



Kimberley Residential Facilities for Youth At-Risk – EOI for Business Case

Guidelines

This guideline contains information for applicants and should be read prior to proceeding with any application.

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1 Program Overview

In response to an increase in youth offending in the Kimberley the State Government has allocated funding to progress On-Country Residential Youth Diversionary Programs. Up to \$500,000 has been approved for an expression of interest process for the development of business cases for residential facilities for youth at-risk.

The objectives of the funding are for business cases to be developed by organisations interested in implementing residential facilities for youth at-risk across the Kimberley.

1.1 Activities that can be funded

Funds can be utilised by successful applicants in the development of a Business Case and associated costs in developing this, e.g., Consultancy fees or Internal staff costs associated with the preparation of the Business Case, Travel, etc.

In the event you will be engaging services, or using staff from within your own organisation, please provide a quote for the expenditure and/or detail the experience and expertise of those involved.

1.2 Activities that CAN NOT be funded

Grant funding cannot be used for capital expenditure, existing internal staff administrative or management costs.

1.3 Funding limits and timeframes

There is a funding pool of up to \$500,000 for this EOI Scheme. It is anticipated that will be shared between several successful applicants.

The program will cover projects that are carried out before 30 June 2023.

2 Eligibility Requirements

2.1 Application eligibility requirements

To be considered for funding through this program, applicants need to complete and submit the [online application form](#).

The completed application must be submitted before 12pm Wednesday 5th October 2022. Applications received after this date and time will not be eligible for consideration.

2.2 Applicant eligibility criteria

To be eligible to apply for funding applicants must:

- be a legal entity capable of entering into a legally binding and enforceable financial assistance agreement (Grant Agreement) with the Western Australian State Government;
- have an Australian Business Number (ABN); and
- have an account with an authorised deposit-taking institution (an Australian financial institution or bank) registered with the Australian Prudential Regulation Authority.

Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and /or Torres Strait Islander) Act 2006 are strongly encouraged to apply.

2.3 Applicants who are NOT eligible

Applicants will **not** be eligible for funding if they are:

- Federal, State or Local Government Agency;
- Government Trading Enterprise (GTE);
- Trust Fund that is not structured to enter into a financial agreement; or
- Individual in their own personal capacity.

Unincorporated groups may apply, provided their application is auspiced by an incorporated body.

2.4 Applicant funding contribution

Applicant does not need to demonstrate a cash funding contribution.

3 Assessment Criteria

Applicants must address all of the following assessment criteria in the application. Assessment of the application will be based on the weighting given to each criterion.

The amount of detail and supporting evidence requested and provided in the application should be relative to the size, complexity and funding amount requested.

Criterion 1

Suitability of proposed services – 40% weighting

- Demonstration that the proposed services/project requirements will meet the 'specification'.
- Demonstration of an appreciation and understanding of the project requirements outlined in the 'specification'.
- Provision of an outline of the proposed methodology and approach to meet the 'specification'.

Criterion 2

Organisational capacity – 20% weighting

- Demonstration that the applicant has the organisational capacity to develop the business case and to follow through with implementation if funding can subsequently be secured.
- A comprehensive timeframe for the delivery of the proposed project, identifying key dates and milestones and outlining how any timing requirements specified in the 'specification' will be met must be provided in the Business Case.

Criterion 3

Specified personnel – 10% weighting

- Identification of any proposed specified personnel together with a brief curriculum vitae for each of them detailing their relevant experience to provide a business case. Provide details of the experience and expertise of both internal and external personnel. For external personnel, a quote will also need to be provided.
- Detailed availability of the proposed specified personnel for the contract during the contract term.

Criterion 4

Demonstrated experience – 30% weighting

Details of the applicant's organisational experience providing services to Aboriginal communities and/or Aboriginal youth at-risk must be provided in response to the following:

- a detailed description of the project/service the applicant delivers
- similarities between the project/service and this request
- demonstrated use of collaborative approaches
- demonstrated knowledge of Aboriginal cultures and the ability to work with young people in a cultural context in the Kimberley
- when the previous work was performed.

4 Application - How to apply for funding

After reading the Guidelines, applicants are encouraged to contact Kimberley Development Commission (KDC) to discuss projects prior to progressing or submitting an application for funding. Contact information for KDC is:

Kimberley Development Commission
Tel: 08 9194 3000

Email: anthea.whan@kdc.wa.gov.au

Web: www.kdc.wa.gov.au

Note: Applicants are encouraged to seek advice on their project proposal with KDC, prior to the submission of an application.

Submitting an online application

Applications from eligible organisations must be submitted online using the SmartyGrants application form. This link is available on [KDC's website](#) and is provided [here](#).

To be considered for funding, completed applications must be submitted by the closing time and date specified on [KDC's website](#). Please note the SmartyGrants system will close automatically at the specified time on the closing date, and you will not be able to lodge a late application.

Applications received by other means will not be eligible for consideration unless agreed to by KDC. All applicants will be notified by email that their application has been received.

5 Assessment – How will the applications be assessed

The assessment process will objectively identify eligible applicants to whom funding could be awarded. Applications will be assessed by the Assessment Panel, and the final decision will be made by the Minister for Regional Development.

5.1 Assessment process

The assessment process will be carried out by an Assessment Panel including representatives from:

- Kimberley Development Commission
- Department of Justice

The panel will develop an assessment report and prepare a recommendation to the Minister for Regional Development.

The assessment will be carried out in the following manner:

- First, eligibility will be confirmed.
- Applications will be assessed against the program's assessment criteria.
- If the total value of funding requested is greater than the funding available, a comparative assessment will occur.

The assessment and decision-making process could take up to three months, which should be considered during project planning.

The Assessment Panel may request more information to clarify aspects of the application.

6 Conflict of interest

Assessment panel members will complete a conflict of interest (COI) declaration as part of the assessment process. An assessor will not participate in the assessment of applications where there is a perceived or actual conflict of interest.

7 Decision

The Minister for Regional Development makes the final decision on funding under this program.

8 Notification of application outcomes

All applicants will be advised of the outcome of the assessment process once the decisions have been made.

9 Contract Arrangements

Before receiving any funds, successful applicants will be required to enter into a Grant Agreement, which will outline the conditions of the grant funding.

All projects must be approved and the Grant Agreement executed prior to project commencement. No retrospective payments will be made. The Grant Agreement must be signed and returned to KDC within sixty (60) days of the date of issue. Once executed by KDC, the recipient will be provided with a copy of the Grant Agreement.

10 Tax information

Funding provided to recipients under the Grant is regarded as payment for a supply. GST-registered grant recipients will therefore be liable for GST in connection with the grant.

The grant will be increased by the amount of GST payable. Recipients must provide a tax invoice for the GST inclusive value of the grant.

Applicants are encouraged to seek tax advice on the potential implications of obtaining funding.

11 Personal Information and disclosure of information

KDC is subject to the *Freedom of Information Act 1992 (WA)*, which provides a general right of access to records held by the State Government agencies and local governments.

Information pertaining to the receipt of State Government financial assistance will be tabled in the Western Australian Parliament and listed in Government media statements. This information could include the name of the recipient, name of the Project, the Grant funding amount, total project budget, including name and amount of other leveraged funding sources and project description. This could result in requests for more details to be released publicly.

A summary of the key project details and approved funding amount will appear on KDC's website.

KDC may discuss an application with subject matter experts if it is deemed necessary to assist in assessing the application.

12 Intellectual Property

Any intellectual property rights that may exist in an application will remain the property of the applicant or the rightful owner of those intellectual property rights.

Any part of an application considered to contain any intellectual property rights should be clearly identified by the applicant. The applicant grants to the State (and will ensure that relevant third parties grant) a non-exclusive, irrevocable licence to use and reproduce the intellectual property.

13 Payment arrangements

Payments will be made in accordance with the grant agreement.

14 Reporting and monitoring requirements

As a condition of funding, all grant recipients will be required to provide a detailed Final Report (Acquittal) to KDC within twelve (12) weeks of the completion of the project.

The Acquittal report will need to align with the outcomes stated in the application form.

Any project-specific items to be reported on for this program will be identified in the Agreement.

Reports are to be sent to the program manager on or before due dates.

15 Contact Information

For further information on the Program please contact

Anthea Whan

Senior Regional Development Officer

Kimberley Development Commission

Phone: 9148 2100

Email: anthea.whan@kdc.wa.gov.au

16 Glossary of Terms

Applicant - the entity who makes the application for funding.

Application - an application (or relevant part of an Application) made to the State of Western Australia for funding under the Fund.

Grant – Kimberley Residential Facilities for Youth At-Risk – EOI for Business Case.

Grant Opportunity Type:

- **open competitive** funding rounds have open and closed nominated dates, with eligible applications being assessed against the nominated selection criteria (and against other applications).

Guidelines – are the guidelines for the program, this document.

Key Contact - the person to contact if there are any queries or information required in relation to the program.

Program Manager - the person responsible for managing the grant program.

Program Provider - The program provider is KDC; the policy owner that establishes the program and is ultimately responsible for the program's underlying policy and program deliverables.

SmartyGrants – is the grant management software tool used by KDC.