



OH&S TRAINING & AWARENESS

INGOLINK FOUNDATION LIMITED
151 Rathdowne Street CARLTON VIC 3053
(ACN 130 430 205)
Tel: 9639 3000

DATE OF APPLICATION:

PART 1: DETAILS OF THE ORGANISATION

1.1. LEGAL (REGISTERED) NAME OF ORGANISATION:

1.1.1 TRADING NAME: (If applicable)

1.1.2 LEGAL STATUS OF THE ORGANISATION: (For example, company, trust, association, body corporate, or registered organisation under the Registered Organisations Act 2009 (Cth))

1.2. REGISTERED ADDRESS:

ADDRESS LINE 1:

ADDRESS LINE 2:

SUBURB:

POST CODE:

STATE:

1.2.1 POSTAL ADDRESS: (If different to registered)

ADDRESS LINE 1:

ADDRESS LINE 2:

SUBURB:

POST CODE:

STATE:

1.3 ACN / ABN:

1.4 CONTACT DETAILS:

GRANTEE'S REPRESENTATIVE:

TELEPHONE:

EMAIL:

1.5 PROJECT TITLE:

1.6 GRANT AMOUNT SOUGHT:

\$

1.8 FINANCIAL STATEMENTS:

(PROVIDE COPIES OF YOUR ORGANISATION'S LAST TWO ANNUAL/AUDITED FINANCIAL REPORTS)

1.9 REGISTERED TRAINING PROVIDER: (Please indicate if the organisation is a registered training provider and provide registration details)

1.10 DIRECTORS OR BOARD OF MANAGEMENT MEMBERS

NAME:	POSITION:

1.11 NAME AND SIGNATURE OF PUBLIC/AUTHORISED OFFICER:

SIGNATURE:
FULL NAME (PRINTED):
POSITION:

PART 2: OH&S PROJECT DESCRIPTION

2.1 PROJECT DESCRIPTION:

(In two paragraphs, provide a brief summary of your OH&S Project. If your Project includes: development of a training module/course; development of OH&S training material or information for dissemination; provision of services such as informing and increasing awareness in the workplace please provide full details of each in Part 3)

2.2 DURATION AND LOCATION OF PROJECT:

DATE OF COMMENCEMENT:

DATE OF COMPLETION:

LOCATION:

2.3 OBJECTIVES OF THE PROJECT: (List at least 6 or more key objectives of the Project)

2.4 DETAIL THE REASONS WHY THIS PROJECT WOULD BE IN THE BEST INTERESTS OF THE BUILDING INDUSTRY:

(List the benefits, impacts and effects of the Project. See also Appendix B, Criteria 6)

2.5 PROJECT EVALUATION REPORTING AND PERFORMANCE INDICATORS:

(In addition to the Quarterly Deliverables and Half year and End of year report against the projected deliverables as well as a narrative report for the half year and end of year, please specify any other KPI that you intend to measure your Project against - See also key Deliverables in Appendix B.)

2.6 MANAGEMENT OF THE PROJECT: (Describe how the project will be governed and managed sustainably. See also Appendix B, Criteria 8 & 10)

2.7 PROJECT IMPLEMENTATION STRUCTURE:

(Describe how the individual components of the Project: Development of training module/course; Creation of training material or information material for disseminating; Provision of workplace OH&S awareness services, are carried out. See Deliverables in Appendix B.)

2.8 PUBLICITY AND PROMOTION:

(Provide details of proposed activities to promote and publicise your Project and Incolink and the State Government's funding, for example, publications, audio or other media format, press releases and launches. See also Appendix B, Criteria 11& 12)

PART 3: OH&S TRAINING AND AWARENESS PROJECT DETAIL

(Only complete the Schedule(s) relevant to your Project)

SCHEDULE A: AWARENESS & TRAINING MODULE

If your Project involves the development of OH&S training and awareness module please provide full details including how the training will be delivered, the frequency and/or the period

SCHEDULE B: AWARENESS INFORMATION & TRAINING MATERIAL

If your Project involves the development of OH&S training material or information material for disseminating, please provide full details including how the material will be delivered, the frequency and/or the period.

SCHEDULE C: AWARENESS SERVICES

If your Project involves the provision of services such as informing others about workplace OH&S safety and awareness please provide full details including how the services will be delivered, the frequency and/or the period.

PART 4: PROJECT BUDGET/FORECAST EXPENDITURES (APPENDIX A)

Please provide a budget (both financial and operational) for your project.

Download the Project budget template and use as a guide for the information that would assist Incolink Foundation and the Victorian Government in assessing your application. Attach this document as part of your application.

You will be required to report against it in your quarterly Expenditure Statement, which is also available to download.



DOWNLOAD PROJECT BUDGET TEMPLATE



DOWNLOAD QUARTERLY EXPENDITURE STATEMENT

PART 5: GRANT PRINCIPLES, CRITERIA & DELIVERABLES (APPENDIX B)

All grantees should take note of the guidance provided by the Grant Principles, Criteria and Deliverables in completing the application and milestone reporting

PRINCIPLES, CRITERIA & DELIVERABLES: INCOLINK AND VICTORIAN GOVERNMENT INVESTMENT IN OH&S PROGRAMS

PRINCIPLES

1. The Health, Wellbeing and Safety of workers in the Building and Construction Industry in Victoria is of paramount importance and a priority for both the Victorian State Government and Incolink (Joint Funders).
2. The Joint Funders are committed to the building and construction industry and will support initiatives that underpin the future of the industry, particularly those that advances Principle 1.
3. The Joint Funders will provide joint funding for cost effective, quality and measurable industry investment in Health Wellbeing and Safety initiatives.
4. The Joint Funders are committed to industrywide awareness of work health and safety obligations under both State & Federal legislation & regulations.
5. The Joint Funders will provide investment via Incolink Foundation Ltd for grant funding for projects it considers will achieve Principles 1 and 4 above.
6. Incolink will seek expressions of interest, receive the applications from interested parties, review and then develop a recommended list of funding recipients. Recommended grantees will be assessed against these principles and criteria.
7. Incolink is required to consult with nominated DEDJTR representatives as part of the selection process and seek DEDJTR endorsement of the recommended grantee, which will not be unreasonably withheld.
8. The Joint Funders industry investments are subject to:
 - a. Ensuring that each grant must achieve value with public and Members' money¹. This is done by considering (both from the Joint Funders' as well as prospective grantees' perspective) and promoting proper² use and management of public and Members' funds including: active risk identification and management to minimize potential adverse impacts and waste of public and Members' funds while maximizing benefits; ongoing monitoring, engagement and management of grants³.
 - b. Solid governance structures and clear accountability for all parties involved⁴.
 - c. Probity⁵ and Transparency⁶ standards.

1. A fundamental appraisal criterion is that a grant should add value by achieving something tangible and demonstrable improvements to the industry that would not occur without the grant.

2. Proper means efficient, effective, economical and ethical

3. Includes appropriate reporting and evaluation of grants so that Members' funds are appropriately applied by grantees

4. Parties must demonstrate that they have a robust governance framework, which clearly defines the roles and responsibilities of the responsible individuals within the organization. This will facilitate accountability, which requires individuals and organisations (such as Incolink and grantees) to be answerable for their plans, decisions, actions and results.

5. Probity relates to ethical behaviour. This involves applying and complying with values and duties such as honesty, integrity, impartiality and accountability.

6. Transparency refers to the preparedness of those involved to be open to scrutiny about grants, which includes: for example, proper reporting by grantees of the projects and proper reporting by Incolink Foundation Ltd of the grant administration processes.

PRINCIPLES

1. Industry investment funding is at the Joint Funders' absolute discretion.
2. Funding is only available to participants of the Victorian commercial building and civil construction industry (Industry).
3. Applicants must have members who are active members of Incolink.
4. Applicants must demonstrate the need for the positions for which funding is applied that cannot be met by the Applicant or through the functions of other bodies such as the Commonwealth Government.
5. Applicants must demonstrate that similar full or partial funding is not available elsewhere AND THAT the costs of the position(s) is reasonable given the benefits to be delivered.
6. Applicants must demonstrate ability to achieve measurable benefit/impact to the Industry from the position(s). The following are mandatory requirements:
 - a. Persons holding responsible positions for the OH&S program should be at Cert 3 or Cert 4 levels and above and working within the Industry
 - b. Demonstrable best practice initiatives that will improve safety in the Industry
 - c. Programs that build awareness across the industry
 - d. Evidence based research to assist OHS policy development
 - e. Developing OHS systems and procedures across the Industry
 - f. Industry tailored education programs
 - g. Improving skills of OHS practitioners in the Industry, and
 - h. Have access to international best practice.
7. Position(s) funded should focus on OH&S activities that are covered by the Occupational Health and Safety Act 2004 (Vic) and the Occupational Health and Safety Regulations 2007 (Vic).
8. Applicants must be effectively governed and demonstrate capacity to manage the proposed position(s).
9. Applicants must always comply with relevant Commonwealth, State and Territory legislation and regulations.
10. Applicants must demonstrate best efforts in achieving viable and economically sustainable funded positions without requiring ongoing funding from Incolink.
11. Applicants must acknowledge the Joint Funders in its publications.
12. Applicants must participate in Incolink initiated surveys, studies, reviews and publications.

DELIVERABLES

Consistent with Principles 2, 4 and 5 there must be measurable/quantifiable outcomes. The following are key deliverables expected of grantees. Grantees are required to report quarterly using the Forecast Deliverables template in Appendix C

FORECAST DELIVERABLES REPORTING TEMPLATE (APPENDIX C)

As guidance please note the following:

PLANNED ACTIVITIES

- Please provide a short description of the activities to be undertaken by your project, including any specific resources developed and the nature of the training or information session/workshops. In particular, additional information regarding onsite and off-site information sessions/workshops.
- The information provided should be sufficient that a person with little knowledge of your industry or organisation can understand what is being delivered and how. It should be clear (for example) to what extent the services provided by you are similar or different to one another.
- Terminology (including acronyms) that is readily understood in the industry need to be explained.
- Please provide as much detail as possible on information relating to: the duration, attendance, frequency and content of activities.

EVALUATION METHOD

- Please provide detailed information relation to the proposed evaluation method for your project. If an internal survey or review is being conducted, please outline what this will involve.

FUNDING ALLOCATION

- Check that the percentage of funding allocated to each of the activities adds up to 100%.
- Where a percentage of funding is allocated to "other", provide a brief description of what this is.

NO OF INDUSTRY PARTICIPANTS REACHED BY EACH METHOD

- Confirm that the estimated number of industry participants reached is linked to the specific method.
- If numerous information sessions are held with the same group of employers/employees, please ensure this is clear.

INFORMATION SESSIONS/WORKSHOPS TO BE HELD

- Ensure the table includes the estimated number of sessions/workshops as requested (rather than a percentage).

PERCENTAGE OF TIME DELIVERING TRAINING

- Please adopt a consistent approach to calculating the percentage of time in each quarter (ie as a proportion of time spend in that quarter or as a proportion of time spent across the entire year).

INCOMPLETE INFORMATION

- A robust explanation is required where estimates are not provided.

(HALF YEARLY NARRATIVE REPORT (APPENDIX D))

In addition to completing the quarterly Forecast Deliverables template, all grantees are required to provide a narrative report addressing each of the following:

1. Number and nature of funded positions.
2. Expenditure incurred including salaries, administration, infrastructure and other costs.
Expenditure Statement should be completed for each project.
3. Details of courses completed, services delivered and resources developed.
Please include qualitative description of your project, specifically addressing or report against what you have provided in Schedules A-C where relevant to your project.
4. Performance data relating to the objectives.
Please include your Forecast Deliverables table.
5. Progress of delivering the Project as outlined in what you have provided in Schedules A to C where relevant to your project.
You may combine your qualitative response to 3 above.
6. Any matter that may require a revision of grant funding.

INCOLINK FOUNDATION AUDIT

Please note that Incolink Foundation is required to conduct physical audit of your project in order to provide full and proper reporting to the State Government.