

# Jobs Fund Guidelines

## 1 Overview

### 1.1 Introduction

The Jobs Fund is a \$650 million Australian Government Initiative to support and create jobs and skill development through projects that build community infrastructure and social capital in local communities.

The Jobs Fund is a discretionary grants program which commences on 1 July 2009 and completes on 30 June 2011. Funding will be in the form of one-off grants to support the delivery of innovative social or infrastructure projects which create jobs and employment opportunities in communities affected by the economic downturn, while also delivering positive environmental, heritage and social outcomes. Projects will focus on directly generating jobs for people in communities with high unemployment, a rise in unemployment or vulnerability.

Payments under this Fund will be administered by the Departments of Education, Employment and Workplace Relations (DEEWR), the Environment, Water, Heritage and the Arts (DEWHA) and Infrastructure, Transport, Regional Development and Local Government (Infrastructure), in consultation with the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA). These four departments will be referred to collectively as 'the Departments' in these Guidelines.

The Jobs Fund is a three-pronged initiative comprising:

- Local Jobs - \$300 million (including \$60 million for heritage-related projects and \$40 million for the construction of bike paths)
- Get Communities Working - \$200 million
- Infrastructure Employment Projects - \$150 million.

### 1.2 Objective

The Jobs Fund will support and create jobs and skill development through projects that build community infrastructure and social capital in local communities.

Through the Jobs Fund the Government will invest in one-off capital projects and provide seed funding for social enterprises. The Jobs Fund is a temporary resource. The aim of the Jobs Fund is to produce long-term improvements in communities affected by the economic downturn.

The Jobs Fund has the following three streams:

- **Local Jobs** - \$300 million of funding is available over two years. Funding will be available for community infrastructure projects with a focus on the promotion of environment-friendly technology and heritage. \$60 million of this stream has been specifically set aside for heritage-related projects and \$40 million of this stream for the construction of bike paths. (Note: funding under these quarantined components of the Local Jobs stream will not extend past 30 June 2010.)
- **Get Communities Working** - \$200 million of funding is available over two years. Seed capital will be available for self-sustaining projects which create jobs and provide activities and services to improve community amenity. This

funding is also available to provide Temporary Financial Assistance to non-profit organisations whose donor base is currently under pressure due to the economic downturn.

- **Infrastructure Employment Projects** - \$150 million over two years. Projects under this stream will provide for investment in infrastructure projects which generate jobs in regions affected by the economic downturn.

## **2 The Jobs Fund**

### **2.1 Eligibility to apply for funding**

Non-profit organisations, employment services providers, industry associations, unions, peak bodies, regional development agencies, industry associations, **local/state/territory governments** and community organisations will be eligible to apply for funding under the Local Jobs and Get Communities Working streams. Organisations seeking funding need to demonstrate their capacity to deliver the activity, service, or infrastructure outcome proposed.

Infrastructure Employment Projects will be initiated by the Australian Government. It is anticipated that these projects will be jointly funded with State and Territory and/or Local Governments.

Funding under the Jobs Fund will not extend past 30 June 2011. Where proponents expect their projects to continue beyond this period, they must demonstrate an alternative source of funds beyond 30 June 2011. (Note funding granted under the quarantined heritage component will not extend past 30 June 2010).

### **2.2 Proposals**

The development of proposals by proponents will be an iterative process where the Departments will work with proponents where necessary to refine promising proposals.

The Australian Government will initiate and fund Infrastructure Employment Projects and, where Local Employment Co-ordinators (LECs) are operating, proposals may be submitted by the LECs to respond to emerging local priorities. Further information on LECs is at sub-section 2.7.

Urgent infrastructure project proposals relating to external shock events (such as bushfires, floods or other natural disasters) can be proposed by state, territory or local governments for consideration for funding under the Jobs Fund.

For heritage-related projects \$6 million of the \$60 million heritage component under the Local Jobs stream has been allocated for expenditure in 2008-09 on projects which are identified and recommended by DEWHA. This will apply to projects that are ready start immediately on securing funding and meet the spirit of the Jobs Fund criteria.

Heritage projects to be funded in 2009-10 will be subject to open submissions and/or identified in consultation with relevant community organisations and state, territory and local governments.

Temporary Financial Assistance will be provided through the Get Communities Working stream to non-profit organisations whose donor base is currently under pressure due to the economic downturn.

Temporary Financial Assistance will provide one-off grants of up to \$2 million to ensure that these organisations can continue to provide current and expanded services in a time when these services are most needed. Funding will not exceed the loss of income or the amount required to meet the expected demand for services.

Funding of \$11 million has been allocated for this support in 2008-09. The level of assistance will be assessed by DEEWR and FaHCSIA and recommended to the Deputy Prime Minister and the Minister for FaHCSIA or their delegates for approval.

### 2.3 Project eligibility

Projects which will be considered for funding under the Jobs Fund must address **at least one of the following** four target areas:

- A. create jobs or retain people in jobs at risk due to the downturn
- B. build skills for the future
- C. build **community infrastructure** or improve community amenity which generates local jobs, or
- D. provide seed funding for social enterprises to start up, maintain or expand services, generating jobs and improving community services.

Within each of these four target areas preference will be given to projects which demonstrate one or more of the following:

- **are ready-to-start immediately** [funding for bicycle related components of the Local Jobs stream will not extend past 30 June 2010]
- support, create or retain jobs
- assist a greater number of disadvantaged job seekers including Indigenous job seekers and have a greater likelihood of achieving outcomes for those job seekers
- are in locations that have entrenched disadvantage or are vulnerable to the economic downturn
- involve place-based initiatives which strengthen the community
- provide job seekers with additional skills through training which maintains a connection with the labour market or develops connections to the community
- assist apprentices/trainees who have been made redundant to complete their apprenticeships
- have the potential to be sustainable and provide long-term employment opportunities for job seekers in areas of high unemployment
- provide jobs for local businesses and communities and provide opportunities for youth, while also delivering positive environmental, heritage and social outcomes
- involve well negotiated partnerships with employment services providers, local community organisations and relevant stakeholders needed to assist job seekers
- demonstrate stakeholder consultation and work with the local community in designing and running projects

include a contribution of funds, or in kind contributions to supplement the amount sought in the project proposal. [For bike projects a joint funding contribution of 50 percent will be expected.]

- revitalise or create new infrastructure assets for community needs or have the potential to contribute to economically viable regions.

All projects must also demonstrate that the activities to be funded are clearly additional to those that would have occurred in the absence of funding under the Jobs Fund.

In the case of applications for Temporary Financial Assistance proponents will need to demonstrate that the services requiring funding would not be maintained in the absence of the funding under the Jobs Fund.

To be considered for funding, those projects funded under the \$60 million heritage component of the Local Jobs stream must also deliver positive heritage outcomes (refer to sub-section 3.1.1).

## 2.4 Gateway criteria

The Jobs Fund will have a common set of gateway criteria which must be met for funding under any of the three streams:

1. Projects in areas experiencing high unemployment, a significant rise in unemployment or vulnerability
2. Projects must be viable and ready to start
3. Funding will not extend past 2010-11. Projects will be expected to be self-sufficient and/or not require Australian Government funding beyond 30 June 2011. [funding for bicycle related components of the Local Jobs stream will not extend past 30 June 2010]

## 2.5 Assessment processes

In order to be considered for funding under any of the three streams (Local Jobs, Get Communities Working and Infrastructure Employment Projects), projects must satisfy at least one of the four target areas (listed in sub-section 2.3) and meet all three gateway criteria (listed in sub-section 2.4).

A Joint Committee comprising of staff from the Departments will determine a project's suitability for funding under the Local Jobs or Get Communities Working streams and direct to the appropriate Department for assessment (unless the Department has already conducted an assessment).

Infrastructure Employment Projects initiated by the Australian government will comply with the gateway criteria and will be referred by Infrastructure to the Joint Committee for their consideration and advice.

Further information on the three streams is included at section 3.

Heritage projects to be funded in 2008-09 will be identified, assessed and recommended by DEWHA. Heritage projects to be funded in 2009-10 from the \$60 million heritage component of the Local Jobs stream will be sought through the gateway process and directed to DEWHA for assessment and recommendation in line

with heritage-specific criteria, in consultation with the Australian Heritage Council (refer to sub-section 3.1.1 and Part D of the Proposal for Funding Form).

**Where a project is for a bike path it will be directed to Infrastructure for assessment.**

Applications for Temporary Financial Assistance will be assessed by DEEWR and FaHCSIA.

For other project proposals, the joint committee of the Departments will determine the most appropriate funding stream, assess proposals' suitability and consult with the Get Communities Working Advisory Council as relevant. Suitable projects will be referred to the appropriate Department for assessment. The relevant Department will then make a recommendation to their Minister regarding funding for the project. Further detail on the approval process for projects considered under each of the three streams is in section 2.6.

Section 6 outlines information to be included when addressing assessment criteria.

## **2.6 Approval processes**

Recommendations for funding will be made by the relevant Department to the appropriate Minister or their Delegate, for their approval. Successful projects will be announced by letter and on [www.deewr.gov.au](http://www.deewr.gov.au). Refer to sub-section 6.3 for further information about the assessment of proposals.

### **2.6.1 Recommendations to fund projects under the Local Jobs stream**

Recommendations to fund projects under the Local Jobs stream will be made by DEEWR (in consultation with DEWHA and Infrastructure) to the Deputy Prime Minister or their Delegate, with the exceptions of the quarantined funds for the Heritage and bike path components of the stream.

Recommendations to fund projects under the quarantined heritage component of the Local Jobs stream will be made by DEWHA to the Minister for Environment, Heritage and the Arts or their Delegate.

**Recommendations to fund projects under the quarantined bike path component of the Local Jobs stream will be made by Infrastructure to the Minister for Infrastructure, Transport, Regional Development and Local Government or their Delegate.**

### **2.6.2 Recommendations to fund projects under the Get Communities Working stream**

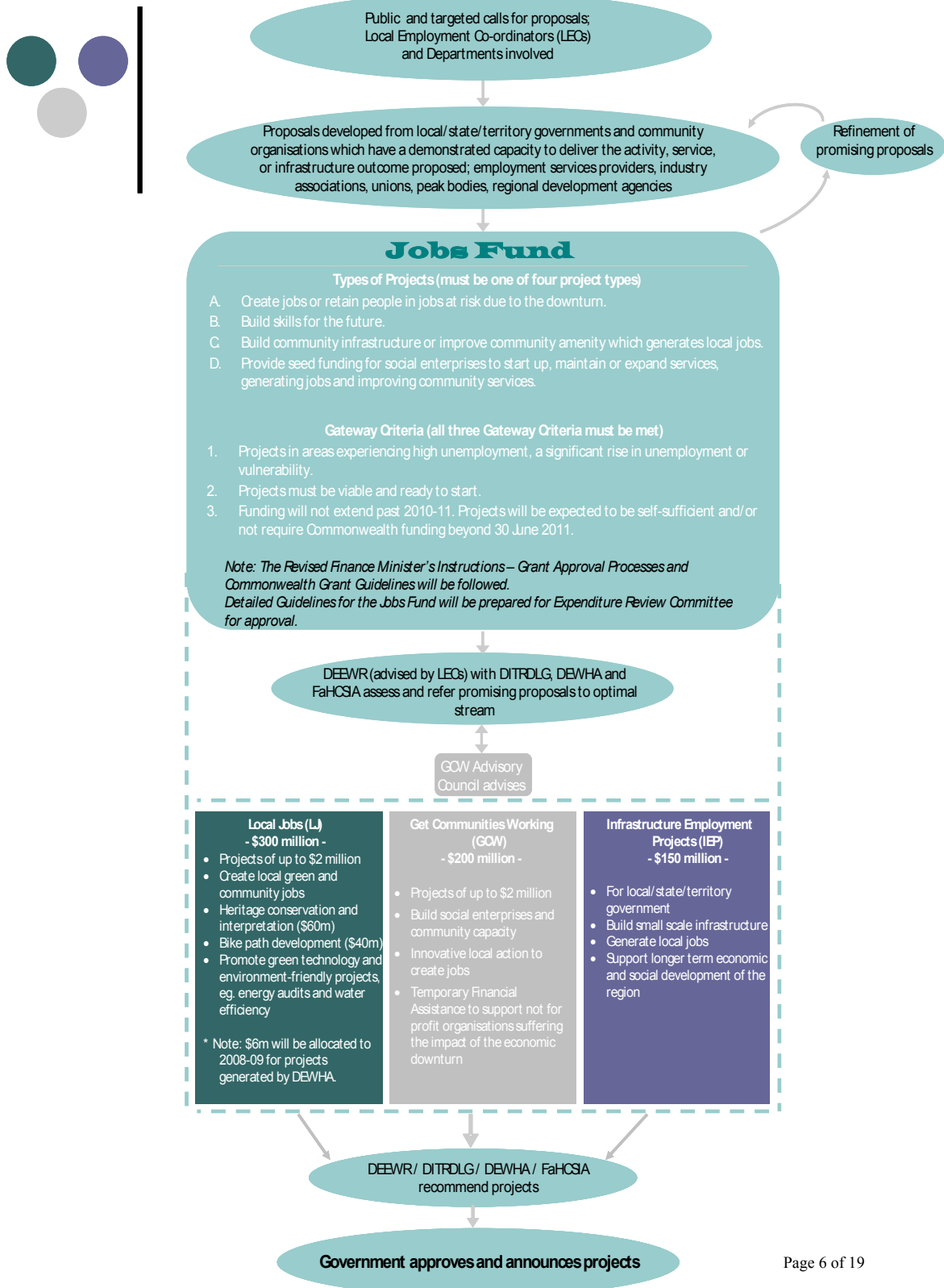
Recommendations to fund projects under the Get Communities Working stream will be made by DEEWR to the Deputy Prime Minister or their Delegate.

Recommendations for Temporary Financial Assistance funding will be made by DEEWR in consultation with FaHCSIA and agreed by the Minister for Families, Housing Community Services and Indigenous Affairs and the Deputy Prime Minister or their Delegates.

### **2.6.3 Recommendations to fund projects under the Infrastructure Employment Projects stream**

Recommendations to fund projects under the Infrastructure Employment Projects stream will be made by Infrastructure to the Minister for Infrastructure, Transport, Regional Development and Local Government or their Delegate.

The following diagram shows the flow of projects from the project identification stage, through the common gateway criteria to specific criteria and then to approval.



## **2.7 Local Employment Co-ordinators**

Local Employment Co-ordinators (LECs) will be engaged by DEEWR to co-ordinate and drive local responses to job losses and declining economic demand in targeted areas. They will be high level leaders with strong local knowledge who have links to local government, community and business. Where possible they will be based in local councils.

LECs will promote the take up of Commonwealth, State and Territory education, training, infrastructure and stimulus measures at the local level in a way which achieves rapid responses to emerging unemployment pressures in their region.

LECs will work with community stakeholders to identify and develop projects that might be funded under the Local Jobs and Get Community Working streams. They may also advise the Departments on suitable Infrastructure Employment Projects that might be funded. LECs will also report to DEEWR on the progress of projects.

LECs will:

- ensure there are rapid response strategies for redundant workers
- facilitate government/community/business partnerships to stimulate the local economy and generate opportunities for new jobs, and
- broker agreements between Commonwealth, State and Local Government to align efforts of all levels of government and strengthen community supports.

In determining whether to put forward a project, the LECs should have consideration of the following:

- the level of support from the local community
- the level of potential employment created, with preference given to labour intensive projects, and
- whether the project provides opportunities to engage unemployed people.

## **2.8 Advisory group**

The Get Communities Working Advisory Council will provide advice to the Australian Government on the suitability of proposals which may fit under the Get Communities Working stream. The Council will also provide guidance on social enterprise models that address the aims of the Get Communities Working stream.

# **3 Funding streams**

## **3.1 Local Jobs**

Local Jobs has an emphasis on community based infrastructure projects with a focus on the promotion of green technology, heritage and environment-friendly projects.

The total amount of funding available under the Local Jobs stream is \$300 million. Funding for individual projects will be determined on a case-by-case basis to a maximum of \$2 million per project. While proponents are required to specify in their application the amount of funding they are applying for, the decision on how much funding will be provided to successful proponents is at the discretion of the Delegate (refer to sub-section 6.3).

Of the \$300 million funding available, \$60 million has been quarantined for heritage-related projects.

An amount of \$40 million has also been quarantined for construction of bike paths.

### **3.1.1 Scope**

#### ***Local Jobs***

Local Jobs will provide funding for a diverse range of innovative employment and social projects, which include but are not limited to:

- provision of energy audits and advice for community and not-for profit organisations to improve their readiness for the impacts of climate change
- the installation of energy efficiencies for buildings designed to reduce carbon emissions such as insulation
- undertaking external landscaping activities that improve indoor energy efficiency and comfort levels in community buildings (such as shading, water features and landscaping as appropriate)
- protection, conservation and interpretation of historic, indigenous and natural heritage places
- waterway improvement, conservation and care
- land, water and wildlife survey and data collection
- projects related to the six national priority areas of the Australian Government's environmental management initiative 'Caring for our Country'
- projects which support 'community hubs' in areas of need
- access control, bush regeneration, habitat protection and restoration
- environmental weed control and walking track construction and restoration, and
- activities to care for the natural environment and providing community education, including archival projects.

#### ***Heritage Projects***

Heritage projects to be funded in 2008-09 will be identified, assessed and recommended by DEWHA. Heritage projects to be funded in 2009-10 from the \$60 million heritage component of the Local Jobs stream will be sought through the gateway process and directed to DEWHA for assessment and recommendation in line with heritage-specific criteria, in consultation with the Australian Heritage Council.

For heritage-related project proposals, in addition to demonstrating how the project delivers employment and economic benefits that are supported by local communities, proponents will also need to demonstrate that the project will deliver positive heritage outcomes. Issues which will be taken into consideration in assessing heritage outcomes include:

- does the project contribute to the heritage values of a place, including conservation, protection, adaptation or interpretation works
- is the project consistent with the principles of the Burra Charter, management plans currently in place, and state, territory and Commonwealth legislation
- to what extent does the project contribute to one or more of the priority heritage themes identified by the Australian Heritage Council, and include elements

designed to promote awareness of the activity, and of the social and economic value of the heritage property, and

- does the project provide ongoing direct and indirect social and economic benefits in the community, such as by increasing tourism, or increasing the appropriate utilisation/value/rental returns of heritage properties.

The heritage component comprises grants in five broad categories:

1. National Heritage-listed places (a total of \$16 million with individual grants of \$50,000 to \$2 million)
2. Historic properties managed by the National Trust (a total of \$12 million with individual grants of \$20,000 to \$2 million)
3. Community grants (large projects) for heritage places of local, state or national significance (a total of \$11.4 million with individual grants of \$100,000 to \$2 million)
4. Community grants (small projects) (a total of \$10 million with individual grants of \$20,000 to \$100,000)
5. Natural heritage projects focussed on places listed in, or being assessed for inclusion in, the World Heritage List (a total of \$8.6 million with individual grants of \$200,000 to \$2 million).

### ***Bike Path Projects***

Infrastructure will assess and recommend projects under this component, in line with specific requirements for this stream.

Bike path funding may be provided for new, extensions or refurbishment of existing:

- off-road bike paths (but not dedicated mountain bike trails)
- on-road bike lanes (e.g. road-widening and marking bike lanes on an existing road), and
- bicycle parking facilities.

Funding can be used for:

- construction
- project management costs, and
- payment of salary/wages and employee on-costs for additional people employed on the project.

The majority of the funding must be used for construction.

For bike path related project proposals, proponents need to demonstrate how the project will create local jobs and provide alternative transport options. A joint funding contribution of 50 percent will be expected.

## **3.2 Get Communities Working**

Get Communities Working aims to ensure that communities already suffering entrenched disadvantage, vulnerability or exceptional circumstances, are in the best possible position when times improve. This will be achieved by building local capacity, networks and skills through the creation of jobs and the provision of work experience and training opportunities for job seekers that are relevant to the labour market and skills in demand.

This stream is focused on the delivery of innovative employment and social projects to build capacity, improve community amenity and provide opportunities for disadvantaged job seekers. Ultimately this stream and its associated projects will link people with training and employment by creating jobs and opportunities in communities affected by the economic downturn.

Temporary Financial Assistance will be provided through the Get Communities Working stream to non-profit organisations whose donor base is currently under pressure due to the economic downturn.

The total amount of funding available for the Get Communities Working stream is \$200 million. Funding for individual projects will be determined on a case-by-case basis to a maximum of \$2 million per project. While proponents are required to specify in their application the amount of funding they are applying for, the decision on how much funding to be provided to successful proponents is at the discretion of the Delegate.

### **3.2.1 Scope**

Get Communities Working will provide funding for a diverse range of innovative employment and social projects, which include but are not limited to:

- health and wellbeing projects such as school breakfast/lunch programs in disadvantaged areas with workers undertaking training in food preparation and handling of food
- community enhancement projects such as upgrading community facilities in areas of locational disadvantage
- expanding local government jobs to provide additional services
- seed funding could be provided to help establish, expand or retain social enterprises in areas where there is a strong business case for a particular enterprise. The grants could be used to help scope proposals, facilitate access to business advice and financial services, provide assistance in sourcing participants, and provide pre-employment training and early mentoring support for prospective employees
- labour pool projects such as not for profit labour hire agencies
- assistance to help establish service hub models in areas of entrenched disadvantage or areas affected by the global financial crisis - e.g. assistance with co-location of staff from a range of relevant agencies and jurisdictions, the set-up of improved and integrated referral processes and concurrent servicing arrangements, local transportation and access to a venue for workshops, training and community meetings
- community organisations could be funded to engage retrenched workers who have skills that could help them build their capacity (eg financial/project

management skills; HR skills so that workers at risk of dropping out of the community sector such as mature aged workers might stay in work).

### **3.3 Infrastructure Employment Projects**

Infrastructure Employment Projects will support infrastructure projects in areas that are vulnerable to the impact of large scale losses of employment as a result of the economic downturn, or projects from areas suffering from other external shocks such as large scale fire or flood events.

The Infrastructure Employment Projects stream builds on the \$800 million Community Infrastructure Program announced by the Prime Minister on 18 November 2008 and 3 February 2009 to stimulate local economies in light of the economic downturn.

The Infrastructure Employment Projects stream has funding of \$150 million over two years. There is no cap on individual project amounts that can be funded under this stream.

Projects that will be considered for funding under this stream will target local community needs and will create jobs in construction, related industries and the general community.

#### **3.3.1 Scope**

Infrastructure Employment Projects will provide funding for a wide range of infrastructure projects, subject to the needs of local communities, including new and major renovations or refurbishments. Examples include but are not limited to:

- social and cultural infrastructure;
- recreational facilities
- tourism infrastructure
- children, youth and seniors facilities
- access facilities including road and rail infrastructure and local government owned or managed airport related infrastructure, and
- environmental initiatives.

Funding can be used for:

- construction or fit out;
- project management costs; and
- payment of salary / wages for people employed on the project.

The majority of the funding for projects funded under the Infrastructure Employment Projects stream must be used for construction.

There are no minimum or maximum amounts of funding for projects under the Infrastructure Employment Projects stream.

#### **3.3.2 What will not be funded**

Funding will not be available under the Infrastructure Employment Projects stream for the following:

- ongoing costs (e.g. operational costs and maintenance), or
- activities that breach occupational health and safety or public safety.

## **4 Submitting project proposals**

### **4.1 Process for submitting proposals**

Proposals for the Local Jobs and Get Communities Working streams should be lodged by submitting the Proposal for Funding Form (Attachment A) and any attachments to DEEWR. This form requires details of the project, a project plan and the proposed budget.

Electronic copies are preferred, accompanied by one complete hard copy with a signed Legal Authorisation Form which is included in Part A of the Proposal for Funding Form. Receipt of proposals will be acknowledged. The Australian Government reserves the right to contact the proponent and seek further information about the proposal and to undertake consultations with other relevant parties regarding the proposal. Proponents seeking funding for heritage-related projects should also provide details responding to the specific heritage criteria included at Part D of the Proposal for Funding Form.

### **4.2 Timeframe for submitting proposals**

Funding for projects under each of the three streams will commence from 1 July 2009, with the exception of the first \$6 million of funding from the heritage component and \$11 million of funding for Temporary Financial Assistance, which will commence prior to 1 July 2009. **The Australian Government will seek submissions for projects from May 2009.** From 1 July 2009, proponents may submit proposals at any time. **[funding for bicycle related components of the Local Jobs stream will not extend past 30 June 2010]**

## **5 Conditions of proposal lodgement**

### **5.1 Confidential information**

Proponents must identify any information contained within their project proposal which they consider should be treated as confidential and provide reasons for the request. The Australian Government reserves the right to accept or refuse a request to treat information as confidential.

### **5.2 Conflict of interest**

Where a proponent identifies that a conflict of interest exists or might arise in relation to projects, the proponent must identify the actual, apparent or potential conflict of interest and inform the Australian Government immediately.

A conflict of interest may exist, for example, if the proponent, or any of its personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the project assessment process, such as a DEEWR, DEWHA, FaHCSIA or Infrastructure staff member, or
- has a relationship with, or an interest in, an organisation, which is likely to interfere with or restrict the proponent in carrying out the proposed activities fairly and independently.

Each proponent will be required to declare in the Legal Authorisation section of the Proposal for Funding form that to the best of its knowledge there is no conflict of interest that would prevent the proponent from proceeding with the project or any Funding Agreement it may enter into with the Australian Government.

### **5.3 Further contact**

The applicant or referees may be contacted to seek further clarification or negotiate modifications to the proposal's scope or budget.

## **6 Assessment of project proposals**

### **6.1 Probity**

The Australian Government is committed to ensuring that the process for funding projects under the Jobs Fund is fair and in accordance with the published Guidelines, as may be varied by the Australian Government from time to time.

### **6.2 No undertaking**

Project proponents should be aware that there is no guarantee of funding for any of their proposals, even where an organisation has been approached to submit a project proposal, or to develop or consider delivering a project proposal. No payments will be made for the development of any proposals or for any other work by organisations in relation to a proposal, other than any funding that may be agreed to for the delivery of a project under a Funding Agreement with one of the Departments.

### **6.3 Assessment of proposals**

All proposals will be assessed by the Departments against the four target areas, the three gateway criteria and the due diligence and risk assessment. Sub-sections 6.4-6.5 of these Guidelines set out the information that proponents should provide in their application for Jobs Fund funding. Heritage projects will also be assessed against additional requirements (refer to sub-section 3.1.1 – Heritage Projects).

Advice may also be sought from the Get Communities Working Advisory Council as appropriate based on the nature of the proposal. Where relevant, advice may also be sought from other Australian Government agencies and other relevant agencies or expert bodies (for example, the Australian Heritage Council in relation to heritage projects).

Each proposal will be assessed on its merits, and in comparison to other project proposals submitted at the same time or previously. These Guidelines set out the basis on which project proposals will be assessed. Refer to sub-section 2.6 for further information on the approval process.

### **6.4 Proposal for Funding form**

Organisations must address all of the assessment criteria detailed below in Part C of the Proposal for Funding form (Attachment A). For heritage projects there are additional sections outlining specific requirements. Temporary Financial Assistance proponents will need to address the specific criteria identified in the Proposal for Funding Form at Attachment A.

Text should be typed and no smaller than 11 point Times New Roman font (except for tables which should be no smaller than 10 point font).

#### **6.4.1 Assessment criteria**

Assessment of projects will be based on proponent responses to the following key criteria:

##### **1. Projects in areas experiencing high unemployment or a significant rise in unemployment or vulnerability**

Your response should:

- detail your project location (you are required to provide photos of the area where you intend to undertake any construction activity as part of your proposal)
- list the primary areas where local jobs will be created or retained
- demonstrate that this location experiences high unemployment or has had a significant rise in unemployment or has an identified vulnerability
- provide details of how your project will deliver direct employment and economic benefits in both the long term and short term, including approximately how many short term (less than 6 months) and long term (greater than 6 months) jobs, the number of work experience positions and the number of traineeships that will be created and/or retained as a result of the project, and how this will be achieved
- specify which target group of job seekers will be assisted (e.g. skilled, unskilled, youth, training/apprenticeships)
- For Temporary Financial Assistance, demonstrate how delivering the service is essential to the community.

##### **2. Projects must be viable and ready to start**

Your response should:

- indicate when you are able to start your project. Eligible projects must be 'ready-to-start' within six months of signing the Funding Agreement (contract). Where projects involve construction, construction must commence within the six month timeframe
- indicate if the project has been fully scoped and if necessary plans have been prepared
- indicate if relevant licences or approvals have been granted or will be obtained shortly (e.g. building or planning approvals)
- indicate if all required labour, materials and specialist expertise is available within the required timeframes
- provide details of any community, employer, industry, employment services provider or stakeholder involvement and support for the project
- provide details of any demonstrated financial or in-kind commitment from your organisation or other partners in the project (e.g. staff, assets etc). You will need to complete the tables in Items 12 and 15 of Part B of the Proposal for Funding form as part of addressing this criterion
- demonstrate your capacity to deliver the project by having staff with the appropriate expertise and technical skills
- demonstrate how the activities to be funded are clearly additional to those that would have occurred (or in the case of Temporary Financial Assistance, the activity/service(s) would not be maintained) in the absence of funding

- For Temporary Financial Assistance, detail the consequences of not continuing the activity/service(s) including risk of job losses within your organisation (including volunteer job losses) and impact on the community.

A range of information will be assessed in order to confirm project viability (refer to sub-section 6.5 for the type of factors that may be taken into consideration). You will need to complete the Financial and Credentials Information Form at Attachment B and submit it with your proposal.

### **3. Funds will not extend past 2010-11. Projects will be expected to be self-sustaining and/or not require Commonwealth funding beyond 30 June 2011**

[funding for bicycle related components of the Local Jobs stream will not extend past 30 June 2010]

Your response should indicate:

- the timeframe for your project to be completed and where projects are expected to continue beyond 30 June 2011, you must provide evidence of alternative sources of funds beyond this date
- whether the project will be ongoing or self-sustaining and if so, how this will be achieved, or whether the project is for a fixed term only.

Note: heritage projects will also be assessed on the extent to which they deliver clearly positive heritage outcomes that are supported by local communities and raise public awareness of the social and economic value of heritage. Refer to Part D of the Proposal for Funding Form.

## **6.5 Due diligence and risk assessment**

Projects will be subject to due diligence and risk assessment by the Departments as appropriate. Important aspects that may be considered in relation to the overall viability of the project include:

- **Cost effectiveness**

Applications will need to demonstrate that the project represents value for money for the Australian Government. In assessing value for money, Departments will look at the outcomes of the project in light of the amount of funding being sought. For example, Departments could consider

- The number of long term and short term jobs being created
- Number of persons being trained, or
- The number of users of a facility being built.

Departments will take into consideration local community factors and project variables in making this assessment.

- **Ability to complete project on time and in budget**

Proponents will need to provide details of key milestones, in particular project delivery dates. Proponents will need to be able to demonstrate experience in the delivery of projects, in particular project management and reporting.

- **Organisation financial viability**

Proponents will need to submit the Financial and Credentials Information Form at Attachment B with their proposal so that a financial viability assessment can be conducted. Some of the types of information that may be required as part of this assessment includes:

- audited financial statements (i.e. balance sheet, profit and loss statement, cash flow statement, notes to the accounts) for the most recent three financial years
  - contracts with other public funding bodies, and
  - details of relevant organisational staff.
- **Sustainability**  
The proponent will need to demonstrate how the benefits to the community of the project will be maintained into the future.
  - **Independent Viability Assessment**  
Where the Departments consider there are risks with the viability of the project that requires further consideration, an Independent Viability Assessment (IVA) will be undertaken by a qualified external consultant engaged by one of the Departments. The findings of the IVA will be considered in the project assessment.
  - **Insurance and compliance**  
Projects should demonstrate evidence of current insurance coverage or the ability to obtain appropriate coverage.

## **7 Conditions of funding**

### **7.1 Terms and conditions**

If a delegate decides to approve funding for a project, and the proponent agrees to deliver the project, the relevant Australian Government Department and the proponent will agree to the terms and conditions for the project by entering into a Funding Agreement. The Funding Agreement is a legally enforceable document which defines the obligations of both parties.

#### **7.1.1 Funding for projects relating to building and construction**

The National Code of Practice for the Construction Industry (the Code) and the Australian Government Implementation Guidelines for the National Code of Practice for the Construction Industry, revised September 2005, reissued June 2006 (the Guidelines for the Code), set out the responsibilities of the parties involved in building and construction projects funded by the Australian Government. The principles expressed in the Code promote best practice workplace relations and standards of honesty and integrity in the construction industry. The Guidelines for the Code were developed to assist the interpretation and implementation of the Code.

The Code and Guidelines for the Code apply, subject to the specified threshold requirements in the Guidelines for the Code, to all directly and indirectly funded building and construction activities undertaken by Australian Government agencies and funding recipients.

Recipients of project funding specifically relating to building and construction activity, as defined in the Code and subject to any threshold requirement in the Guidelines for the Code, must comply with the Code and Guidelines for the Code. Funding recipients will also be obliged, among other things, to ensure that all contractors, subcontractors, suppliers, consultants and employers who perform work

in relation to a project funded under the Jobs Fund comply with the Code and Guidelines for the Code.

For copies of the Code and the Guidelines for the Code, proponents should refer to: [www.workplace.gov.au/workplace/Organisation/Industry/BuildingConstruction/](http://www.workplace.gov.au/workplace/Organisation/Industry/BuildingConstruction/)

## **7.2 Funding**

Funding is not available retrospectively. A proponent must not begin project activities dependent on funding before a Funding Agreement has been signed between the proponent and the relevant Australian Government Department. The Departments also reserve the right to negotiate with proponents or offer less than the amount for which they have applied.

Funding will be based on the budget submitted in the proposal, including any GST applicable. The budget must provide a breakdown of income and expenditure by item and detail funding received from the relevant program as well as from other sources. The budget should also demonstrate that the expenditure items provide value for money and withstand public scrutiny.

Funding will not be provided for projects where there are other sources of Commonwealth funding readily available or for reimbursement of services/activities that are already funded through other sources of Government funding. Funding will also not be provided for activities that breach occupational health and safety or public safety.

Funding Agreements will generally be structured to provide for:

- the release of between 25% - 50% of funds to proponents for the initial payment, depending on the total funding amount and the nature of the project;
- the first payment to be made on receipt of the signed Funding Agreement and an Australian Taxation Office compliant tax invoice and other relevant documentation; and
- remaining funds will be paid incrementally depending upon achievement of negotiated milestones, a satisfactory milestone report, and receipt of compliant tax invoices.

Funding Agreements providing Temporary Financial Assistance will provide one-off grants of up to \$2 million. Funding will not exceed the loss of income or the amount required to meet the expected demand for services. Funding may be provided in one lump sum or paid in instalments, based on an assessment of the proponent's needs as detailed in their proposal for funding.

Action may be taken by the Australian Government to terminate a Funding Agreement where requirements have not been met.

Confirmation of commencement date of construction must be received prior to payment of funding for any infrastructure projects.

Proponents should have an Australian Business Number and be registered with the Australian Taxation Office for GST.

## **7.3 Reporting requirements**

Successful proponents must submit project milestone or other reports as specified in the Funding Agreement.

At the conclusion of the project, proponents will be required to submit a final report, giving evidence that the project was completed in the specified manner, certifying the number and types of jobs created as a result of the project, an audited financial statement acquitting all funding received, and a certificate and audited register of assets.

Proponents must show the relevant Department, with whom a Funding Agreement is signed, any project-related information they intend to publish prior to publishing, and should also ensure that they do not bring the Jobs Fund into disrepute.

#### **7.4 Project monitoring**

The relevant department will monitor the progress of projects, including through reports received under the Funding Agreement and may conduct site visits.

#### **7.5 Branding and recognition requirements**

Given the significant financial commitment from the Australian Government to fund projects under the Jobs Fund, successful proponents are expected to promote projects to the community to maximise recruitment of job seekers and promote the program.

Organisations must ensure that all advertisements, promotional activities (such as pamphlets, other publicity or fundraising events) and any other public relations matters are consistent with these Guidelines and Funding Agreement. As a minimum all publicity material should include the following words:

*'Funded by the Australian Government'*

All Jobs Fund project publicity should demonstrate truth, accuracy and good taste. Jobs Fund projects must not be advertised until they are announced by the Minister. Any written public comment about the Jobs Fund by the organisation or its sub-contractor must be consistent with the requirements of these Guidelines and the Funding Agreement.

Successful proponents are contractually bound to notify the relevant Department at least 20 business days in advance of upcoming promotional events (e.g. launches, graduations and visits). The approving Minister must be invited to all such activities. The approving Minister has the option of accepting, declining or nominating a representative on their behalf. Departmental staff may also attend.

It is not appropriate for organisations to invite a representative, such as a local Member of Parliament, to attend such a launch or function without prior agreement from the Minister's office (which must be sought via DEEWR, DEWHA, FaHCSIA or Infrastructure as relevant).

Funding for marketing and publicity functions (e.g. for the development of signage at project sites) may be approved in the project budget and should be clearly identified in the Proposal for Funding Form.

Permanent fixtures such as plaques on restored buildings or framed certificates inside buildings should remain for as long as it is appropriate (e.g. a plaque in a childcare centre which has been built should remain affixed while the centre remains in use). Where it is considered inappropriate to display signage because of environmental, cultural or other reasons, organisations should advise the approving Minister's department.