



Australian Government
**Department of Education, Employment
and Workplace Relations**

Request for Funding - The Agency Adjustment Fund

Before you begin

Please note, that this form is completed if your organisation is applying for the **Adjustment Grants** or the **Specialist Business Advisors** funding.

Please note that the Department of Education, Employment and Workplace Relations (DEEWR), in considering your application for funding under the Agency Adjustment Fund, may make contact with other Australian Government Departments. This may occur where you receive funding from other Australian Government Departments and you believe the delivery of these services is at risk due to the loss of employment services contracts with DEEWR.

The purpose of this contact is to confirm funding arrangements. The Australian Government is committed to ensuring that not-for-profit, small organisations that have valuable niche expertise remain viable.

As the Agency Adjustment Fund is a discretionary grant, DEEWR is required to publish the names of successful applicants.

Please fill out this form as fully as possible. The information requested here is necessary to assess your proposal. Missing or unclear information may make you ineligible for funding or delay the assessment of your proposal while we seek clarification.

Proposals not submitted in this format may not be considered. Proposals not consistent with the Guidelines may be rejected.

Electronic copies are preferred, accompanied by one complete hard copy with a signed Legal Authorisation Form.

Completed proposals must be forwarded **by: 4.30 pm (Eastern Standard Time) Friday 1 May 2009** to:

Electronic copies are preferred and can be submitted to: agencyadjustmentfund@deewr.gov.au

Hard copies are also required and can be sent to:

The Manager
Agency Adjustment Fund
Employment Reform Taskforce
DEEWR
PO Box 9879
Canberra, ACT, 2601

Legal Authorisation

I _____ *<full name of proponent>*

as _____ *<position/title >*

of _____ *<organisation & full address>*

confirm that:

- I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
- The information provided in this form and all appended documents is complete and correct. I understand that giving false or misleading information is a serious offence.
- The Department of Education, Employment and Workplace Relations (DEEWR) is authorised to undertake the necessary steps to assess the Request for Funding from my organisation by checking the information provided in this proposal, or by obtaining additional information from:
 - DEEWR databases and records, including information related to my organisation's delivery of employment services;
 - Other Commonwealth agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission;
 - Other Australian Government Departments that provide your organisation with funding;
 - State or Territory agencies;
 - Law enforcement agencies;
 - Credit reference agencies;
 - Courts or Tribunals;
 - Any other appropriate organisation or person as reasonably required as part of these checks.
- To the best of my knowledge, there is no conflict of interest that would prevent my organisation from proceeding with this project.

Signed: _____

Date: / / _____



Agency Adjustment Fund

PART A

1. Legal name of proposing organisation
2. Registered business or trading name if other than your legal name
3. If you have more than one trading name, list ALL other trading names
4. Registered business address details Business address or Company's registered business address (not PO Box)
No & Street Name:
Suburb/Town:
State:
Postcode:
5. Postal address - Only if different from registered business address
No and Street Name:
Suburb/Town:
State:
Postcode:
6. Organisation contact numbers
Telephone Number:
Fax Number:
Mobile:
Email:
7. Organisation status
Is your Organisation:
For-Profit <input type="checkbox"/> Not-for-Profit <input type="checkbox"/>



Agency Adjustment Fund

9. Is your organisation registered with an Australian Company Number (ACN), an Australian Business Number (ABN), Australian Registered Business Number (ARBN), or Dun and Bradstreet Number (DUNS)?

No Yes please provide details:

ACN ____ - ____ - ____

ABN ____ - ____ - ____ - ____

ARBN ____ - ____ - ____

DUNS ____ - ____ - ____

10. Primary Contact details – The primary contact should be the CEO or equivalent, who would be available and have the authority to answer any queries DEEWR may have about this proposal. Any correspondence will be sent to the first contact listed here.

Title: _____ First Name: _____

Surname: _____

Position: _____

Telephone Number: _____

Mobile: _____

Fax Number: _____

Email: _____

11. Secondary Contact details – The secondary contact should be someone delegated by the CEO who would be available in the CEO's absence, who has the authority to answer any queries DEEWR may have about this proposal. Any correspondence will be sent to the first contact listed here.

Title: _____ First Name: _____

Surname: _____

Position: _____

Telephone Number: _____

Mobile: _____

Fax Number: _____

Email: _____



Agency Adjustment Fund

16. Did your organisation tender to be a specialist provider?

Yes

No

If yes, what specialisation did you nominate:

Youth

Indigenous

Cultural and Linguistically Diverse or Refugee

Disability

Other, please specify: _____



Agency Adjustment Fund

PART B

<p>1. Delivery of Employment Services – Please indicate which employment services your organisation currently delivers from the list below.</p> <ul style="list-style-type: none"><input type="checkbox"/> Job Network<input type="checkbox"/> Work for the Dole (as a Community Work Coordinator);<input type="checkbox"/> Personal Support Programme;<input type="checkbox"/> Job Placement, Employment and Training Programme;<input type="checkbox"/> Green Corps. <p>Note: your response could check one box or each box</p>
<p>2. For each employment service identified in Question 1, please outline whether your organisation delivers this service in its own right, or whether it delivers the service as a member of a consortium or as a sub-contractor.</p>
<p>3. Please outline the level of business, including caseload or market share size and average monthly revenue for each of the employment services nominated in Question 1.</p>
<p>4. Impact of the Result of Job Services Australia Tender – Please describe how you anticipate your organisation will be impacted by the results of the Job Services Australia tender.</p> <p>In your response please describe the range of other community services your organisation currently delivers, including the funding amount, funding source (including if due to cease) and the number of clients assisted on average per month.</p> <p>Please describe the impact on your organisation’s ability to continue to deliver these services once your employment services revenue decreases or ceases.</p>



Agency Adjustment Fund

5. Outline your organisation’s proven track record of delivering high quality employment services –
Provide evidence of the organisation’s record in delivering employment or community-based services.

Empty response area for question 5.

6. Please outline how you propose to deliver your existing community services into the future, and/or identify which types of community services you anticipate to deliver in the future, if successful in applying for this funding.

Empty response area for question 6.