



## Economic and Community Participation Program

### Application Information

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In 2018, the Australian Bureau of Statistics Survey of Disability, Ageing and Carers, found that approximately 53.4 per cent of people with disability were in the labour force, compared with 84.1 per cent of people without disability. The survey also found the median gross income for a person with disability aged 15 to 64 years was \$505 per week. This is less than half the \$1,016 per week gross income for a person without disability.

The figures listed above highlight the critical difference in (and employment outcomes for) people with disability when compared with the general population. People with disability are under-represented in open employment, have longer periods of unemployment and less job retention. As for any individual, employment can bring significant social and wellbeing benefits and can form part of a person with disability's identity, contributing to a sense of belonging.

The aim of this grant opportunity is to improve the economic participation of people with disability, particularly in light of the impact of COVID-19:

- Aboriginal and Torres Strait Islander people with disability
- People with disability from rural and remote locations
- Young people with disability
- People with disability from Culturally and Linguistically Diverse (CALD) backgrounds.

### Community Grants Hub

This grant round is being administered by the Community Grants Hub, on behalf of the Department of Social Services.

### Closing Date/Time

Applications must be submitted by **11:00pm Australian Eastern Daylight Time (AEDT) Tuesday 8 December 2020**.

### Making Sure Your Application is Saved

Upon exiting the form please ensure that you use the 'Save and Exit' button. The 'Continue' button should only be used as you intend to progress through the form. For your Application to be saved when exiting, you will need to click on:

- 'Save and Exit', and
- 'Confirm'.

You will know that your application is saved when you are taken from the current form process to the 'Form Saved' page.

Note that the 'Save and Exit' button will ask that you 'Confirm' that you wish to save the Application, which you must do to complete the save process. If this is not done, your Application will not be saved.

You can return to your Application with the data saved using the link on the 'Form Saved' page that says 'Click here to return to your form' and confirming your submission reference ID details.

### Grant Opportunity Documents

Read all information in the Grant Opportunity Documents before completing this Application Form. The Grant Opportunity Documents are available on the [GrantConnect\(https://www.grants.gov.au\)](https://www.grants.gov.au) and [Community Grants Hub\(https://www.communitygrants.gov.au\)](https://www.communitygrants.gov.au) websites. Applications will be assessed using the process outlined in the Guidelines.

### Application Help

Information about the Application process is available on the [GrantConnect\(https://www.grants.gov.au\)](https://www.grants.gov.au) and [Community Grants Hub\(https://www.communitygrants.gov.au\)](https://www.communitygrants.gov.au) websites.

Applicants must submit any questions relating to the Program or this Application process in writing to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) (<mailto:support@communitygrants.gov.au>). Applicants may submit these questions up until five business days prior to the Closing Time and Date. A response will be provided within five business days.

Applicants may direct any general enquiries, requests for technical help or support in using and/or submitting the Application Form by:

- Phone **1800020283**
- Email to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) (<mailto:support@communitygrants.gov.au>)

## Attachment Limits

This Application Form allows users to attach files to support their application, where directed to do so. The maximum size for individual attachments is no larger than 2MB and the form will not accept individual attachments above this size. Please plan to modify your attachment files accordingly if necessary.

### Accepted file types:

.bmp, .doc and .docx, .gif, .jpeg, .Jpg, .msg, .pdf, .png, .pps, .ppt, .pptx, .txt, .xls, .xlsx, .xlsm, .xlsb, .xltx.

**Note:** Compressed files, such as .zip, .rar, are not accepted and foreign characters should not be used in file names.

## Sharing this Form

More than one person should not access this form at the same time. If this is done there is a risk that information entered in the form may be lost and not transferred upon submission. If you wish to share this form and access details, please ensure that only one user edits the form at any given time.

To avoid any issues with your submission, ensure each contributor has completed their updates, saved their changes and exited the form prior to another person accessing the same form.

## Submission Reference ID

Each Application Form is allocated a unique Submission Reference ID. Each time this Application is accessed you will be required to use this Submission Reference ID.

## Submitting Application Form

Once you have completed this Application Form, you must submit it electronically by using the submission section at the end of this form.

Please note: there may be short, scheduled outages to systems as part of regular information technology maintenance that may affect submission of this form. Notification of these outages will be on the website.

Following electronic submission, a message with your Submission Reference ID will appear on your screen. An email will be sent to the main email contact provided in the Application Form. A function is also available on the submission page to allow you to send a receipt email to the address of your choosing. Please save this email receipt for future reference and use it in all correspondence about this Application.

**Note:** Applications will be assessed using the process outlined in the Grant Opportunity Documents. Applicants will be notified of the grant funding outcome on completion of the assessment process.

## National Relay Service (NRS)

The Community Grants Hub uses the NRS to ensure our contact numbers are accessible to people who are deaf or have a hearing or speech impairment. Please phone 1800555677 to access the NRS.

## Australian Tax Office Reporting

The Department will need to report details of payments made to the Australian Taxation Office (ATO) as part of the taxable reporting obligations for government entities.

In general terms, the types of payments to be reported to the ATO are:

- Payments made for grants to entities with an Australian Business Number (ABN);
- Payments made for services.

If you receive a payment from the Department that meets the ATO criteria, it will be reported to the ATO as part of the *Taxable payments annual report*.

Further information is available on the [Australian Taxation Office](http://www.ato.gov.au) (<http://www.ato.gov.au>) website.

## Privacy

The Community Grants Hub uses an integrated Smartform service assisted by the Department of Industry, Science, Energy and Resources on [www.business.gov.au](http://www.business.gov.au) (<http://www.business.gov.au>).

If you are providing information to access a non-Department of Industry, Science, Energy and Resources program, that information will not be accessed by Department of Industry, Science, Energy and Resources employees. The only exception to this is where Senior Analysts within the Department of Industry, Science, Energy and Resources require access to your information for the sole purpose of troubleshooting technical errors. Where this occurs Senior Analysts will only access the data with permission and at the request of client agencies.

The Community Grants Hub will be able to access the Application as part of the form support services.

By submitting the Application you acknowledge that the information provided in the Application may be shared with other Commonwealth and law enforcement agencies for the prevention and detection of fraud.

For more information about how the Department of Industry, Science, Energy and Resources protects your privacy and personal information, please see the Department of Industry, Science, Energy and Resources' [Privacy Policy](https://www.business.gov.au/legal-notices/privacy) (<https://www.business.gov.au/legal-notices/privacy>). The Community Grants Hub [Privacy Policy](https://www.communitygrants.gov.au/privacy) (<https://www.communitygrants.gov.au/privacy>) and [WCaG Accessibility](https://www.communitygrants.gov.au/accessibility) (<https://www.communitygrants.gov.au/accessibility>) Information and the Department of Social Services [Privacy Policy](https://www.dss.gov.au/privacy-policy) (<https://www.dss.gov.au/privacy-policy>) should also be read and understood.

# Use of Information

Your Submission Reference is:

**2RHVGXC**

Please send yourself a link to this saved form by entering your email address below. This email will detail your Submission Reference, the date and time this application process will close, and a link to access your saved form.

If you have any questions relating to this Application phone 1800020283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) (<mailto:support@communitygrants.gov.au>).

Your email address\*

beth.innes@challengecommunity.org.au

Confirm your email address\*

beth.innes@challengecommunity.org.au

## Use of Information

The Community Grants Hub may use the information, other than personal information, provided in this Application Form to assist it to:

- comply with the Australian Government requirement to publish the details of all grant recipients on the GrantConnect website,
- inform staff negotiating and establishing Grant Agreements of risks and issues that need to be addressed in the Grant Agreement for that program, and/or
- inform future assessments for Applications.

All information including personal information provided in this Application may be shared with other Commonwealth and law enforcement agencies for the purpose of preventing and detecting fraud. This includes personal information of any third party provided in this Application.

You can only apply if you agree to the use of the information you provide in this form for the purposes listed above.

Check this box if you agree to the use of the information you provide in this Application Form.

I agree\*

## Existing Grant Recipient

### Is the Applicant an existing Grant Recipient? \*

You must respond to this question.

Select 'No' if the Applicant is not an existing recipient of a grant through the Community Grants Hub.

Select 'Yes' if the Applicant is an existing recipient of a grant through the Community Grants Hub. If yes is selected you then must enter your organisation ID number in the next field. The Applicant's organisation ID number should be entered as it appears on the Grant Agreement. After entering the organisation ID, click on the 'Search' button to validate the ID to bring back key organisation details for this Application. Should there be any issues with validation, a message will be returned to give a choice on actions to progress. If you require assistance, please call 1800020283.

Yes  No

If Yes, provide the organisation ID number as it appears on your Grant Agreement and then click 'Verify number' to confirm the details are correct

Tip: Copy and paste the organisation ID number from the Grant Agreement to avoid errors.

Organisation ID\*

1-7Y-338

Applicant Legal Name

Challenge Community Services

Registered Business Name

Challenge Choices

Entity Type

Company

ABN

17059209675

State

NSW

Postcode

2340

GST Registered

For Profit

Charity

Withholding Tax Exempt

### Are updates required to the Applicant's details? \*

You must respond to this question.

Select 'No' if updates are not required to the Applicant's details as currently held by the Community Grants Hub.

Select 'Yes' if updates are required to the Applicant's details as currently held by the Community Grants Hub. You will be required to contact your Funding Arrangement Manager to update your details.

Yes  No

## Eligibility Requirements

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### What is the Applicant's entity type? \*

For a list of eligible entity types, refer to the Guidelines.

If you are unsure about the Applicant's entity type, please seek professional advice (e.g. from your lawyer or accountant) or refer to the Australian Business Register website for further information.

You must respond to this question. Choose the entity type that is relevant to the Applicant from the list.

NOTE: Use the field's scroll-bar or the keyboard's down-arrow to view all available options.

Company

### Is the Applicant able to provide documentation to support the entity type? \*

You must respond to this question. At least one attachment must be provided if the response to "Is the Applicant able to provide documentation to support the entity type?" was 'Yes'.

Select 'No' if the Applicant is not able to provide documentation to support the entity type.

Select 'Yes' if the Applicant is able to provide documentation to support the entity type. If 'Yes' is selected, click the 'Click to Upload' button to add the file in each attachment section and then click the 'Add Attachment' button to add sections for subsequent attachments. Note: the maximum size permitted per attachment file is 2mb and the overall form has the capacity to take 15MB of attachments in total. Once a file has been uploaded or an attachment section has been added, select the appropriate 'X' symbol button to delete.

NOTE: There is a maximum of 2 attachments for this question if the response is Yes.

Yes  No

**List of attachments (Note: Attach any relevant documentation. Mandatory to provide at least one document where it has been indicated that the Applicant is able to provide documentation to support their entity type.)**

#### Attachment 1 \*

File: Company Registration - Challenge Community Services.pdf

### Is your project targeted towards specific ILC Priority Cohort/s? \*

If applicable select the priority cohort from the list below that your organisation represents in the community.

Priority Cohort Led organisations seek to improve the welfare of a specified community.

If your project is not targeted towards a specific ILC Priority Cohort select 'Our project is not targeted towards an ILC Priority Cohort'.

The Communities living in remote, very remote and rural areas are identified through the 2019 Modified Monash Model (MMM) data set and are to be identified within the MMM 6-7 boundaries. By indicating your activities will be in any of these areas, you are agreeing you understand the 2019 MMM areas and boundaries.

The following Department of Health website hosts an interactive mapping of the Modified Monash Model boundaries (2019). You can find it here [https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator/health-workforce-locator\(https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator/health-workforce-locator\)](https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator/health-workforce-locator(https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator/health-workforce-locator))

To search for your MMM boundaries, use the 'Classification Filter' on the left hand side

- select the Modified Monash Model by checking the 2019 checkbox
- enter the address of your location into the find address field
- then search Location
- A pinpoint will display on the map to indicate the address of which you entered, below this will display the Modified Monash Model in which your project is located. For example MM 6 (2019)

You must respond to this question. You must tick at least one of the boxes below.

If your project is not targeted towards a specific ILC Priority Cohort select 'Our project is not targeted towards a ILC Priority Cohort'.

Aboriginal and/or Torres Strait Islander communities

- Cultural and Linguistically Diverse communities
- Young people with a disability
- Communities living in remote and very remote areas (Monash Modified Model 6-7)
- Our project is not targeted towards an ILC Priority Cohort

Have you identified a project targeted towards Communities living in remote/very remote areas? \*

If applicable provide the details of where your project is located.

Single Project Location: Please provide in the following format Suburb, State, Postcode for example Cubba NSW 2835.

Multiple Project Locations: If your project is located in multiple locations provide the locations separated by a dash (-) for example Cubba NSW 2835 - Tefler WA 6762 - Creswell NT 0852

Nationally delivered Projects: National Coverage

You must respond to this question. Select the most appropriate response.

- Yes
- No

Provide details of the location or locations where the activity will be delivered \*

You must respond to this question.

The physical address must be completed in full. For example: Level 1 Main Building 220 Business Street Regional City VIC 3630

You must respond to this question.

Location Name\*

Multiple Locations NSW 2300 2750 2340

Floor / Building; Unit; Apartment

Street number, name and type\*

Multiple Locations Nsw 2300 2750 2340

Suburb/Town\*

NEWCASTLE

State\*

NSW

Postcode\*

2300

Address NOT Validated



- Unable to validate

Select the Economic Participation Outcomes the project/activity is seeking to achieve \*

Select at least two of the Economic Participation Grant Opportunity 2020-21 Outcomes the project/activity is seeking to achieve for people with disability.

Support for improved job readiness, employment related skills and knowledge (whether industry specific or general) of people with disability, particularly where new employment opportunities have arisen due to the way services are delivered because of COVID-19. **Examples to achieve this outcome might be:**

- Activities that offer education and training in employment related skills and knowledge for people with disability
- Cadetships and programs providing work experience that can lead to a real prospect of employment, including self-employment
- Development initiatives, such as coaching or mentoring, to build confidence and career planning, for people with disability.

Increasing the access of people with disability and stakeholders to employer groups and employment support networks. **Examples to achieve this outcome might be:**

- Networking initiatives to build the interconnectedness of employers, people with disability, and stakeholders.
- Communities of practice to develop and share successful strategies
- Mentoring of employers who are exploring employment opportunities for people with disability.

Increasing the willingness and capability of employers and organisations to employ people with disability.

**Examples to achieve this outcome might be:**

- Activities to address preconceptions regarding people with disability in the workplace.
- Helping employers and workers to build their understanding of building a successful employment environment for people with disability.
- Programs offering organisations and employers job design and workplace assessments on how to adapt the workplace to provide reasonable adjustments.

You must respond to this question. You must tick at least two of the boxes below.

- People with disability have improved job readiness or employment related skills and knowledge
- People with disability and stakeholders can access employer groups and employment support networks
- Employers have increased willingness / capability to employ people with disability

### Disability Cohort Information \*

Select the disability cohort/s relevant to the project targets.

You must respond to this question. You must tick at least one of the boxes below.

- All disabilities
- Intellectual disability
- Psychosocial disability
- Cerebral Palsy
- Other neurological
- Developmental delay
- Other physical
- Hearing impairment
- Acquired Brain Injury (ABI)
- Visual impairment
- Multiple Sclerosis
- Global Developmental Delay
- Stroke
- Spinal Cord Injury
- Other Sensory/Speech
- Other

### Other Disability Category \*

If Other category was selected above, select 'Yes' and give a brief description of that Other category. Otherwise select 'No'.

You must respond to this question. Select the most appropriate response.

- Yes
- No

### Child Safety Statement \*

Having made diligent inquiries, I have reasonable grounds to believe that the organisation itself, and staff working with children on behalf of my organisation in relation to the funding arrangements:

- comply with relevant legislation relating to requirements for working with children in the jurisdiction in which the activities are delivered, and
- have complied with relevant legislation in their jurisdictions relating to mandatory reporting of suspected child abuse and neglect as required or otherwise defined by state or territory legislation. Additional information

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

You must respond to this question. Please select the most appropriate option.

- Yes
- No

- My organisation be compliant prior to accepting a grant offer
- My organisation does not engage with children

## Governance

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### Relevant Persons \*

Has any senior official or person to be involved in delivering the Activity been involved in any of the following events in the last 5 years?

You must tick at least one of the boxes below.

You may be contacted to provide more information and documentation in relation to these events.

- Governance Investigation of relevant person(s)
- Any business failure of relevant person(s) including business failure of entities in which they hold, or held at the time of the event, a management or board position. Examples of a business failure include a Court Ordered or a Creditors Voluntary Administration Liquidation, External Administration, or Receivership
- Bankruptcies of relevant person(s)
- Bankruptcy proceedings, including part IX Debt Agreement or Part X Insolvency Agreements, against relevant person(s)
- Litigation against relevant person(s) including judgement debts

or

- None of the above apply and there is no adverse information on any relevant person associate with this entity.

### Reportable Events \*

Select the appropriate box(es) that relate to any events to which your entity may have been subjected in the last 5 years.

You must tick at least one of the boxes below. You may be contacted to provide more information and documentation in relation to these events.

- Governance Investigation of your organisation or related entities
- Litigation or liquidation proceedings
- A contract with your entity terminated by the other party
- Contingent liabilities of a material amount
- Overdue tax liabilities
- Factors which might impact on your entity. For example, pending significant litigation, business commitments, collections by debt collection agencies on behalf of creditors, or potential liquidation proceedings.
- Any significant change in your entity's financial position not reflected in the financial statements provided.
- Any other particulars which are likely to adversely affect your capacity to undertake this project

or

- None of the above events apply and there is no adverse information on my entity.

### Does the Applicant have the following documents? \*

A 'Yes' or 'No' response to all sub questions on whether the Applicant is able to provide the following documents is Mandatory.

- Documented organisational and financial policies and procedures.
- Business plan and/or strategic plan.
- Risk management plan.

Note: You may be required to provide copies of the above documentation within 7 days upon request.

- |   |                                      |                          |
|---|--------------------------------------|--------------------------|
| 1. Documented organisational and financial policies and procedures. * | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 2. Business plan and/or strategic plan. *                             | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 3. Risk management plan. *  | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

## Project/Activity Details

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### Provide a short title of your Application for this Project/Activity. \*

You must respond to this question. 250 character limit.

NOTE: This field accepts the characters of A to Z, 0 to 9, ( ) , ' & -/\@, all other characters including carriage returns are not accepted.

Start Up Wollotuka

(Limit: 250 characters)

Characters entered: 18

### Provide a brief description of your project or the services to be delivered and how it will contribute to the objectives outlined in the Grant Opportunity Guidelines. \*

You must respond to this question. 1000 character limit (approximately 150 words). The character count includes letters, numbers, spaces, paragraph marks, bullet points etc.

NOTE: In this field, please only enter the characters of A to Z, 0 to 9, ( ) , ' & -/\@. Other characters should not be entered as there is a risk of data corruption.

Question Instructions:

- The response should be easy to understand and written in plain English. Try not to use technical terms, acronyms, or lingo.
- Your response should be a stand-alone summary of your project, or explain how you will implement the services detailed in the Grant Opportunity Guidelines.
- The description may be used as part of our application review, and may be copied or published for reporting or grant agreement purposes.

Example: Our organisation intends to provide a free weekly language group for newly arrived migrants to assist them in building their English language skills and connect with other migrants in a similar situation. By improving the language skills of newly arrived migrants the hope is that these migrants will be better equipped to access job opportunities, find accommodation, navigate their local area, access community services and engage with the community.

Start Up Wollotuka is a partnership between Challenge Community Services, the Wollotuka Institute and 3 local Aboriginal organisations: Wadiyali; Wananga-Li and; Nepean Community and Neighbourhood Service. Start Up Wollotuka is an adaptation of Challenge's successful per-led, self-employment program, Start Up, for young Aboriginal people with disability. The Wollotuka Institute will adapt Start Up to ensure that it is culturally appropriate and safely delivered by the 3 local Aboriginal organisations. Start Up Wollotuka is expected to meet all 3 ILC outcomes as well as increase participant: job readiness; employability; self-determination; skill identification; empowerment; networks and; self-efficacy. Start Up Wollotuka is also expected to change employer attitudes about people with disability in the workplace and encourage local employers to employ young Aboriginal people with disability.

(Limit: approx 150 words, 1,000 characters)

Characters entered: 903

### In which service area/s is the Applicant proposing to deliver the Project/Activity? \*

Instructions:

- The Service Area Type field below indicates the areas used in this Application form.
- If applicable, select a State to refine the available service area values.
- A list of values will appear in the Available service area/s for selection. Choose the appropriate value/s and click Add to insert the highlighted value/s into the Chosen service area/s. Repeat the process as required.

**IMPORTANT NOTE:**

The form only allow 40 service areas available for selection. If you wish to apply for more services areas, a separate form/s will need to be completed.

Tips:

- To choose multiple values to add at one time, use Shift+Left-Click to select a group of values, or use
- Ctrl+Left-Click to select a range of alternating values, and then click the Plus symbol.
- To delete from the 'chosen service area/s', highlight the value in the box on the right and click the Minus symbol.

Service Area/s

New South Wales

### Number of People with a Disability to be supported \*

Estimate the number of people with disability the proposed activities will support.

You must respond to this question.

45

### Total Number of People Employed as a result of this grant? \*

Estimate the total number of people that will be employed as a result of this grant?

You must respond to this question.

4

### Total Number of People Employed with a Disability as a result of this grant? \*

Estimate the total number of people with a disability that will be employed as a result of this grant.

You must respond to this question.

Please specify the age group/s you plan to target through the project: \*

Select the group you are targeting.

You must respond to this question. You must tick at least one of the boxes below.

- 0-6 Years
- 7-14 Years
- 15-17 Years
- 18-30 Years
- 31-50 Years
- 51-64 Years
- 65 Plus

## Financials

Provide a breakdown of the proposed grant funding by the chosen service area/s. \*

You must complete a separate row for each chosen service area.

Please note that you must complete the "In which service area/s is the Applicant proposing to deliver the Activity?" question before you can commence this question.

Financial year	Amount(\$ exc GST)	Amount(\$ exc GST)	Total funding	Approx.% of Total
	2020-2021	2021-2022		
New South Wales	\$0.00	\$491,220.00	\$491,220.00	100
<b>Total funding</b>	<b>\$0.00</b>	<b>\$491,220.00</b>	<b>\$491,220.00</b>	

Provide bank account details for receipt of grant payments should the Application be successful. \*

You must respond to this question.

Bank account details for the receipt of payments:

- BSB Number: Enter the BSB number for the Applicant's nominated bank account. Must be 6 digits only. Do not enter spaces or other characters.
- Account Number: Enter the account number for the Applicant's nominated bank account. Must be 2 to 9 digits only. Do not enter spaces or other characters.
- Account Name: Enter the account name for the Applicant's nominated bank account. The account name should be as it appears on the bank statement. 60 character limit. The character count includes letters, numbers, spaces, paragraph marks, bullet points etc. NOTE: This field accepts the characters of A to Z, 0 to 9, ( ) . , ' & -/ \ @, all other characters including carriage returns are not accepted.

BSB number\*

082-842

Account number\*

525259058

Account name\*

Challenge Community Services

## Financial Ratio Analysis

Is the Applicant able to provide the following financial information? \*

**Note:** You may be required to provide your two most recent sets of year-end statements to the Department of Social Services in order to verify the information provided in this application is accurate.

These questions are Mandatory.

If 'No' is selected for any of these questions, you will be asked to provide a brief explanation in the field provided (2000 character limit, approximately 300 words).

**NOTE:** the fields accept upper and lower case letters, numbers and the following special characters ( ) . , ' & -/ \ @. No other special characters are accepted.

1. Can the Applicant provide the two most recent sets of year-end statements?\*

Yes - two recent

Yes - one recent

No

If 'Yes' is selected then you are required to complete the template below. You will not be able to progress with this application unless this information is provided.

2. Are all of these financial statements audited? \*

Yes

No

3. Are all of the Applicant's financial statements fully compliant with the Australian Accounting Standards? \*

Yes

No

	Profit/Loss Statement Information (Year 1)		Profit/Loss Statement Information (Year 2)	
Financial Year	2018 - 2019		2019 - 2020	
Total Income		\$80,192,884.00		\$94,514,478.00
Total Expenses		\$80,090,494.00		\$92,405,300.00
Net Profit		\$102,390.00		\$2,109,178.00
	Balance Sheet Information Year 1		Balance Sheet Information Year 2	
Cash and Cash equivalents		\$4,035,330.00		\$15,050,853.00
Investments		\$0.00		\$0.00
Receivables		\$8,193,532.00		\$5,777,223.00
Other Current Assets		\$438,444.00		\$404,138.00
Total Current Assets		\$12,667,306.00		\$21,232,214.00
Non Current Assets		\$17,341,030.00		\$26,786,652.00
Total Assets		\$30,008,336.00		\$48,018,866.00
Current Liabilities		\$10,164,420.00		\$20,184,881.00
Non-current Liabilities		\$454,911.00		\$6,335,805.00
Total Liabilities		\$10,619,331.00		\$26,520,686.00
Net Assets		\$19,389,005.00		\$21,498,180.00

## Assessment Criteria

### Criterion 1 - Activities & Outcomes \*

#### Criterion 1: Describe the proposed activities and identify the two or more Economic Participation Outcomes (listed at 2.1) they are designed to address.

When addressing the criterion, applicants should:

- List and summarise activities that will be delivered against at least two of the outcomes listed in 2.1 (describe what will be done).
- Identify what approach (geographic, industry or both) is being used by this activity.
- Describe how these activities will address the nominated outcomes. Identify where the activities will take place and why.

You must respond to this question. Note: This field accepts the characters of A to Z, 0 to 9, ( ), '&^@, all other characters, formatting are not accepted.

Start Up Wollotuka (SUW) will adapt the successful peer-led self-employment program, Start Up, for Aboriginal young people with disability.

Start Up is based on the concept that people with disability have developed skills and abilities that able-bodied people have not as they are required to navigate stigma and discrimination as well as an often inaccessible environment. These different skills and abilities lend themselves to entrepreneurship as they result in the identification of innovative ideas.

SUW recognises that young Aboriginal people with disability will have further valuable and differentiated skills and abilities as an Aboriginal person. As such, the Wollotuka Institute is keen to adapt Start Up for Aboriginal young people with disability to meet all 3 outcomes for this grant.

Outcome 1 – SUW will increase the work readiness of Participants through the delivery of a 6 Module course which focuses on: skill identification; goal setting; mentoring; self-determination; business planning and administration; marketing; networking; employability and; self-efficacy. Peer Facilitators will deliver the course and Peer Mentors will help Participants individually to identify self-employment and employment opportunities according to their skills, and to identify gaps in demand for products and services, particularly those that have arisen due to Covid.

Outcome 2 – Peer Facilitators and Mentors will facilitate access to local businesses who will share knowledge of current industry demand and job availability. Participants will regularly network with businesses and will present their business pitches twice during the course. This will be done via Zoom so that businesses across the sites can engage with all Participants and identify partnership or employment opportunities state wide.

Outcome 3 - Networking was particularly successful for Start Up as it introduced businesses to potential employees with skills and abilities they have previously not encountered. This changed the attitudes of businesses to employing people with disability by correcting stereotypes and perceptions about people with disability in the workplace. As a result, 3 of the original 8 participants of Start Up were directly employed during the course by stakeholder businesses. SUW expects to do the same and increase the willingness of businesses to employ Participants.

The delivery approach will be geographic. Western Sydney, Newcastle and Tamworth have been chosen due to the extensive business relationships that grant partners have in the areas as well as the willingness of those businesses to engage with SUW. Within these areas, a significant number of businesses have seen their demand grow post-Covid due to: increased local tourism; bespoke local manufacturing; demand for medical supplies or; innovation.

Participants at the 3 sites will connect over Zoom and will be trained to use the technology in case Covid restrictions require Participants to engage remotely.

(Limit: approx 450 words, 3000 characters)

Characters entered: 2990

### Criterion 2 - Priority Cohorts \*

**Criterion 2: Describe how the proposed activity will support a Priority Cohort or Priority Cohorts as listed in 2.1.**

When addressing the criterion, applicants should:

- Identify which Priority Cohort or Cohorts the proposed activities will support OR justify why the proposed activity does not support a Priority Cohort.
- Clearly indicate how the activities will directly support the chosen Cohort or Cohorts.
- Provide evidence of the organisation's ability to engage with and support the needs of the chosen Cohort or Cohorts.

You must respond to this question. Note: This field accepts the characters of A to Z, 0 to 9, ( ), '&-\^@', all other characters, formatting are not accepted.

Priority cohorts

SUW will support people from the priority cohorts of: Aboriginal and Torres Strait Islander people and; young people. Thus the focus of SUW will be young Aboriginal people with disability. According to the latest Census data, 16.2% of young Aboriginal people, aged 14-24, experience disability, this is almost 2x the rate of non-Indigenous Australians and represents over 20,000 people across Australia who could benefit from SUW once adapted and evaluated.

Young Aboriginal people with disability have poorer expected life outcomes than non-Indigenous Australian's and people without disability. Young Aboriginal people have higher rates of: unemployment; homelessness; suicide; mental health and; incarceration; which is compounded by the complexities of disability and as such requires an innovative and Aboriginal-led approach to improving life outcomes through economic participation.

Activities that support the cohort

SUW will directly support young Aboriginal people with disability by training, mentoring and supporting 45 Participants to develop their own self-employment opportunities. The Wollotuka institute will ensure that this is culturally safe and appropriate.

Peer Facilitators, trained and supported by Wollotuka, will deliver the course in a flexible way that meets the individual, family, cultural and community needs of Participants.

Peer Mentors will use their own business skills to support Participants in activities specific to their business such as: product development; advertising; Pitch preparation and; individual networking.

The ongoing assistance in networking will support Participants to build their confidence as well as guide them in determining which direction their employment opportunities will take them. The networks will also provide up-to-date information on the changes in supply and demand due to Covid.

Networking with Participants will encourage businesses to correct the stereotypes and preconceptions that they have regarding people with disability in the workforce. This in turn will open up greater employment opportunities for more young Aboriginal people with disability.

Ability to engage with cohort

The work of Wollotuka has seen them forge a reputation as a leader in Indigenous education and self-determination initiatives. Operating since 1983, Wollotuka understands the education and training needs of Aboriginal people and currently runs programs for young Aboriginal people to encourage them to undertake tertiary education and improve their skills and employment opportunities.

The Aboriginal organisations of Wandiyali, Winanga-Li and Nepean Community and Neighbourhood Service (NCNS) have extensive experience in working with young Aboriginal people with disability in their local communities. Like CCS, all 3 organisations work with young Aboriginal people with disability through NDIS and/or foster care. Without innovative supports, this cohort faces very poor life, education and employment outcomes.

(Limit: approx 450 words, 3000 characters)

Characters entered: 3000

**Criterion 3 - Ability to deliver activities \***

**Criterion 3: Describe the organisation and provide evidence of the organisation's ability to deliver the proposed activities.**

When addressing the criterion, applicants should:

- Summarise the history and purpose of the organisation and how this demonstrates the organisation's ability to deliver the activities. Describe how the organisation will engage people with disability in the planning and delivery of the activity and how people with disability will be employed in the delivery.
- Describe the relevant skills, qualifications and experience of key project management and specialist staff and how these will contribute to effective oversight and governance of the activities.

You must respond to this question. Note: This field accepts the characters of A to Z, 0 to 9, ( ), '&-\^@', all other characters, formatting are not accepted.

#### History and purpose

CCS was founded in Tamworth in 1958 and prides itself on developing innovative and industry-leading services for people with disability. CCS currently provides services to over 1200 people with disability across NSW and has successfully delivered 2 ILC grants that support people with disability to create self-employment opportunities.

Since 1983, the Wollotuka Institute has operated as a support centre for Indigenous students studying at the University of Newcastle, championing an academically enriching and culturally affirming education.

Wollotuka will take a peer-led approach to adapting Start Up and will involve Aboriginal people with disability in the planning and content to ensure that the course is effective, culturally appropriate and safe.

CCS has also partnered with Aboriginal organisations in each geographic area to lead local delivery of the program.

Wandiyali was established in 1997 to meet the needs of the Newcastle Aboriginal community initially focusing on young people at risk of homelessness. Wandiyali has grown to include foster care, children's services and property management.

Winanga-Li was established in 2013 to preserve the language and culture of the Aboriginal community in New England. Since then, they have grown to include foster care, family support, disability support and early intervention.

NCNS was established in 2010 and works with the local community to provide quality programs that enable strength, inclusion and respect, while reducing social and financial disadvantage and distress. NCNS is the largest provider of Aboriginal support services in the Western Sydney area.

#### Specialist staff

SUW will be managed by CCS Aboriginal Program Coordinator Bradley Burns. Mr Burns is a Kamilaroi man with tertiary qualifications in Education and Criminal Justice as well as a Masters of Child and Adolescent Welfare. Mr Burns has extensive experience in project administration and in coordinating services for young Aboriginal people with disability.

CCS will employ an Aboriginal person with disability to be the Peer Coordinator. The Peer Coordinator will support the 3 local Aboriginal organisations to employ the Peer Facilitators who will also be Aboriginal people with a disability.

The Peer Coordinator will have skills in business, training, mentoring and networking. The Peer Facilitators will have skills in training and mentoring as well as significant links to their local communities.

Up to 9 Peer Mentors will be identified as people with disability and/or Aboriginal people who have engaged in self-employment or business ownership.

Associate Professor Kathleen Butler from Wollotuka will be responsible for adapting Start Up and supporting the Peer Coordinator and Peer Facilitators to deliver the course.

Assoc Prof Butler is an Aboriginal woman, belonging to the Bundjalung and Worimi peoples. In 2015, Assoc Prof Butler was awarded Hunter Diversity Champion, Hunter Diversity Awards.

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2982

## Criterion 4 - Reporting and Evaluation \*

### **Criterion 4: Describe how the organisation will maintain quality control of the activities, ensure effective reporting and evaluate the success of the activities.**

When addressing the criterion applicants must:

- Describe how the organisation will manage any risks associated with the activities, including any risk and mitigation plans.
- Identify the strengths of the proposed activities and what benefits, beyond the identified outcomes, the activities may bring, including how the project outcomes will be made sustainable beyond the life of the grant agreement.
- Describe how the organisation will monitor and evaluate the activities, including what the organisation would consider success for the Priority Cohort and how this will be evaluated.

You must respond to this question. Note: This field accepts the characters of A to Z, 0 to 9, (, ), ', & - / @, all other characters, formatting are not accepted.

**Risks**

CCS has a dedicated Project Management Office (PMO) that reports directly to the Board that will be responsible for establishing the KPIs for this project. The PMO has experience with ILC grants and has overseen the successful delivery of Start Up and Regional Entrepreneurship Challenge.

The PMO will work with partner organisations to undertake a comprehensive risk assessment of SUW. The PMO will look at risks to Participants, staff, , partners and businesses to develop an extensive risk mitigation plan.

**Benefits**

The strength of SUW lies in its adaption of a successful course to be culturally safe and empowering for young Aboriginal people with disability. The benefits of SUW are expected to be sustainable beyond the delivery of this program and beyond the 3 outcomes outlined in this grant.

Outcomes additional to those set out in this grant are expected to be an increase in Participant: confidence; self-esteem; networks; job readiness; employability and; self-efficacy. Participants will be able use these skills to further their self-employment beyond the course as well as transfer them to other aspects of their life such as managing their NDIS plan making individual Participant outcomes sustainable.

It is also expected that Participant outcomes will encourage other young Aboriginal people with disability to undertake training in self-employment to improve their job readiness, and economic participation, driving demand for future SUW programs.

Once adapted and evaluated, other NDIS providers will be able to deliver SUW to Aboriginal people, with NDIS plans, making SUW sustainable long term. CCS and Wollotuka will share all intellectual property with providers who agree to keep it peer-led, allowing growth of SUW nationally.

Like Start Up, SUW is expected to positively influence employer attitudes, and correct stereotypes and preconceptions regarding people with disability in the workplace, resulting in the benefit of greater employment opportunities for all people with disability, in particular young Aboriginal people with disability.

**Success**

SUW will be evaluated by a multi-disciplinary team from University of Newcastle and Macquarie University. This team will evaluate the success of SUW from a cultural, community and business perspective.

Success for this cohort would be the development of: business ideas; business plans and; business networks; as well as increased knowledge of employment options and; increased job readiness. Success for this program will also include positive changes to employer attitudes about employing young Aboriginal people with disability.

The Evaluation Team will include: Prof Kate Senior, Assoc Prof Brendan Boyle and Prof Rebecca Mitchell. Prof Senior will determine the program success in meeting Participant outcomes relating to employment and work readiness. Prof Mitchell and Assoc Prof Boyle will evaluate the ideas and business plans of Participants and determine changes to employer attitudes.

(Limit: approx 450 words, 3000 characters)

Characters entered: 2990

## Additional Information

### Activity Budget \*

Complete the below table for budget information per Project/Activity.

Please provide the budget information with consideration to the budget items listed below

- Staff salaries and on-costs - Costs that are directly attributable to delivering the project including staff salaries, insurance, short-term engagement of external consultants for skill development and accounting and auditing.
- Operating expenses - Administration expenses that directly relate to the project such as, facility hire, rental and utilities.
- General Office Expenses - such as Telephone, stationery, technology, consumables etc.
- Travel - Costs attributed to travel (excluding overseas) that are directly attributable to delivering the project
- Accommodation - Costs attributed to accommodation that are directly attributable to delivering the project
- Access needs - Costs attributed to access needs that are directly attributable to delivering the project
- Venue Hire - Cost attributed temporary venue hire that are directly attributable to delivering the project
- Catering - Catering costs that are directly attributable to delivering the project
- Evaluation - Monitoring and evaluation costs attributable to delivering the project

You must respond to this question.

Budget Item	Amount
Peer Coordinator (24 hours at Level 6 for 52 weeks plus 32 percent on-costs)	\$75,779.00
Peer Facilitator x3 (24 hours at Level 5 for 48 weeks plus 32 percent on-costs)	\$191,601.00

Phone, computer, IT, office consumables for Peer Coordinator and 3x Peer Facilitator	\$20,000.00
Travel for Peer Coordinator and Peer Facilitators	\$15,600.00
Targeted recruitment of Peer Coordinator and Peer Facilitators	\$12,000.00
Marketing materials, social media marketing, ongoing marketing of program, marketing of participant	\$18,600.00
Project management planning across sites and between partners	\$10,000.00
Evaluation by University of Newcastle and Macquarie University	\$54,000.00
Weekly venue hire through other non-profits and Councils across 3 sites	\$18,000.00
Peer Mentors (average 30 hours per week over 26 weeks)	\$29,640.00
	<b>\$445,220.00</b>

If you have more than ten budget items, please provide an attachment for any additional information.

File: Budget\_Start Up Wollotuka.pdf

### Consortium Arrangements \*

Does the Applicant plan to deliver the Project/Activity as part of the lead Agency of a consortium?

You must respond to this question.

Yes  No

#### Details 1

If Yes, provide the Consortium details.

Consortium Member Legal Name\*

The University of Newcastle

Consortium Member ABN

15736576735

#### Details 2

If Yes, provide the Consortium details.

Consortium Member Legal Name\*

Macquarie University

Consortium Member ABN

90952801237

### Details 3

If Yes, provide the Consortium details.

Consortium Member Legal Name\*

Wandiyali

Consortium Member ABN

89388374764

### Details 4

If Yes, provide the Consortium details.

Consortium Member Legal Name\*

WINANGALI INCORPORATED

Consortium Member ABN

13469820820

### Details 5

If Yes, provide the Consortium details.

Consortium Member Legal Name\*

Nepean Community & Neighbourhood Services

Consortium Member ABN

69145924821

If the Application is successful, the Applicant will be offered a Grant Agreement as the lead agency and held liable for all obligations contained in the Grant Agreement's Terms and Conditions. This includes monitoring, management, financial performance, service outcomes and insurance coverage.

The panel of consortium members does not enter into a Grant Agreement. The Applicant should obtain agreement prior to submitting this Application.

Further evidence of the consortium arrangements may be sought from successful Applicants prior to the signing of the Grant Agreement.

## Applicant Contacts

### Who is the Applicant's preferred authorised contact person for this Application? \*

The person must have authority to act on behalf of the Applicant in relation to this Application.

Title\*

Mr

First name\*

John

Last name\*

Harries

Position\*

Other

Position title\*

Deputy CEO

Telephone\*

0249181406

Mobile

0421341109

Email address\*

john.harries@challengecommunity.org.au

### Provide an alternate authorised contact for this Application. \*

This person must also have authority to act on behalf of the Applicant in relation to this Application.

Title\*

Mr

First name\*

Peter

Last name\*

Maher

Position\*

Chief Executive Officer

Telephone\*

0400200309

Mobile

Email address\*

peter.maher@challengecommunity.org.au

## Declaration

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Do you have any conflicts of interest that may occur related to or from submitting this application? \*

Yes

No

Please read and complete the following declaration.

This Declaration must be signed by an authorised representative of the Applicant (or, if this Application is a joint/consortium Application, an authorised representative of the lead organisation). The authorised representative should be a person who is legally empowered to enter into contracts and commitments on behalf of the Applicant.

I declare that:

- The information contained in this form is true and correct.
- I have read, understood and agree to abide by the Guidelines.
- I have read, understood and agree to the Grant Terms and Conditions, should this Application be successful.
- I agree to receiving a Recipient Created Tax Invoice (RCTI) for this funding, if applicable, should this Application is successful.
- I have read, understood and agree to information provided in this Application as detailed in the Use of Information.
- If and where any personal details of a third party are included, the third party has been made aware of, and given their permission for those details to appear in this Application and for their personal information to be shared as detailed in the Use of Information.
- I give consent to the Community Grants Hub to make public the details of the Applicant and the funding received, should this Application be successful.

I understand and agree to the declaration above.\*

I acknowledge that giving false or misleading information to the Community Grants Hub is a serious offence under Section 137.1 of the Criminal Code Act 1995 (Cth).\*

Full name of Authorised Officer\*

Beth Innes

Position of Authorised Officer\*

Coordinator

Date

03 Nov 2020

Please provide an estimate of the time taken to complete this Application Form, including:

- actual time spent reading the guidelines, instructions and questions;
- time spent by all employees in collecting and providing the information and;
- time spent completing all questions in the Application Form.

Hours

11

Minutes

12

A copy of receipt will be sent to: [john.harries@challengecommunity.org.au](mailto:john.harries@challengecommunity.org.au)