


# Indigenous Workforce and Skills Development Grant Program

## Guide to applying for funding





*This application guide provides additional information and tips for completing an Indigenous Workforce and Skills Development Grant program application for funding. It is strongly recommended that all applicants read the program [funding guidelines](#) and [frequently asked questions](#) before completing and submitting an application.*



# Top Tips for applying for funding

1. **Customise** your application to the program. Understand it's focus and address all criteria. Be mindful when applying for government funding you need to articulate the community or social benefit and demonstrate a clear return on public investment.
2. **Be succinct.** Tell the assessor exactly what you plan to do, why and how. Keep to the word limits. Write in clear and simple language. Keep on topic – don't answer questions with 'not applicable' or 'see above'.
3. **Sell.** Excite your assessor! Have a compelling project proposal. Don't 'cut and paste'!
4. **Evidence.** Demonstrate your experience and capacity to make this project a success. Letters of support should substantiate your claims.
5. **Demand.** Why does this project need to happen? How do you know this? How will you demonstrate this? Show your project is well researched. Evidence of local demand is critical.
6. **Partnerships.** Where your project is supported by others (e.g. registered training organisations, partnering organisations, local employers), provide confirmation of their commitment.
7. **Marketing.** Have you worked out how to market your project and recruit participants? Are you using social media to its best advantage? Include recruitment and marketing strategies in your application.
8. **Budgets** must be realistic and evidence based. You must provide a full breakdown of all project expenses. The more realistic and innovative your budget is, the more competitive you will be. Funding from other sources must be disclosed and evidence provided. Your budget speaks volumes about the viability of your project.
9. **Success.** Be clear about the intended outcomes and impact of your project. Describing ways you will measure success demonstrates to the assessor your project is well planned out and likely to achieve the outcomes as stated in the application.
10. **Check.** Proof read your application before submitting it. There should be no typos or budget errors. If a person reading your proposal had never heard of your organisation or your project, would they have a clear understanding of what you intend to do and why.





# Insights and advice

Assessing committees commonly report that successful applications were able to:

- articulate clear objectives and demand for the project – who are you targeting for assistance and why?
- explain the benefits of the qualifications/training to be delivered and support services to be offered to the cohort being targeted
- demonstrate due diligence in preparation and research – i.e. show that the project has been thoroughly researched with solid planning and is responsive to local Indigenous community and regional needs
- benchmark or demonstrate the potential impact of their past service delivery locally
- provide a clear, concise and accurate budget that is both realistic and innovative in cost savings – make sure you include any in-kind contributions
- clearly evidence partnerships and how they will contribute to project outcomes – plan your conversations with project partners early as you may need to go back and forth during development of the project
- stick to support documentation requirements with quality, relevant material.

Applicants should remember that funding rounds under the Indigenous Workforce and Skills Development Grant program will be highly competitive.

Applicants are encouraged to submit a draft project proposal for review and feedback from local DESBT Principal Indigenous Program Officers (PIPOs).

An unsuccessful application is an opportunity to seek feedback from your local regional DESBT office and to refine your proposal for future funding rounds.



# Application Process

<b>STEP 1: FUNDING ROUND OPENS</b>	<ul style="list-style-type: none"><li>IWSDG funding rounds are announced on the Department of Employment, Small Business and Training (DESBT) webpage via <a href="https://desbt.qld.gov.au/training/community-orgs/iwsdg">https://desbt.qld.gov.au/training/community-orgs/iwsdg</a></li><li>Interested Indigenous organisations are advised to link to this page and check it regularly to keep informed about upcoming funding rounds or information sessions.</li></ul>
<b>STEP 2: APPLICATION DEVELOPMENT</b>	<ul style="list-style-type: none"><li>Indigenous organisation identifies the need for a project that meets the objectives of the program and addresses the assessment criteria.</li><li>The project must be Indigenous-led and address a training and skills challenge or opportunity, with a specific focus on activities that support job outcomes and improved economic participation and advantage for Aboriginal and Torres Strait Islander peoples.</li></ul>
<b>STEP 3: PROJECT PROPOSAL</b>	<ul style="list-style-type: none"><li>Organisations are strongly encouraged to submit a Project Proposal to <a href="mailto:iwsdg@desbt.qld.gov.au">iwsdg@desbt.qld.gov.au</a> for review and feedback by local DESBT Principal Indigenous Program Officer (PIPO) who will provide advice and assist with application development. The Project Proposal form can be found on the IWSDG webpage.</li></ul>
<b>STEP 4: COMPLETE APPLICATION</b>	<ul style="list-style-type: none"><li>Online application form is available on the IWSDG webpage.</li><li>DESBT will send an email confirming successful submission of the application.</li></ul>
<b>STEP 5: ASSESSMENT</b>	<ul style="list-style-type: none"><li>Assessment Panel will review applications against the IWSDG program funding guidelines, assessment criteria and government priorities and make recommendations for funding.</li></ul>
<b>STEP 6: DECISION/NOTIFICATION</b>	<ul style="list-style-type: none"><li>DESBT considers recommendations for Assessment Panel and makes a funding decision.</li><li>The Minister for Training and Skills Development announces results of funding round and successful project details published on web.</li><li>DESBT will notify each application of its decision in relation to their application.</li></ul>
<b>STEP 7: CONTRACT/FUNDING</b>	<ul style="list-style-type: none"><li>Successful applicants offered a Services Agreement.</li><li>DESBT makes first payment after execution of Services Agreement and 30 days prior to commencement of project delivery.</li></ul>
<b>STEP 8: DO/COMPLETE/ACQUIT</b>	<ul style="list-style-type: none"><li>Provider commences project, completes milestones, provides reports and acquits funds received against expenditure.</li><li>DESBT makes payments, monitors progress and evaluates outcomes of projects.</li></ul>



# Assessment Criteria

## Criteria 1 – Capacity to Manage

GUIDANCE	DOCUMENTATION
<ul style="list-style-type: none"><li>✓ Your capacity to manage the project includes establishing the financial viability of your organisation and proven experience in managing grant funds.</li><li>✓ Demonstrate your experience and expertise in delivering training, skills development and other related support services in a culturally safe environment to Aboriginal and Torres Strait Islander peoples in Indigenous communities.</li><li>✓ It's important to describe the core business of your organisation and what services are offered or available to support Aboriginal and Torres Strait Islander peoples and address their barriers to learning and employment.</li><li>✓ Detail your working relationship with other local partnering organisation/s and any nominated RTO/s.</li><li>✓ If you are not local to where the project is to be delivered, you will need to demonstrate any linkages or relationships with the local Indigenous community and local employers.</li><li>✓ Outline how you plan to recruit participants. Include marketing strategies and where the project is to be promoted or advertised (i.e. social media, local newspapers, Aboriginal community radio stations, local libraries, community centres, youth centres etc.).</li><li>✓ Detail your staff's qualifications, skills and experience and/or provide details of position descriptions for the recruitment process of suitable staff to support Aboriginal and Torres Strait Islander peoples. The department will need to be satisfied that appropriately qualified and experienced staff will be supporting the participants.</li><li>✓ Past performance in delivering DESBT programs and ability to achieve forecast employment outcomes will also be used by the department in determining your capacity to manage the project.</li><li>✓ The Assessment Panel will look for projects developed and driven by locally-based Indigenous organisations.</li></ul>	<ul style="list-style-type: none"><li>✓ Audited income and expenditure statements for the past two years – mandatory requirement.</li><li>✓ Staff resumes or background information and/or relevant position descriptions.</li></ul>



# Assessment Criteria

## Criteria 2 – Responding to community needs

GUIDANCE	DOCUMENTATION
<ul style="list-style-type: none"><li>✓ Explain what the project will achieve, what the ongoing community benefits will be and what the level of need is for the particular project in the community.</li><li>✓ Outline how the project will address identified gaps or complement existing local services.</li><li>✓ Detail the project's capacity to provide short-term and long-term benefits to the community. Priority will be given to projects that can demonstrate broad-based community support and the ability to deliver sustainable employment opportunities for Aboriginal and Torres Strait Islander peoples.</li><li>✓ Outline if new training products are being developed to build cultural capability for transformed workplace practices.</li><li>✓ Outline evidence to indicate your organisation's strong community presence within the local area e.g. local knowledge, fostered networks and relationships and how this relates to the project.</li><li>✓ Describe the readiness of your organisational culture to working with other organisations e.g. detail any past collaborations or arrangements with eligible partnering organisations.</li><li>✓ Detail how the project aligns to local labour market needs and employment trends – i.e. participation rates, unemployment rates, current vacancy rates, industry growth, etc. The department expects organisations to have researched their local labour market.</li><li>✓ The Assessment Panel will look for responses that demonstrate local community support, outlines how the project will link with other local initiatives or other services within the community, and identify connections to local industry stakeholders/employers.</li></ul>	<ul style="list-style-type: none"><li>✓ Attach quotes from RTOs for any accredited training</li><li>✓ Attach quotes for any non-accredited training or courses</li><li>✓ Attach letters of support from local employers and/or industry groups.</li><li>✓ Letters of support from employers should be relevant to the project, be on letterhead, include a commitment to employment and not be more than three months old at the time of application submission.</li><li>✓ Attach letters of support from any other community organisations or referral agencies offering support services to participants.</li></ul>



# Assessment Criteria

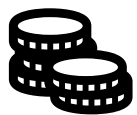
## Criteria 3 – Assistance Strategies

GUIDANCE	DOCUMENTATION
<ul style="list-style-type: none"><li>✓ Detail what strategies and support mechanisms will be used to identify and specifically address the barriers to learning and employment of Aboriginal and Torres Strait Islander peoples. This can include assistance offered directly by the organisation or referral to appropriate service providers.</li><li>✓ Outline the culturally safe training approaches to be adopted and strategies to address identified additional training needs (such as language, literacy, numeracy and digital) and support good outcomes. Detail how Aboriginal and Torres Strait Islander peoples will be supported to maximise progression towards the completion of qualifications and/or non-accredited courses and transition to employment. Include details of any activities or tools to encourage and motivate participants such as mentoring and coaching.</li><li>✓ It's important to allow sufficient time for participants to complete the training and gain all relevant skills and knowledge. DESBT will review the amount of training provided by RTOs as part of the overall volume of learning which includes all teaching and learning activities such as guided learning (classes, tutorials, online or self-paced learning), individual study, research, learning activities in the workplace and assessment activities.</li><li>✓ List the skills Aboriginal and Torres Strait Islander peoples will develop as a result of participation on the project and outline what is offered in addition to any training support measures e.g. supported work experience opportunities or workplace simulation or orientation.</li><li>✓ The project proposal must be able to demonstrate that the content and delivery has the flexibility to tailor holistic services to all participants to meet individual needs and local circumstances.</li><li>✓ Outline any wrap around support to be offered including meal programs, subsidised travel costs, driver licence assistance, interview outfits and assistance with obtaining formal identification.</li><li>✓ Detail the strategies and support mechanisms that will be used to build employers cultural competency to support recruitment, on-boarding and support of Aboriginal and Torres Strait Islander peoples in the workplace.</li><li>✓ The Assessment Panel will look for responses that detail culturally safe training delivery methods and assessment measures that are responsive to the cultural needs of Aboriginal and Torres Strait Islander peoples and also, the level of job search activities and workforce relevant skills to prepare participants for finding and maintaining employment and/or improved workplace cultural competency.</li></ul>	<ul style="list-style-type: none"><li>✓ Attach a sample/ template of a Training and Support Plan. The Plan should specifically identify activity, outcomes and timeframes for individuals. It should include strategies to address barriers to training and employment. For tips on developing a Training and Support Plan, refer to the accompanying fact sheet.</li><li>✓ Attach evidence of existing anti-cyberbullying policies, or evidence that policies are being developed.</li></ul>

# Assessment Criteria

## Criteria 4 – Community Outcomes

GUIDANCE	DOCUMENTATION
<ul style="list-style-type: none"><li>✓ Describe how the proposed training and/or project assistance will help Aboriginal and Torres Strait Islander peoples gain employment. Outline negotiated goals and project activities to enable participants to achieve identified outcomes.</li><li>✓ Priority will be given to projects that can demonstrate that the training to be delivered is relevant to local job opportunities.</li><li>✓ Detail the expected training and employment outcomes and how you will assist participants to achieve their goals.</li><li>✓ Employment outcomes may include full-time or part-time employment in a permanent, temporary, casual or self-employed capacity.</li><li>✓ Detail any expected economic and social impacts of the project e.g. improved social connectedness for Aboriginal and Torres Strait Islander peoples.</li><li>✓ Detail any labour force participation and productivity benefits e.g. improved retention in the workplace for Aboriginal and Torres Strait Islander peoples.</li><li>✓ Outline the extent of support and links with local employers and industry that will facilitate placement into employment for Aboriginal and Torres Strait Islander peoples.</li><li>✓ Include details of any education and workshop sessions to be delivered to increase cultural competency of local non-Indigenous employers.</li><li>✓ Include details of any resource materials being developed to support local employers or businesses to employ Aboriginal and Torres Strait Islander peoples.</li><li>✓ Provide details of past performance and outcomes achieved. The department will also take into consideration the outcomes being achieved for any current or active DESBT projects.</li><li>✓ The Assessment Panel will look for responses that demonstrate a capacity to deliver services that support Aboriginal and Torres Strait Islanders, the objectives of the program and provide employment outcomes.</li></ul>	<ul style="list-style-type: none"><li>✓ No mandatory documentation required.</li><li>✓ Letters of support from employers should be relevant to the project, be on letterhead, include a commitment to employment and not be more than three months old at the time of application submission.</li></ul>



# Budget Proposal Tips

\* all costs must be exclusive of GST

## Staff Wages - Full details of all wages for staff involved in project delivery and administration support.

### Include:

- ☐ State the specific awards to be paid.
- ☐ Confirm number of hours and how many weeks each staff member will be paid over the course of the project.
- ☐ Factor in award rate increases and oncosts (e.g. superannuation, workcover).

### DO NOT Include:

- ☐ Organisational or recurrent wages/established positions. *You can apportion a percentage towards existing staff wages if they have a direct role during the project delivery period.*

## Administration Costs - Full breakdown of all line items or expenses that must add up to the total administration costs

### Include:

- ☐ For example rent, venue hire, office supplies, utilities, telecommunications, marketing/advertising, audit fees, travel (project specific only), car hire/lease costs – state an amount for each item or expense, apportion costs directly associated with project delivery.

### DO NOT Include:

- ☐ Routine operational expenses such as the purchase or upgrade of software/hardware.
- ☐ Rent at your own premises.
- ☐ Overseas and/or interstate travel for project staff or participants.

## Training Costs - Full breakdown of all line items or expenses associated with training and development and delivery including resource materials and equipment.

### Include:

- ☐ State the participant student contribution fee for accredited training subsidised by Queensland Government, include the name of qualification and/or skill set and the number of participants undertaking the training.
- ☐ State the non-accredited or fee-for-service training costs associated with the delivery of any qualifications and/or skills sets not subsidised by the Queensland Government, include details of the training product and number of participants undertaking the training.
- ☐ State the costs associated with any specific research, training resources, assessment materials and/or product design to be developed as part of project.
- ☐ State the costs associated with delivery of specialist workshops, include the number of workshops proposed to be delivered and delivery method (e.g. face to face, online, workplace).

### DO NOT Include

- ☐ Items that should be provided by the RTO or non-accredited/fee-for-service training provider i.e. stationery for training, textbooks or assessment workbooks.
- ☐ Training or conferences fees for project staff.

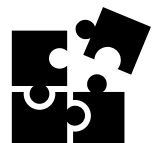
## Delivery Support Costs - Full breakdown of all line items or expenses that must add up to the total delivery support costs.

### Include:

- ☐ For example, provision of clothing, personal grooming, meal programs, transport assistance (go card top up, fuel card) driver licence support, specialist workshops, mentoring and counselling services – state a separate amount for each item or expense.
- ☐ Administration fees associated with the facilitation of work experience or work placement.

### DO NOT Include:

- ☐ Assets or capital equipment purchases. This includes tools, office furniture and equipment, motor vehicles, tablets and smart phones, computers/laptops, printers or photocopiers. *It is acceptable to purchase second-hand laptops or computers if the cost is lower than leasing or hiring.*



# More information



## Telephone

**1300 369 935**



## Website

[www.desbt.qld.gov.au/training/community-orgs/iwsdg](http://www.desbt.qld.gov.au/training/community-orgs/iwsdg)



## Feedback

[iwsdg@desbt.qld.gov.au](mailto:iwsdg@desbt.qld.gov.au)



## Workshops/Webinars

**TBA**

## Find out more

To find out more about skills and training support available through the First Nations Training Strategy:

 **1300 369 935**

 **facebook.com/skillsforqueensland**

 **desbt.qld.gov.au/first-nations-training**