Application

***Complete Applicant Details, Summary, Consent and Sign and return to NDS together with the project proposal and budget documentation.***

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| Applicant Details | Application date |  |
| Organisation name |  |
| Trading name |  |
| Organisation ABN |  |
| NDIS Registration Number |  |
| Registered address  |  |
| If different from above, regional address of business |  |
| Web address |  |
| Key contact person  |  |
| Name |  |
| Position/title |  |
| Phone |  |
| Email |  |

Summary

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| --- | --- |
| Proposed project title |  |
| Start date |  | Completion date |  |
| Grant amount requested | $                    (GST exclusive) |
| Project location/s | [ ]  Goldfields/Esperance[ ]  Great Southern[ ]  Kimberley[ ]  Midwest/Gascoyne | [ ]  Pilbara[ ]  South West[ ]  Wheatbelt |
| Current operations in the regional/remote location |  |
| Service delivery impact focus (e.g. psychosocial, complex support needs, accommodation, therapy) |  |
| Grant focus area (e.g. workforce retention, business processes) |  |
| Summary of proposed project |  |

Consent and Sign

By signing below the parties acknowledge, understand, and agree to the terms and conditions of the Regional and Remote Expansion and Development Fund.

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| Full Name |
| Position/title |
| Signature | Date |

Project Proposal

Please submit a project proposal using the template in this form.

The proposal must address the three qualitative criteria below. Maximum six (6) A4 pages. Claims or statements made to address any aspect of the criteria should be evidenced based or informed through examples.

An itemised budget (exclusive of GST) for the provision of the project is also required. The submitted budget should reflect the total amount required to develop, implement, and evaluate the project.

In making a value for money assessment of each application, NDS will assess how the budget, along with the response to the criteria below, represent value for money.

1. **Strategies and Methodology (60% weighting)**

The proposal will be assessed on the degree to which it is likely to meet the grant objectives, in considering:

• The specific issue/s the proposal will tackle including evidence of this, and the importance or significance that it be addressed.

• How project activities/outcomes will contribute to the delivery of more efficient and effective ways to provide a broader range of quality services for people with disability and their families in regional and remote areas.

• The purpose, activities, major milestones and outcomes of the proposal – what will be achieved, how it will be achieved, short and long-term impacts, risk analysis and mitigation strategies, how the project will be measured and how the outcomes will be sustained beyond the life of the project.

1. **Organisational Capacity and Capability (25% weighting)**

The Applicant must provide information about how their organisation’s skills and experience will be applied to deliver the grant objectives. This should include but is not limited to:

• Information on the organisation’s relevant experience and capacity to deliver the proposal.

• Brief description of previous initiative/s that have been undertaken which generated successful outcomes or significant learnings.

1. **Evaluation Methodology (15% weighting)**

The Applicant must describe the evaluation methodology their organisation will use to monitor, evaluate, and report on the outcomes and lessons learnt. This may include:

• Activity and progress indicators specific to your application.

• Short-term and long-term changes and outcomes resulting from activities.

• Adaptability/replicability of the project to other regions.

**Project Proposal Template**

***(please use this template to complete your proposal – maximum 6 A4 pages)***

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| --- | --- |
| **Project Name:** |  |
| **Organisation Name** |  |
| **Contact Person** |  | **Position** |  |
| **Contact Phone** |  | **Email** |  |

**Project Outline**. Detail the specific issue/s your project will tackle including evidence that demonstrates the local need and how this has been identified. Include project aims and how the project will contribute to the broader delivery of NDIS services in the region.

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**Partners**. If partnering with any other organisations, please provide details.

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**Key stakeholders**.

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**Resources and Budget**. List the resources needed to complete the proposal, including startup costs associated with the project. A detailed budget should also be attached to this proposal.

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**Timeline**. Give an approximate timetable for the delivery of the project, including the start and end dates, major milestones.

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**Expected outcomes**.

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**Risk analysis and mitigation strategies**. Describe any challenges you foresee with the project and proposed mitigation strategies to overcome these.

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| --- | --- |
| Risk | Mitigation |
|  |  |

**Organisational capacity**. Describe how the organisation’s skills and experience will be applied to the project. Include details of any previous initiatives.

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**Measurement of success**. Describe what evaluation methodology the organisation will use to monitor, evaluate and report on the outcomes and lessons learnt.

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***\*attach budget\****