

# **Jobs Fund Guidelines - Local Jobs Stream – Round 2**

## **1 Overview**

### **1.1 Introduction**

The Jobs Fund is a \$650 million Australian Government Initiative designed to maximise job and training opportunities in local communities. It is a component of the Government's Compact with Communities.

The Jobs Fund is a discretionary grants program which commenced on 1 July 2009 and finishes on 30 June 2011. Funding will be in the form of one-off grants to support the delivery of innovative projects.

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.

### **1.2 Local Jobs stream**

These Guidelines detail the process for applying for funding under the Local Jobs stream of the Jobs Fund.

Funding of \$52 million is available under the Local Jobs stream in Round 2. This will fund job creation projects that benefit the local community and have a positive impact on the environment.

Projects under this stream will focus on the creation of green jobs, development of green skills, promotion of energy efficient infrastructure and development of skills in future green industries.

Examples of the types of projects that could be funded under this stream 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 *Carbon Pollution Reduction Scheme (CPRS)*
- the installation of energy efficiency measures 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
- 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.

Funding for individual projects will be determined on a case-by-case basis to a maximum of \$2 million per project (GST exclusive). 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.

## **2 The Application Process for Local Jobs**

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

Non-profit organisations, employment services providers, industry associations, unions, peak bodies, regional development agencies and community organisations will be eligible to apply for funding under the Local Jobs stream. Organisations will also need to be incorporated.

Note: Local/State/Territory Governments are not eligible to apply for funding under this stream except for Indigenous community councils.

### **2.2 Assessment Criteria**

#### **Criteria which must be met**

In order to be considered for funding under the Local Jobs stream, projects **must meet all five** Criteria:

1. Have a positive impact on the environment
2. Create and retain jobs and develop skills
3. Assist disadvantaged groups/regions
4. Have strong community linkages
5. Be sustainable and viable

**Projects which do not meet all five Criteria will not be considered.**

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.

Further detail on the specific issues addressed under each assessment criteria is included below. Organisations must address the assessment criteria detailed below in Part C of the Local Jobs Proposal for Funding form.

#### **2.2.1 Assessment criteria in detail**

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

##### **1. Have a positive impact on the environment**

Where applicable your response should:

- explain how this project will benefit the environment
- provide details of how your project will provide green skills or skills in future green industries

- provide details of how your project will promote energy efficient infrastructure

## **2. Create and retain jobs and develop skills**

Where applicable your response should:

- provide details of how your project will create or retain jobs (including work experience positions, traineeships, apprenticeships) in both the long term and short term
- demonstrate how your project will create local jobs for local people
- demonstrate how the project will not unfairly compete with existing local businesses
- provide details of how the project will produce training and pathways to long term employment
- provide details of how the project will assist apprentices/trainees who have been made redundant to complete their apprenticeship/traineeship
- projects which have an infrastructure component must ensure that at least 10 per cent of the total contract hours are undertaken by apprentices, trainees or those seeking to up-skill, where this does not result in unreasonable costs to business.

## **3. Assisting disadvantaged groups/regions**

Where applicable your response should:

- specify which target group will be assisted (e.g. unskilled workers, youth, trainees/apprentices, Indigenous people, homeless people or those at risk of homelessness)
- indicate the Priority Employment Area the project is located in. If the project is not in a Priority Employment Area, outline why this area and/or target group is disadvantaged and in need of assistance
- describe how your project will assist disadvantaged people in the local area

## **4. Have strong community linkages**

Where applicable your response should:

- 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).

## **5. Be sustainable and viable**

Where applicable your response should:

- detail when you are able to start your project. Eligible projects must be 'ready-to-start' within six months of signing the Funding Agreement (contract).
- indicate if relevant licences or approvals have been granted or will be obtained shortly (e.g. building or planning approvals)
- include photos of the area where you intend to undertake any construction activity as part of your proposal
- indicate if the project has been fully scoped and if necessary plans have been prepared
- indicate if all required labour, materials and specialist expertise is available within the required timeframes
- provide a Business Plan with cash flow projections for your project

- detail 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

A range of information will be assessed in order to confirm project viability (refer to sub-section 4.4 for the type of factors that may be taken into consideration). You will need to complete the Financial and Credentials Information Form and submit it with your proposal.

## **2.3 Local Employment Coordinators**

Local Employment Coordinators (LECs) have been engaged by DEEWR to work in Priority Employment Areas to coordinate and drive local responses to job losses and declining economic demand in targeted areas. They are high level leaders with strong local knowledge who have links to local government, community and business. Where possible they are based in local councils.

LECs will work with community stakeholders to help to identify and develop projects that might be funded under the Local Jobs and Get Communities Working streams. LECs will also provide advice and support to successful proponents in delivering their projects.

In determining whether to support a project, the LECs should have consideration to how well the project meets the selection criteria and fits the Regional Employment Plan.

## **3 Submitting project proposals under the Local Jobs stream**

### **3.1 Process for submitting proposals**

For Round 2, the Australian Government will seek submissions for projects through a call for proposals which will be published nationally and on the Jobs Fund website <http://www.deewr.gov.au/Employment/Pages/JobsFund.aspx>.

Proposals for the Local Jobs stream must be submitted by email to the Jobs Fund email box ([jobs.fund@deewr.gov.au](mailto:jobs.fund@deewr.gov.au)). The form is available on the above Jobs Fund website. The Financial and Credentials Information Form and any attachments must also be submitted to the Jobs Fund email address with the proposal. To be considered for funding the proposal must be submitted by 11:00pm AEDT Friday 11 December 2009. Paper or faxed copies will not be accepted.

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. This may include the Local Employment Coordinator where relevant.

### **3.2 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.

### **3.3 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 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.

### **3.4 Further contact**

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

## **4 Assessment of Local Jobs project proposals**

### **4.1 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.

### **4.2 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, including where assistance has been provided by the Local Employment Coordinator. 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 DEEWR.

### **4.3 Assessment of proposals**

All proposals will be assessed by DEEWR against the five Criteria, applicable requirements in sub-section 2.2 and the due diligence and risk assessment. Sub-sections 2.2 and 4.4 of these Guidelines set out the information that proponents should provide in their application for funding under the Local Jobs stream.

Where relevant, advice may also be sought from other Australian Government agencies and other relevant agencies or expert bodies.

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 4.5 for further information on the approval process.

#### **4.4 Due diligence and risk assessment**

Projects will be subject to due diligence and risk assessment by DEEWR as appropriate. This will include an assessment of the financial viability of the organisation. Proponents will need to submit the Financial and Credentials Information Form 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.

#### **4.5 Approval processes**

Where appropriate DEEWR will consult with the Department of Environment, Water, Heritage and the Arts.

Recommendations to fund projects under the Local Jobs stream will be made by DEEWR to the Minister for Employment Participation or their Delegate.

Successful projects will be informed by letter and published on DEEWR's website as per the Commonwealth Grant Guidelines. Refer to sub-section 4.3 for further information about the assessment of proposals.

### **5 Conditions of funding**

#### **5.1 Terms and conditions**

If a delegate decides to approve funding for a project, and the proponent agrees to deliver the project, DEEWR 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.

Organisations will also need to demonstrate that their projects have current insurance coverage or the ability to obtain appropriate coverage.

##### **5.1.1 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/)

## **5.2 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 DEEWR. DEEWR 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 GST exclusive budget submitted in the proposal. GST will be applied to the total amount funded. Organisations not registered for GST and government-related entities will not be eligible to receive GST. 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.

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.

### **5.3 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, where relevant.

Proponents must show DEEWR 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.

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

### **5.4 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 Government. 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 required to inform DEEWR in advance of upcoming promotional events (e.g. launches, graduations and visits). In addition, where organisations wish to invite a representative, such as a local Member of Parliament, to attend such a launch or function they must inform DEEWR and their local member.

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 DEEWR.