



Australian Government

Department of Families,
Housing, Community Services
and Indigenous Affairs

Office for Women

2007-08 Women's Leadership and Development Program Grants

Application Guidelines

Selection Process:

The Guidelines contain:

- Section 1 – Overview
- Section 2 – Statement of Requirement
- Section 3 – Selection Criteria and Process
- Section 4 – Terms and Conditions of Application
- Section 5 – Glossary

Any personal information you provide is protected under the Privacy Act 1988. The information provided in your funding application will be used for the purpose of the Women's Leadership and Development Programme and may be considered as part of any future funding application or business dealings you may have with FaHCSIA. The department will not release any personal or business information to any individual or organisation unless required by privacy law or you provide consent.

Document Control for Application Guideline Selection Process Template

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Amendment History:

Version	Reference	Section/Page	Date	Revision
V1.01		Various	27/7/07	Amendments to correct and clarify content Amendments to address debriefing strategy

Release Note

This is V1.01 of **Application Guideline Selection Process Template**. For identification of amendments each page contains a release number and a page number. Changes will only be released on the intranet. A printed version of this document is not a controlled copy. Please refer to staffNET for the latest version.

This document is authorised for release.

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Program Advice and Compliance Branch

Important Information

Closing Date

Applications close at **3:00pm AEST** on **Friday, 9 May 2008**. Applications post-marked after this date **will not be included** in the assessment process. Inability to meet the deadline due to exceptional circumstances is addressed at section 4.2.

Applications

Applications must be prepared in accordance with these Application Guidelines and may be hand written in biro or prepared electronically by downloading a copy of the application form from the Office for Women website: www.ofw.fahcsia.gov.au. Requests for paper-based Application Packs should be made by phoning toll free 1800 808 863 or emailing women@fahcsia.gov.au.

Applications must be submitted in hard copy form, be authorised by the President, Chair or equivalent of your organisation and lodged to the following address by **3:00pm AEST** on **Friday, 9 May 2008**:

2007-08 Women's Leadership and Development Programme Grants
C/- Leadership Section
Office for Women
Department of Families, Housing, Community Services and Indigenous Affairs

Post: Tender Box
Box 7788
Canberra Mail Centre ACT 2610

Delivery: Tender Box
Department of Families, Housing, Community Services and Indigenous Affairs
Module B Reception
Tuggeranong Office Park
Athllon Drive
Tuggeranong ACT 2900

Applications will be acknowledged in writing by email within 10 working days of the application closing date. If you do not receive an acknowledgment within this time, please contact the Office for Women immediately on 1800 808 863. Once lodged, all applications become the property of the Office for Women (OfW) / Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA).

Questions and Answers

A questions and answers facility for the 2007-08 Women's Leadership and Development Programme Grants is available online. Answers to questions received during the Application Period will be posted by 5pm every Tuesday and Thursday on the OfW website: www.ofw.fahcsia.gov.au. Questions will not be taken or responded to after Thursday, 8 May 2008 or at any time during the assessment phase.

TTY

Organisations with special needs (hearing or speech impaired) may contact the Department on TTY **1800 808 863** between 9am - 5pm AEST Monday to Friday.

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Section 1: Overview of the 2007-08 Women's Leadership and Development Programme Grants

1.1 What is the 2007-08 Women's Leadership and Development Programme Grants?

The 2007-08 Women's Leadership and Development Programme (WLDP) Grants is an initiative that aims to provide strong support to national women's non-government organisations (NGOs).

1.2 What is the focus of the 2007-08 WLDP Grants?

The focus of the grants will be on the development of activities that contribute to public policy or service development, or help national women's non-government organisations become more effective. Proposals must demonstrate relevance to one or more of the following aims and be completed within 12 months of commencement:

- (a) promote women's social inclusion; and/or
- (b) build women's capacity to take on greater leadership responsibilities; and/or
- (c) build the capacity of women's non-government organisations to represent the views of their members and contribute to the development of public policy and/or service delivery.

It is anticipated that funding will be allocated to successful applicants by June 2008.

1.3 What are the planned outcomes for the 2007-08 WLDP Grants?

The outcomes for the 2007-08 WLDP Grants are:

- development of initiatives that increase women's social inclusion;
- enhanced capacity of women to take on greater leadership responsibilities; and
- enhanced capacity of women's NGOs to contribute to the development of public policy and service delivery

Section 2: Statement of Requirement

2.1 Eligible Organisations

For the purpose of the 2007-08 WLDP Grants, an Eligible Organisation:

- is a national women's non-government organisation. That is, an organisation whose *sole focus* is to provide services for, or represent the interests of, women and has established branches in the majority of states and territories;
- is incorporated with an Australian Business Number;
- operates on a not-for-profit basis;
- maintains appropriate insurance cover including public liability, professional indemnity and workers' compensation insurance;
- actively promotes the interests of its constituents; and
- has a proven track record of successful program delivery.

Where a number of organisations are collaborating on a single project, they must apply as a consortium. Organisations applying as a consortium must nominate a lead agency for the project, which must complete and authorise the application form **and** a Statutory Declaration on behalf of the consortium.

Consortium members must provide written authorisation for the lead agency to act for the consortium and attach a copy to the Statutory Declaration.

Once the application has been lodged to OfW/FaHCSIA, any changes to the membership of the consortium must be approved by OfW/FaHCSIA.

2.2 Amount of Funding Available

Up to \$100,000 (exclusive of GST) per project is available to Eligible Organisations to undertake specific activities that demonstrate relevance to the aims outlined under

1.2 What is the focus of the 2007-08 WLDP Grants? and run for a period of 12 months.

2.3 Use of program funding

Funding may only be used to support expenses associated with specific projects. Funding will **not** be made available to/for the following:

- ongoing costs associated with the daily operation of the organisation such as staff wages, rent and general administration (ie costs that are not directly related to the project);
- overseas travel;
- relocation expenses;
- purchase of capital equipment or assets such as computers, furniture and vehicles;
- retrospective costs (eg costs incurred in preparing your application or costs associated with a project that is already underway); and
- as a substitute or supplement for funding already provided by the Australian Government or other funding bodies to the project.

2.4 The Funding Agreement

The Funding Agreement is the legal agreement between the Department and the funding recipient over the 12 month funding period. In managing the funding provided, the funding recipient must comply with all the requirements of the Funding Agreement.

Funded service providers are responsible for ensuring that:

- the terms and conditions of the Funding Agreement are met,
- service provision is effective, efficient, and appropriately targeted,
- highest standards of duty of care are applied, and
- services are operated in line with, and comply with the requirements as set out within all State and Territory and Commonwealth legislation and regulations. These include but are not limited to the:
 - Privacy Act 1988,
 - Racial Discrimination Act 1975,
 - Sex Discrimination Act 1984;
 - Disability Discrimination Act 1992;
 - Any applicable Occupational Health & Safety (OH&S) and Equal Employment Opportunity (EEO) laws;
 - any applicable state or territory law relating to discrimination, and
 - any state/territory laws regarding young people who are under 18 years of age such as mandatory reporting requirements and police checks (Youth Programs).

Funding recipients should also be aware of any case-based law that may apply or affect the delivery of their project.

2.5 Performance Reporting

As part of the terms of the Funding Agreement, funding recipients will be required to submit a Progress Report, Final Project Report and Final Audited Acquittal Report. The Funding Agreement will outline the reporting requirements in more detail. Funding recipients will also be required to have their project formally evaluated to determine whether it delivered the results it set out to achieve.

Section 3: Selection Criteria and Selection Process

Following the application Closing Date, the Office for Women (OfW) / Department of Families, Housing, Community Services and Indigenous Affairs (FAHCSIA) will conduct an assessment of all applications.

To enable a comprehensive and accurate assessment of applications against the Selection Criteria, applicants must provide the information required in the format, and to the extent specified in the Application Guidelines and Application Form.

OfW/FaHCSIA will assess applicants for funding primarily on the basis of the information provided in the Application Form. OfW/FaHCSIA **may** use information about an applicant that is, or becomes known to OfW/FaHCSIA in the course of its business, as well as any publicly available information.

Decisions on the parameters and methodology for assessment of applications will be final.

3.1 Principle

The overriding principle guiding the Selection Process is value in social service delivery to the Australian Government (See glossary). The Department has funding principles in place to guide Selection Processes. The selection process will be conducted in accordance with these principles.

3.2 Process

The process will be an open competitive selection process.

3.3 Selection Criteria

1. The proposal demonstrates relevance to one or more of the following:
 - (a) promotes women's social inclusion (see the **Glossary** for a definition of social inclusion); and/or
 - (b) builds women's capacity to take on greater leadership responsibilities; and/or;
 - (c) builds the capacity of women's non-government organisations to represent the views of their members and contribute to the development of public policy and/or service delivery.
2. The project outcomes:
 - (a) address an existing need;
 - (b) are achievable; and
 - (c) are sustainable beyond the 12 month funding period.
3. The applicant demonstrates the ability to:
 - (a) plan;
 - (b) manage;
 - (c) monitor; and
 - (d) evaluate the project.

Further assistance to address the selection criteria is outlined in the Application Form.

3.4 Supporting information

Applicants must provide information about the organisation's aims and objectives and submit copies of the organisation's certificate of incorporation, taxation status form, insurance certificates and audited financial statements with the application.

3.5 Referees

Applicants must provide details of two referees who can comment on the organisation's ability to successfully complete the project and administer project funds.

One referee must be from an agency that is familiar with the organisation's work and the other from an agency that has provided funding to the organisation in the past five years. If your organisation has not received funding in the past, please provide details of two referees who are familiar with your organisation's work.

Staff of FaHCSIA, which includes the OfW, cannot act as referees. The OfW reserves the right to contact or not contact the referees.

3.6 Stages in the Assessment Process

Applications will be evaluated in accordance with the selection criteria and the assessment process below by a panel of representatives from OfW/FaHCSIA.

The assessment process will comprise the following stages:

- **Stage 1:** Receipt and registration of applications, initial screening for compliance of applications and eligibility of organisations by Assessment Panel.
- **Stage 2:** Assessment against selection criteria by Assessment Panel.
- **Stage 3:** Financial Viability and Funding Agreement risk assessment by the Assessment Panel.
- **Stage 4:** Briefing by FaHCSIA Delegate to Decision Maker.
- **Stage 5:** Selection of preferred applicant(s) by Decision Maker.
- **Stage 6:** Negotiation of Funding Agreement by Program Staff.

Applications will be rated in accordance with the following rating scale

Rating	Score
Excellent quality – excellent claims against the criterion, exceeds expectations, supporting information confirms consistent superior performance	5
Very good quality – very good claims against the criterion, meets all expectations to a high standard with complete and comprehensive supporting information	4
Good quality – good claims against the criterion, meets all expectations with convincing supporting information	3
Satisfactory quality – adequate claims against the criterion, mostly meets expectations, but may be lacking detail and/or supporting information	2
Marginal or poor quality – poor claims against the criterion, does not meet expectations, has deficient supporting information	1
Does not meet criterion – very poor answer or no answer provided	0

Section 4: Terms and Conditions of Application

4.1 Application conditions

Your application is not an agreement or contract. Meeting the Selection Criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the Selection Criteria. Applications meeting the Selection Criteria to a high standard are likely to be funded. All information requested on the application form must be provided to enable your application to be fully considered.

When submitting your application, you must provide one original signed by the President, Chair or equivalent of your organisation **and** three photocopies. Please secure the application and the photocopies with clips. **Do not** staple or bind the documents.

OfW/FaHCSIA will **not** issue or accept Application Forms via fax, or accept or respond to applicant's requests for information about the progress of their application during the assessment phase. OfW/FaHCSIA will only respond to requests for information that seek clarification of issues to allow them to better understand the requirements of the Application Form and Application Guidelines.

Following the assessment process, the assessment panel will make recommendations to the Minister for the Status of Women who will make the final decision as to the grant recipients. OfW/FaHCSIA will then advise all applicants in writing of the outcome of the Selection Process. Unsuccessful applicants may contact OfW/FaHCSIA to seek feedback on their application.

4.2 Late Applications

OfW/FaHCSIA may reject any application lodged after the closing date. If an application is late, OfW/FaHCSIA 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. OfW/FaHCSIA has no obligation to accept a late application. Any decision by OfW/FaHCSIA to accept or not accept a late application will be final.

4.3 Checks of Applicants

As a part of the Selection Process, OfW/FaHCSIA **may** undertake further checks of applicants, including checks for non-disclosure of any relevant information.

Any debt the applicant may have accrued to OfW/FaHCSIA or other Australian Government agencies may be taken into account when making a decision to offer funding.

OfW/FaHCSIA reserves the right to use information from:

- OfW/FaHCSIA databases;
- other Australian Government agencies, such as the Australian Taxation Office and Australian Securities and Investments Commission;
- state or territory agencies;
- law enforcement agencies;
- credit reference agencies;
- courts or tribunals;
- referees; or
- any other appropriate organisation or person reasonably required as part of these checks.

OfW/FaHCSIA reserves the right at any time to:

- cease to proceed with the selection process;
- change the structure, approach, contents or requirements of the selection process;
- terminate further participation in the selection process by any applicant for any reason, whether or not the application conforms with the application requirements;
- call for new applications.

4.4 Applicant's Responsibilities

It is the responsibility of the applicant to ensure that their application is complete, accurate and has been authorised by the President, Chair or equivalent of their organisation.

Applicants should keep a copy of their application and any supporting papers, either electronically or in hard copy, for their own records.

Applications that are incomplete, do not address the selection criteria, do not include the requested documentation or have not been authorised by the President, Chair or equivalent of the organisation may be deemed ineligible.

4.5 Sub contractors

Applicants must not sub contract any part of the project without first seeking written approval from OfW/FaHCSIA.

4.6 Conflict of interest

Applicants must notify OfW/FaHCSIA immediately of any actual or potential conflict of interest that may arise during the preparation of the application. If this occurs, OfW/FaHCSIA may:

- enter into discussions with the applicant in attempt to resolve the conflict of interest;
- disregard the application; or
- take further other action it considers appropriate.

4.7 Confidentiality

Information provided in the application is subject to provisions of the *Commonwealth Freedom of Information Act 1982*, which gives the public rights of access to documents held by the Australian Government and its agencies, with exemptions that protect personal and business information.

Information about applications may also be released to Parliamentary Committees as part of the expenditure accountability process and to other sections of FaHCSIA, if the applicant is seeking funding from other programs administered by the Department.

4.8 Liability Issues

OfW/FaHCSIA is not liable to the applicant in relation to the Selection Process, including without limitation, when the Department:

- varies or terminates all or any part of the Selection Process or any negotiations with the Applicant,
- decides not to acquire any or all of the services sought through the Selection Process,
- varies the Selection Process, or
- exercises or fails to exercise any of its other rights under, or in relation to the Application Guidelines.

4.9 The Department's Rights

OfW/FaHCSIA reserves the right to amend these Application Guidelines by whatever means it may determine in its absolute discretion and will provide reasonable notice of these amendments.

OfW/FaHCSIA reserves the right to mark any application 'non-compliant' if it has concerns about the genuineness of the information provided or where it feels the application has **not** been submitted in the spirit of the program as outlined in this document.

4.10 Disclaimer

OfW/FaHCSIA and its officers, employees, agents and advisors:

- are not, and will not be, responsible or liable for the accuracy or completeness of any information in or provided in connection with the Application Guidelines and Application Forms;
- make no express or implied representation or warranty that any statement as to future matters will prove correct;
- disclaim any and all liability arising from any information provided to the applicant, including, without limitation, errors in, or omissions contained in, that information;
- except so far as liability under any statute cannot be excluded, accept no responsibility arising in any way from errors or omissions contained in any information in the Application Guidelines and Application Forms; and
- accept no liability for any loss or damage suffered by any person as a result of that person, or any other person, placing reliance on the contents of the Application Guidelines and Application Forms, or any other information provided by OfW/FaHCSIA.

4.11 Complaints Mechanism

Complaints will be dealt with under FaHCSIA's Complaints Management Scheme, which ensures that any problems you may have with FaHCSIA services, decisions or policies, and those of FaHCSIA-funded service providers, are taken seriously and dealt with promptly.

For the 2007-08 WLDP Grants selection process, the initial contact for complaints is:

The Project Manager
2007-08 Women's Leadership and Development Programme Grants
Office for Women
Department of Families, Housing, Community Services and Indigenous Affairs
PO Box 7788
Canberra Mail Centre ACT 2610

If you feel the response you receive has not satisfactorily resolved your complaint, you will need to contact a FaHCSIA Complaints Officer on 1300 653 227, who will work with you to satisfactorily resolve the complaint or suggest further action if appropriate.

If you are dissatisfied at any time with the Department's handling of your complaint, you can also contact the Commonwealth Ombudsman.

For more information about the complaints mechanism, please see: www.FaHCSIA.gov.au/internet/facsinternet.nsf/aboutfacs/complaints_management.htm

Section Five: Glossary

Applicant

Means an organisation that submits an application. Individuals are not eligible to apply for funding through the 2007-08 Women's Leadership and Development Programme Grants.

Application

Means the application for funding submitted by an applicant. The application must be filled out in accordance with the instructions contained in these Application Guidelines, on a prescribed Application Form and submitted by the Closing Date.

Application Form

Means the Application Form made available to applicants to submit an application for funding. The application must be submitted in accordance with the instructions contained in these Application Guidelines.

Application Guidelines

Mean these Application Guidelines accessed by organisations interested in submitting an application for funding.

Application Pack

Means the material made available by the Department for applicants to help ensure applicants understand their requirements for submitting a completed Application Form by the Closing Date. The Application Pack consists of the Application Guidelines, Application Form and sample Funding Agreement. Other information may also be included on a program-by-program basis.

Application Period

Means the period for applicants to complete and submit their Application Forms. It commences from the time the Funding Round is advertised and Application Packs are made available and finishes on the Closing Date for submitting Applications. During this period the Department will only respond to requests for information that seek clarification of issues or material that allow them to better understand the requirements of the Application Form and Application Guidelines.

Closing Date

The Closing Date is that date beyond which applications will not be accepted.

Commercial-In-Confidence

Means information in the Application Form that the applicant clearly identifies as confidential and is not information that is:

- a) in the public domain, or
- b) already known to the Department other than through an obligation of confidence.

Consortium

OfW/FaHCSIA will only contract with individual providers. Applicants may determine that efficient or effective service delivery is best achieved through the use of a network of providers through a sub-contracting arrangement. This can be recorded in responses to the Selection Criteria. A successful provider who utilises an authorised sub-contracting arrangement will be held liable for all obligations contained in the terms and conditions of the funding agreement. This includes monitoring, management, financial performance, service outcomes, and specifically insurance coverage.

Decision Maker

The Minister for the Status of Women or her delegate will approve all projects and successful applicants, with reference to a report on the Selection Process outcomes provided by the Department.

Department (the)

Means the Australian Government Department of Families, Housing, Community Services and Indigenous Affairs.

Eligible Organisation

See section 2.1 of these Application Guidelines.

Funding Agreement

The Funding Agreement is the agreement that is signed by the Departmental Delegate and the Applicant's Authorised Representative. The Department's standard Funding Agreements are performance based, legally enforceable agreements between the Commonwealth and the funding recipients that set out the terms and conditions governing the funding. Funding agreements are used where the Department is providing funding to another party to deliver services or undertake certain activities, on behalf of the Department, to the community.

Selection Criteria

Means the Selection Criteria for assessing applications as outlined in the Application Guidelines and the Application Form.

Selection Process

Means the process for the selection of funding recipients outlined in the Application Guidelines and the Application Form.

Social Inclusion

Social inclusion is the outcome of an individual or group's ability to play a full role in Australian life in economic, social, psychological and political terms, both through developed personal capacity and through access to employment and services. The socially included:

- are well placed to secure employment;
- know how to access needed services;
- understand how to seek political or community change;
- are connected to others in life through family, friends, work, personal interests and the local community; and
- have some resilience when faced with personal crisis such as ill health, bereavement or loss of a job.

Successful Applicant

The Selection Process will result in a short list of recommended applicants. The short list will be forwarded to the Decision Maker (Minister for the Status of Women) for consideration. Successful applicants will be advised of their success or otherwise. The decision by the Department regarding successful applicants is final.

Supporting Material

Means additional material provided by the applicant with their application that clarifies the claims within their application, but which does not alter the content of the application in any material sense.

Value in Social Services Delivery

Value in Social Services Delivery is the optimum combination of quality and cost with minimal risk to the Australian Government. The Department seeks best Value in Social Service Delivery. Best value does not mean monetary value alone or lowest cost. A funding proposal that represents best value for the program will:

- meet the objectives of the department – such as strong and resilient communities;
- meet the aims of the program;
- meet community requirements; and
- be delivered in an efficient and effective way.