

IBA Social Enterprise Grant Application Form

Thank you for your interest in the Social Enterprise Grant. Please ensure you have read the guidelines, before you apply.

Please note this form will take 30-60 minutes to complete and cannot be saved along the way, so ensure you have sufficient time and internet access before you begin. Click here for a copy of the questions.

The following information will further assist IBA to understand your enterprise. If unsure about any of the following fields, please contact the IBA Partnership team by emailing: partnerships@iba.gov.au

SECTION 1. YOUR ENTERPRISE

In this section we ask for information to understand the operation and structure of your Social Enterprise. IBA will use this information to assess whether your Enterprise meets the eligibility requirements for the grant and to understand your Enterprise's capability, capacity and past experience.

- 1.1 Contact Name
- 1.2 Business and/or Trading Name
- 1.3 Legal entity Name (of the business)
- 1.4 Industry (e.g. Business, Employment, Education etc)
- 1.5 Registered Business Address, State/Territory, Postcode
- 1.6 Phone
- 1.7 Email
- 1.8 Business Entity structure (e.g. Sole Trader, Company, Partnership)
- 1.9 Australian Business Number (ABN)
- 1.10 Australian Company Number (ACN)
- 1.11 Indigenous Corporation Number (ICN)
- 1.12 Are you an Australian first nations owned and managed business? Yes/No
- 1.13 Directorship/Shareholding/Partnership. *Note you may be asked to provide a copy of any shareholder/JV agreements.*
- 1.14 Number of years your business has been operational?
- 1.15 Does your enterprise have proof of Public Liability insurance? (\$20 million in aggregate) Yes/No
- 1.16 Does your enterprise have proof of Professional Indemnity insurance? (\$1 million in aggregate) Yes/No

- 1.17 Briefly describe the management structure and key personnel of your enterprise in context with this partnership application, for example the names, titles and responsibility. Please outline their experience in managing and delivering initiatives of a similar size and nature to your proposal.
 - Describe how your entity is a social enterprise
 - If there is an executive team, explain briefly how day to day decisions are made and by whom
 - List all key staff that will be working on this program, their role in the initiative, professional background, their qualifications and whether they are Australian First Nations

- 1.18 Does the program/initiative you will be delivering under the proposed partnership require key personnel have professional licenses or accreditation requirements? If yes, please provide full details.
 - Outline all relevant formal qualifications of each key personnel
 - If there are professional licences required, outline who holds the licence (a copy will be required)
 - If a working with children clearance is required, outline who holds the licence (a copy will be required)

SECTION 2. PARTNERSHIP PROPOSAL

- 2.1 In your own words, please tell IBA about your partnership proposal, including how it will be implemented, delivered, and concluded. For example, about your community, purpose of program/initiative, who you are supporting, the expected impact and outcomes.
- Target audience: Who are you delivering the program/initiative to?
 - Program structure: if there are several components, describe in brief each component, then provide the details
 - Delivery Format: is it online or in person? Workshops, one-one-one coaching, group sessions,
 - Timeline: when will each component of the program/initiative take place?
 - Duration and frequency: what is the length of each component how often will it be delivered? Is it a series (i.e. all programs parts to be completed by each participant) or can it be accessed as individual parts?
 - Locations of delivery
 - Content -what are the individual sessions called, what is the content themes?
 - Who will be the facilitators (note all facilitators must provide a Confirmation of Descent Form)? Are there guest speakers?
 - What are the outcomes you expect for each part of the program parts (if multiple)? What capabilities will the participants develop, how will they change?
 - Form a participant perspective – are there resources or packs they will be provided with?
- 2.2 What is your enterprise’s experience in delivering this project, or similar projects working in the sector?
- Explain similar projects that your enterprise has delivered and their outcomes
- 2.3 Why is your enterprise the best choice to lead this initiative? Provide evidence demonstrating your enterprise’s capability, for example experience in working with Aboriginal and Torres Strait Islander women, girls or sisters and communities, including how you create and work in a culturally safe environment. For example, provide client/partner testimonials, case-studies or business case. *[You can upload documents at the end of the form].*
- List your point of difference, how your program is specifically supportive of First Nations women, girls and sisters.
 - If you are delivering program in a community other than your own, what is your connection to that community?
 - How does your program present an opportunity for impact and change?
 - Upload (for example): Newspaper article xxNews, April 2021
- 2.4 Is your project a collaboration between a Social Enterprise and an ORIC incorporated or not-for-profit organisation? If so, please outline the details of the collaboration, and the benefit the collaboration will create. *(please note this is an optional question and not a requirement of the grant)*
- 2.5 Will the proposed partnership service remote, regional or urban locations in Australia? Please specify.
- Specify the location for your program
 - If the program serves more than one location, please break up the locations and specify how many participants per location
- 2.6 How many women, girls or sisters in your community will the partnership directly benefit?
- State the number, if required break down, for example into age groups or if multiple parts of program by program
 - What are the characteristics of the participants? For example, if they are in business, what stage of the business lifecycle are they at?
- 2.7 Will there be additional positive flow on effect, or impact to other women, girls or sisters, or the community created more broadly by this initiative? Please tell us about this impact.
- Describe the positive flow-on or impact
 - How does your program solve social issues in community?

- 2.8 How have you identified the women, girls or sisters that will benefit from this initiative?
- If you have already found the participants for your program, please list how many women, from which location, what age group (for youth-based programs) and what participant characteristics/eligibility criteria
 - If you haven't yet identified all or some of your participants, explain how you will attract the participants to the program.

- 2.9 Which of the listed focus areas does your program seek to impact:
- Support for start-up and existing First Nations businesses
 - Building financial skills and confidence
 - Access to job-readiness programs
 - Workplace coaching and mentoring
 - Managing housing and affordable living
 - Creating and maintaining networks relating to the above-mentioned themes
 - Wellbeing and self-care programs
 - Upskilling and training of First Nations staff
 - Establishing innovative platforms and systems

- 2.10 Please describe the expected outcomes of the program, how they will be measured, key milestone activities and what information you will collect to measure outcomes? How will you measure the success of the program?

This is an example:

Outcomes	How will the outcomes be measures?	What information will be collected?	How and when will this be reported to IBA?
<i>To build confidence in starting own business</i>	<i>Question: How confident are you to start a business as an NDIS Support worker? How many clients have you found?</i>	<i>Survey (1) pre-program and (2) on conclusion</i>	<i>Interim Report at half way mark and Final Report</i>
<i>Quantitative: xx women complete the program</i>	<i>Attendance Report</i>	<i>Attendance information</i>	<i>Final Report</i>

- 2.11 How will you measure the success of the program?
- What is your expectation in relation to how many participants will complete your program?
 - For example, will you do surveys or interviews? How and when will they take place?
 - Can you provide quantitative (numerical) data on the program about its use by participants?

- 2.12 Please outline the scope of activities for your initiative, including estimated timeframe for each activity
List all the activities of your program in a short manner. The timeframes should give an indication of start date (not before 15 June 2023) and completion date (no later than 30 November 2023).

This is an example:

Phase	Activity	Timeframe
<i>1 – Facilitate 6 one-one-workshops</i>	<i>Each one day workshop has the following topics:</i> <ul style="list-style-type: none"> ○ <i>Welcome/Acknowledgment to Country</i> ○ <i>Topic 1</i> ○ <i>Topic 2</i> ○ <i>Topic 3</i> 	<i>20 June, 11 July, 1 August, 22 August, 12 Sept, 31 Sept 2023</i>

<i>2 - Mentoring</i>	<i>Providing xx hours per participant of mentoring in online/face-to-face environment. Participants have access through booking system/open door phone and support will include</i>	<i>July – October 2023</i>
<i>3 – Facilitate 5 Yarning Circles</i>	<i>Online group meetings to discuss xxx</i> <ul style="list-style-type: none"> - <i>Guest speakers</i> - <i>Focus areas</i> 	<i>June – October 2023</i>

- 2.13 What are your proposed communication activities to inform community of the partnership’s impact?
 This is an example:

Timeline	Audience	Method/platform of communication
<i>On commencement</i>	<i>Your enterprise audience</i>	<i>Post about program commencement, intentions of program and desired outcomes (Facebook, LinkedIn)</i>
<i>Completion of Workshops [Date]</i>	<i>Local Newspaper</i>	<i>Xx News – highlight program success to date, impact</i>
<i>[...]</i>		

- 2.14 Will any other business or sub-contractors assist you in the delivery of the partnership? If yes, please provide details including whether they are a First Nations business/person.
- 2.15 Is there any other information about the partnership you wish to provide? If so, please do so below.

SECTION 2(CONTINUED). FUNDING REQUIREMENTS

Please outline to IBA the funding requirements for this proposal.

- 2.16 Provide a general cost overview by detailing associated costs against the activities you have outlined in this application.
- o This is an example, which should align to your phases defined above in Q2.12:

Activity	Timeframe	Total cost GST excl
<i>Phase 1: -Facilitation fee for 6 one-day workshops ‘xyz program’ - Venue/Catering for xx participants - xx Participant resources (handbook, pen, tote bag, merchandise)</i>	<i>20 June – 30 September 2023</i>	<i>\$x [facilitation] \$x [venue] \$x [resources]</i>
<i>Phase 2: One-on-one Mentoring support to xx participants (online)</i>	<i>July – October 2023</i>	<i>\$x</i>
<i>Phase 3: 5 Yarning Circles, one per month online</i>	<i>June – October 2023</i>	<i>\$x</i>

- 2.17 Do you anticipate requiring any other assistance (facilities or resources etc.) from IBA in order to execute the proposed partnership?
- 2.18 Additional comments concerning funding requirements or timeframes you wish to provide?
- Outline if funding from other sources or in-kind contributions will be used to deliver the program
 - If applicable, outline if there are further steps following this program as an add on but not part of this project.

SECTION 3. PROPOSAL ASSESSMENT AND DECISION MAKING

IBA will review all applications against the eligibility and assessment criteria and will partner with enterprises who can demonstrate that they are best positioned to deliver on the purpose of the *Social Enterprise Grant*.

Enterprises will be notified in writing about the outcome of the decision. Access the IBA Social Enterprise Grant Guidelines by clicking [here](#)

I understand that this application is assessed against the criteria of the Grant and that IBA is not compelled to proceed with my proposal.

SECTION 4. PRIVACY ACKNOWLEDGEMENT

Acknowledgement and consent

By submitting this application you:

- a. acknowledge that you have read and understood this Privacy Notice;
- b. consent to IBA collecting, using, storing, disclosing or exchanging your personal information (including credit information and sensitive information) in accordance with this Privacy Notice, IBA's Privacy Policy and Credit Information Policy;
- c. confirm that you are authorised to provide the personal details presented and you consent to your information being checked with the document issuer or official record holder via third party systems for the purpose of confirming your identity;
- d. permit IBA sending you information about our other products or services (unless you have otherwise specified)
- e. authorise, for the purposes of section 191 of the ATSI Act, IBA to disclose information and/or documents about you if disclosure is necessary in order for IBA to perform its functions or activities;
- f. acknowledge that IBA will not pay for, or reimburse, any of your costs associated with the preparation of this application, including any documentation you provide in support of the application, such as a proposal or prospectus;
- g. acknowledge that no funds are committed by IBA to a proposed partnership unless and until formal documentation is signed by the parties;
- h. if applicable, declare that the person/entity whose information has been provided in this application has read and understands and agrees to items (a) to (f) above in respect of themselves.
- i. have read and understood the application form and you are sure the information you have provided is complete and correct. You have declared any relationships you have with IBA staff or officers or any other person or entity that may create a conflict of interest for IBA in considering this request. You agree to notify IBA as soon as possible if there are any changes to the information in or related to this application.
- j. acknowledge that IBA will rely on the information you have provided to assess your application and you understand that any omission or false statement may result in rejection of this application, withdrawal of any approval for funding and/or termination of any partnership agreement with IBA.

I confirm that I have read and understood the acknowledgement and consent.

The partnership is to be undertaken in accordance with the Commonwealth Grants Rules and Guidelines (CGRGs). The CGRGs require publication of grant opportunities and reporting on grants/partnerships through GrantConnect, a Commonwealth whole-of-government web-based facility. If your partnership proposal is successful, IBA will

publish the partnership details on GrantConnect and the IBA website, and will report to the Commonwealth Department of Prime Minister and Cabinet on the progress and outcomes of the Social Enterprise Grant.

I consent to publishing the partnership details on GrantConnect if successful.

If you do not consent, please provide reasons for why you do not want the partnership details published online.

If you are a successful applicant, you will be required to comply with the Privacy Act 1988 and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by IBA would breach an Australian Privacy Principle as defined in the Act.

(Required)

I declare that I will comply with the Privacy Act 1988 and the Australian Privacy Principles.

ENQUIRIES

Questions regarding this application, or the Social Enterprise Grant Initiative, can be directed to Katrin Watson, Manager Partnerships and Governance and the IBA Partnership team by emailing: partnerships@iba.gov.au

ATTACHMENTS

The following must be included to finalise your application:

[These are mandatory to be provided for us to progress your application in a timely manner.](#)

1. Resumés for key enterprise personnel and management structure identified in Section 1.17
2. Aboriginal or Torres Strait Islander Descent Confirmation Form (unless previously provided to IBA)
3. Certificates of currency for your insurances identified in Section 1.15 and 1.16

If applicable, please attach professional licenses / accreditation (Section 1.18), testimonials / case studies (Section 2.2). Please upload these documents with your submission. Should you experience any difficulties, please email them to partnerships@iba.gov.au, referring to this application. (Required)

Accepted file types: jpeg, gif, pdf, png, docx, jpg, Max. file size: 8 MB, Max. files: 15.