score)		34	

Overall comments:

The applicant has demonstrated an overall good claim against the selection criteria. They have provided a strong response to the SIAP Development Plan and have provided evidence of previous education campaigns where they delivered advice to business and small businesses on Government legislation.

Assessment officer

Signature: *John Citizen*

Position: Director

Name: John Citizen

Date: 21 May 2010