

INDIGENOUS TRAINING FOR EMPLOYMENT PROGRAM GUIDELINES FOR GRANT FUNDING 2009

What is ITEP?

The Indigenous Training for Employment Program (ITEP) is a partnership between the Northern Territory Government Department of Business and Employment (DBE) and the Australian Government Department of Education, Employment and Workplace Relations (DEEWR).

The program is to assist Indigenous adults of working age (15 years and over) in regional and remote communities of the Northern Territory.

Program objective

The key objective of the ITEP is to identify and support the implementation of practical, flexible and integrated projects that will ensure Indigenous Australians, in regional and remote areas of the Northern Territory, can take advantage of the Australian and Northern Territory governments' priority to provide vocational education and training opportunities and pathways to employment.

ITEP priorities for this funding round

In this grant funding round, ITEP will support:

1. Industry-specific workforce development strategies

Support for the development, with business and industry sectors, of Indigenous workforce development strategies to drive demand for Indigenous training and employment and to integrate skills development for employment retention and career development of Indigenous people in regional and remote locations.

Such strategies will be sufficiently robust to draw on existing Australian and Northern Territory Government programs, such as the Productivity Places Program, Language, Literacy and Numeracy programs, mentor support, pre-employment programs, apprenticeships and traineeships, STEP ERS, etc, if necessary.

Applicants should show evidence of collaboration with business and industry and their commitment to an Indigenous workforce development strategy. Prior to submitting, applicants also should seek clarification from Training Advisory Councils and Industry Skills Councils that their proposal is unique.

Applicants might consider a staged approach and seek support for one or more stages of their project through this ITEP grant funding round.

2. Projects of training and preparation for specific, sustainable job outcomes for Indigenous people in regional and remote locations

Successful applications will complement other activities that are supported by Australian or Northern Territory Government programs. Applicants should show evidence of support for the project from stakeholders. Applicants are encouraged to provide evidence to support the project methodology and/or the implementation plan, e.g. results and lessons learnt in earlier projects.

Who can apply?

Applications are invited from a broad range of businesses, organisations and other incorporated bodies. Applications may be developed in partnership or collaboration with other stakeholders.

How do we apply?

Submissions for ITEP grant funding are by competitive application. Up to \$2 million is available for projects in 2009. Projects should commence in July 2009, and may run for a few months or up to 18 months.

Applications close 9.00 am Monday 6 April 2009 with successful applicants advised by 30 April 2009.

- The application form and a fact sheet can be downloaded at www.nt.gov.au/dbe
- Applications can be sent by email or post.

Who do I talk to?

For more information, and explanation of these guidelines or the application form, contact the ITEP Coordinator on (08) 8924 4196 or (08) 8999 7014.

CRITERIA FOR A SUCCESSFUL APPLICATION

ITEP is a competitive program; selection will be based on the merit of each application.

How can I be successful in my ITEP application?

The applicant must complete **all** parts of the ITEP application form to be considered.

Each eligible application will be considered by a Selection Panel. The panel will assess each proposal against set criteria, including the achievement of the program objective, ITEP priorities for this grant funding round, integration with other activities that are supported by other Australian or Northern Territory government programs and alignment with the program's underpinning framework (as follows):

Program Principles

- sharing responsibility
- harnessing the mainstream
- streamlining service delivery
- establishing transparency and accountability
- developing a learning framework
- focussing on priority areas – specifically economic participation and development.

Overarching Priority

Building Indigenous wealth, employment and entrepreneurial culture (as these are integral to boosting economic development and reducing poverty and dependence on passive welfare).

Seven Factors for Success

1. community ownership and involvement
2. the incorporation of Indigenous identities, cultures, knowledge and values
3. the establishment of 'true' partnerships
4. flexibility in course design, content and delivery
5. quality staff and committed advocacy
6. extensive student support services
7. appropriate funding that allows for sustainability.

The panel will review each application paying attention to the milestones identified and the prospect of achieving the planned outcomes.

The Grant Application Form

Applicants are advised to read the Grant Application Form and the accompanying guide thoroughly prior to completing the form.

How will I know if I am successful?

All applicants will be contacted by the ITEP Coordinator and advised of the decision of the selection panel.

The successful applicant will be provided with a contract for signing by the applicant organisation and DBE. The management of the contract will be through the ITEP Coordinator.

ADMINISTRATION

When will the grant be paid?

The provision of funds will be aligned to the project 'milestones' as stated in the application.

- 50 per cent of the approved funding will be paid on signing of the contract.
- 30 per cent of the funding will be paid on acceptance of a progress report on project milestones at a time to be agreed.
- The remaining 20 per cent of the funding will be paid on acceptance of a final report outlining achievements against proposed outcomes (and submission and acceptance of employment, training or other data if applicable).

Additional progress reports will be required for projects running longer than 12 months.

How will progressive Key Performance Indicators (KPIs) or milestones be evaluated?

An evaluation of ITEP projects will be undertaken by program staff of DBE and DEEWR to determine achievements based on the successful completion of KPIs and milestones.

The ITEP Coordinator will work collaboratively with successful applicants and may organise reviews or visits based on project KPIs and milestones as described in the application. At the review or visit, evidence of achievements will need to be provided.

What happens if I do not deliver on the KPIs or milestones?

One measure of success for a project will be the completion of KPIs and milestones. Where an ITEP recipient is not able to establish that the project has achieved these, the applicant will be invited to negotiate appropriate amendments.

Where a progressive KPI or milestone continues not to be achieved, funding support may be withdrawn from the project.

Can I use ITEP for an existing program?

ITEP may complement - but not duplicate - existing initiatives funded by the Australian Government or the Northern Territory Government.

Applications should include information on all other government funding received by the applicant organisation. ITEP funding cannot be used for a project that is more appropriately funded under another program.

The Australian Government has contributed funding to this project under the Training Initiatives for Indigenous Adults in Regional and Remote Communities Program (TIFIARRC).