



Australian Government

National Indigenous Australians Agency

Indigenous Advancement Strategy Indigenous Skills and Employment Program Grant Opportunity Guidelines

Opening date:	Stage One – 22 March 2022 ISEP application – 16 January 2023
Closing date and time:	Stage One – 23:30 on 26 April 2022 ISEP application – 14.30 on 12 April 2023 Note: The National Indigenous Australians Agency (the NIAA or the Agency) may amend the closing date and time at its own discretion by issuing a notice through the GrantConnect website.
Commonwealth policy entity:	National Indigenous Australians Agency (NIAA or the Agency)
Enquiries:	If you have any questions contact ISEP@niaa.gov.au .
Date Guidelines released:	10/01/2024
Type of grant opportunity:	Stage One - Open competitive; ISEP application – Restricted competitive
	<div>Note: Other grant opportunities under the IAS or within the NIAA will be advertised separately on GrantConnect and may have different requirements to those listed in this document.</div>

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1. Indigenous Advancement Strategy: Indigenous Skills and Employment Program (ISEP) process

The Indigenous Skills and Employment Program (ISEP) is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program that contributes to NIAA's Outcome 1. The NIAA works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect.



Stage One

You submit a grant application

You complete and submit a grant application form available on Grant Connect to design with community and deliver an activity that will achieve ISEP outcomes (see Section 2.1).



We assess all grant applications

We assess all applications against the eligibility criteria and notify you if you are not eligible. We assess your eligible application against the assessment criteria and compare it to other applications within each NIAA region.



We make recommendations

We provide advice to the NIAA delegate (the decision maker) on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful and successful grantees will be invited to submit a detailed ISEP grant application under this grant opportunity.



We notify you of the outcome

We advise you of the outcome of your application and issue you a Letter of Offer Agreement including grant funding and key deliverables.



You commence your Community Design activity

Successful applicants commence the 3 month Community Design process of their grant activity with First Nations community/ties and key stakeholders, to complete their ISEP Community Design Final Report. Applicants successful in the Stage One will receive up to \$50,000 (GST exclusive) grant to support their Community Design activities.



Delivery of Grant

You submit your Community Design Final Report to NIAA by the due date specified in your Letter of Offer agreement.

Stage Two

As a Stage One grantee you will be invited to submit an ISEP grant application which could attract up to 4 years of funding

Following the completion of the Stage One Community Design activity you complete the ISEP application form, addressing all eligibility and assessment criteria, and attach your completed Stage One Community Design Final Report.



We assess all grant applications

We assess all applications against the eligibility criteria and notify you if you are not eligible. We assess your eligible application against the assessment criteria including consideration of the Stage One Community Design Final Report and an overall consideration of value with money and compare it to other applications within that region.



We make grant recommendations

We provide advice to the Minister for Indigenous Australians and/or the NIAA delegate (the decision maker) on the merits of each eligible application.



Grant decisions are made

The decision maker decides which applications are successful and approves the funding



We notify you of the outcome

We advise you of the outcome of your application.



We negotiate and enter into a grant agreement

We will enter into a grant agreement with you, if successful, the type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and performance reporting and making payments.



Evaluation of the ISEP

We will evaluate your specific grant activity and the ISEP as a whole. We base this on information you provide to us and that we collect from various sources.

1.1. About these Guidelines

These guidelines contain information for the ISEP grants, including how to apply for grant funding. You must read these guidelines carefully before filling out an application. This document sets out:

- the purpose of the grant program/grant opportunity,
- the eligibility and assessment criteria,
- how grant applications are considered and selected,
- how grantees are notified and receive grant payments,
- how grantees will be monitored and evaluated, and
- responsibilities and expectations in relation to the opportunity.

These guidelines do not apply to procurement activities. The procurement of goods and services are undertaken in accordance with the Commonwealth Procurement Rules, Accountable Authority Instructions and Financial Rules of the Agency, and the provisions of the [Public Governance Performance and Accountability Act 2013](#).

Any alterations and addenda¹ to these Guidelines will be published on [GrantConnect](#).

The National Indigenous Australian's Agency (NIAA) (the Agency/we) is responsible for administering this grant opportunity. NIAA administers the activities according to the Commonwealth Grants Rules and Guidelines (CGRGs)².

We have defined key terms used in these guidelines in the [Glossary](#).

2. About the Indigenous Advancement Strategy

The Indigenous Advancement Strategy (IAS) is one way the Australian Government funds and delivers programs for First Nations Australians. There are a number of grant opportunities under the IAS, including the grants process outlined in these guidelines.

The IAS contributes to the Agency's Outcome 1: *Indigenous—Improve results for Indigenous Australians, including in relation to school attendance, employment and community safety, through delivering services and programs, and through measures that recognise the special place that Indigenous peoples hold in this nation.*

This opportunity is available under Program 1.1 – Jobs Land and Economy of the IAS. The objectives and outcomes of this Program are available at Appendix 1.

The National Agreement on Closing the Gap was developed in genuine partnership between Australian Governments and Aboriginal and Torres Strait Islander peak organisations. The National Agreement sets out ambitious targets and new Priority Reforms that will change the way governments work to improve life outcomes experienced by First Nations Australians.

The IAS contributes to Closing the Gap (CtG) between First Nation and non-Indigenous Australians by providing grant funding for activities that address areas of need for First Nations Australians that align with CtG targets. To ensure the best outcomes, the IAS has a focus on:

- Aligning investment with CtG targets.
- Ensuring Indigenous First Nations Australians are actively involved in the development, delivery and evaluation of local and regional solutions, including deciding how they will be involved.
- Drawing on the strengths of First Nations Australians and communities, and building capacity in First Nations organisations and businesses.
- Increasing the number of First Nations organisations delivering grants for the benefit of First Nations Australians, where this is supported by value with money, and/or engaging organisations who are committed to improving First Nations outcomes.
- Using evidence and innovation to develop solutions or improve existing approaches.
- Building an effective evidence base to ensure funding delivered through the IAS improves the lives of First Nations Australians and communities.
- Fostering engagement between government, First Nations organisations, First Nations Australians and communities, and other stakeholders such as experts and business.

¹ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

² <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

The Agency has been moving to a new way of working with First Nations leaders and communities, aligning with the Government's commitment to a First Nations Voice and ensuring First Nations communities are involved in local and regional decision-making.

The First Nations-designed and led Empowered Communities initiative is an example of First Nations communities and governments working in partnership to set priorities, improve services and apply funding effectively at a regional level.

Refer to Appendix 1 for more information on the IAS or visit niaa.gov.au/indigenous-affairs/grants-and-funding/funding-under-ias. The Agency administers the IAS according to the [*Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)*](#).

2.1 About the ISEP Grant Opportunity

The Australian Government announced, as part of the 2021-2022 Budget, a commitment to develop the new ISEP. The ISEP is the replacement program for Vocational Training and Employment Centres (VTEC), Tailored Assistance Employment Grants (TAEG) (including Employment, Cadets and School-Based Traineeships) and the Employment Parity Initiative (EPI).

The ISEP contributes to CtG targets in employment by supporting First Nations Australians into skills, jobs, and career advancement pathways. ISEP is a complementary First Nations employment program that endeavours to work seamlessly alongside other Commonwealth or State and Territory funded employment programs.

ISEP activities will use innovative approaches to target specific local barriers, and encourage the aspirations of First Nations people in specific areas. By targeting specific local barriers, ISEP aims to influence community attitudes towards employment and support industry in creating local and sustainable employment opportunities in the future.

The program will increase economic opportunities for First Nations Australians and drive actions that connect them to local jobs, targeted skills acquisition and career advancement opportunities. ISEP fosters partnerships and co-investment with key stakeholders at the local level, in particular with providers, state, territory and local government and employers, to realise mutually beneficial outcomes.

The intended outcomes of ISEP are that First Nations Australians:

- Attain improved work readiness, foundational skills and job-specific skills;
- Achieve job outcomes as local barriers to employment are addressed;
- Sustain long-term, meaningful employment in a culturally safe workplace; and
- Advance and transition through career pathways in line with their aspirations.

ISEP aims to support activities that:

- Deliver targeted and place-based investment that takes advantage of local opportunities;
- Encourage partnership and co-investment between organisations and with employers;
- Collaborate with state, territory and local governments to deliver complementary (not duplicate) services;
- Improve employer attitudes and inclusive recruitment practices to drive a thriving First Nations Australian workforce, particularly within small and medium enterprises;
- Respond to emerging regional labour market and industry needs;
- Are driven by First Nations community needs and delivered in partnership, giving First Nations people a say in decisions that affect them directly;

- Build the capacity of First Nations organisations such as Aboriginal Community Controlled Organisations (ACCOs) to further employment and economic development outcomes; and
- Contribute to CtG targets 7 and 8 for First Nations Australians and the priority reform areas ([more information here](#)),

This ISEP grant opportunity will involve a two-stage competitive selection process:

- **Stage One** – An open competitive round which seeks to identify experienced organisations that demonstrate their capability to deliver ISEP outcomes, work in partnership, collaborate, leverage co-investment and build capability of First Nations organisations, in particular ACCOs, at the local/regional level. Applicants successful in this stage will be required to design their activities with community, before progressing to Stage Two.
- **Stage Two** – A restricted competitive application process inviting Stage One grantees, who have undertaken a community design activity to submit an ISEP funding application.

ISEP organisations will take a leading role in brokering local partnerships and collaboration, leveraging investment and augmenting mainstream services to deliver the ISEP outcomes in their nominated region; and to build the capacity of local First Nations organisations (where required).

ISEP organisations will collaborate with a range of local and regional stakeholders, particularly First Nations community and organisations, employers, industry bodies and training organisations. How an organisation works in partnership and collaboration with others is an important part of the [assessment criteria](#).

The ISEP is supportive of delivery under consortium arrangements, subcontracting or other joint delivery models. Consortia will need to nominate a [lead organisation](#) for their ISEP application who would have the responsibility of managing the grant and the reporting obligations to NIAA on behalf of the group. Consortium members should only include stakeholders that would have a significant impact on the delivery of the grant activities. They may receive grant funding or contribute in-kind support and there is no limit on the number of organisations that can be included in a consortium.

This approach aligns with Priority Reform 2 of the CtG Agreement and aims to facilitate building strong First Nations community-controlled sectors and organisations. ISEP will enable more First Nations organisations to build the skills and capabilities needed to succeed on their own in the future.

The Agency is considering options for external business support to be available to successful ISEP organisations, including corporate mentoring and governance support to contribute to capacity building. Further information will be provided to organisations successful in the Stage One.

Stage One

You will first apply via an application. For organisations in a consortium, only the lead organisation should submit an expression of interest on behalf of the group.

Your Stage One application needs to demonstrate your track record in delivering employment related activities, your partnership approach (if applicable), your knowledge of the needs and aspirations of First Nations jobseekers and your knowledge of job opportunities, services sectors, industry and community needs in the region you are applying for. You will also need to demonstrate your capacity to design the details of activities with the First Nations community.

You will be asked to provide a short summary of your proposed activities and how they align with the regional priorities ([Appendix 3](#)) in which you will be working. This will indicate the scope and scale of the activities you intend to develop.

A key objective of ISEP is to support place-based investment that takes advantage of local opportunities and maximises the unique strengths of the local community and industry. Organisations must identify which NIAA region they are targeting and demonstrate their understanding of that NIAA region and the identified regional priorities at [Appendix 3](#).

You can apply to deliver activities in multiple NIAA regions; however, you are limited to one application per NIAA region. You must lodge a separate application for each NIAA region. Each application must address the identified priorities in each relevant region. Please refer to the NIAA regional areas defined in the map at [Appendix 1](#) and if you are unsure which NIAA region your intended service area is in, you may contact your nearest [NIAA regional office](#) for further clarification. Where your project targets a First Nations community spanning multiple NIAA regions, one application is acceptable in the most relevant region.

Community design process

If your Stage One application is successful you will enter into a grant agreement and as a Stage One grantee you will deliver a comprehensive report further exploring regional specific First Nations employment aspirations, and barriers to these aspirations. It must include solutions to take advantage of local opportunities and maximises the unique strengths of the local community and industry. It must also consider how activities will leverage, not duplicate, existing Commonwealth and state or territory services.

Organisations are required to demonstrate their community design practices through this grant, as well as community support for the solutions developed. You will deliver the Community Design activity in consultation with First Nations community/ies or group and other key stakeholders in the NIAA region the activities will be delivered in, including Empowered Communities in relevant regions, in order to complete your report.

The NIAA will hold a minimum of two Information Briefing sessions with organisations successful in Stage One before the Community Design activities commence; and two weeks prior to the ISEP application closing. Information Briefing sessions may be in person or online, in accordance with any existing travel or COVID-19 restrictions. Dates and times for sessions will be confirmed, after successful organisations are notified.

As part of the Community Design activity, applicants successful in Stage One will be required to design their activity with community before submitting a Final Report and progressing to the ISEP application through an invitation from the Agency.

Community Design is about bringing together people, including First Nations communities, local employment, skills, service sector and industry professionals, to make decisions about what employment activities will work best for each location, informed by each other's expertise. It engages the recipients of the services, First Nations communities, to have an active role in the development of the activities that impact them, as well as other key stakeholders involved in the delivery of activities. The following principles should underpin the Community Design process:

- Build a shared understanding about the purpose and desired outcomes of the Community Design;
- Involve the right people - map, analyse, and validate stakeholders;
- Incorporate reflective practice - don't assume agreement on key concepts - they need careful examination and reflection;
- Build a partnership and operate transparently to build knowledge, trust and meaningful participation;
- Provide adequate time and information, and remain flexible; and

- Commit to inclusivity; recognise and respect various forms of expertise and lived experience, differing interests and local histories.

Successful organisations in Stage One are invited to submit an ISEP grant application.

Stage Two

Following the completion of the Stage One Community Design activity report, you will be invited to submit an ISEP application. Applicants will be required to attach the completed Stage One Community Design Final Report to demonstrate the level of community involvement in the design of the activities.

Refer to Section 7 on how to apply. If you are successful at this stage, you will then negotiate a funding agreement with the NIAA to deliver your activity.

The ISEP application process is restricted competitive, which means applications are restricted to successful organisations in Stage One who will be invited to submit an application. Each ISEP application will be considered on its merits and the priorities for the Agency and will be compared to other applications in each NIAA region.

2.2 NIAA regional presence and National Office

The Agency has a regional presence (the NIAA Regional Offices) across Australia. We have offices in capital cities, in regional and remote locations. Staff from these offices routinely visit over 400 communities. We also have an Agency officer in residence in nearly 50 First Nations communities.

The NIAA Regional Offices work in partnership with First Nations Australians, their communities and other stakeholders to develop solutions tailored to address local need. Solutions may involve the implementation of several complementary activities working together to address a particular issue or challenge. The NIAA Regional Offices have strong relationships with other Australian Government agencies and departments; state; territory and local government, as well as non-government and industry partners.

The NIAA National Office, based in Canberra, provides national oversight, policy advice, program management and support to the NIAA Regional Offices in the implementation of the IAS.

3. Grant Amount and Grant Period

Stage One – funding

Stage One grantees will receive up to \$50,000 (GST exclusive) to deliver a Community Design activity including a Final Report.

Funding is available for the Stage One Community Design grants on execution of the Letter of Offer grant agreement until closure of applications for ISEP projects.

Stage Two – funding- ISEP application

A total of up to \$42.8 million (GST exclusive) is available annually for activities up to four years. This funding will be allocated to each NIAA region informed by need (socioeconomic outcomes) and appropriately weighted by population (2016 Census of Population and Housing).

Indicative funding available per region per annum is:

NIAA Region	Indicative ISEP annual funding (GST exclusive)	Total funding for four years (GST exclusive)
Arnhem Land & Groote Eylandt	\$2.6 M	\$10.4 M
Kimberley	\$1.8 M	\$7.2 M
Top End & Tiwi Islands	\$2.3 M	\$9.2 M
South Queensland	\$5.8 M	\$23.2 M
Greater Western Australia	\$4.7 M	\$18.8 M
Central Australia	\$2.6 M	\$10.4 M
South Australia	\$2.5 M	\$10 M
Western NSW	\$3.1 M	\$12.4 M
Eastern NSW	\$8.1 M	\$32.4 M
Victoria & Tasmania	\$2.8 M	\$11.2 M
North Queensland	\$6.6 M	\$26.4 M
TOTAL	\$42.8 M	\$171.2 M

This indicative funding allocation is subject to change and the NIAA reserves the right to reallocate funding to other NIAA regions depending on need and the number of suitable applications.

There is no minimum or maximum grant amount for ISEP grants, but grants cannot exceed the amount of available funds per annum in each [NIAA region](#). The NIAA anticipates, in most NIAA regions there is expected to be around two to four ISEP grants and organisations should take this into account when planning the size and scale of activities and the organisations within your partnership (where applicable).

3.1 Grant period

The grant opportunity dates are as follows:

- Stage One – Opening 22 March 2022 and closing 26 April 2022; and
- Stage Two - ISEP application – Opening 16 January 2023 and closing 12 April 2023.

Funding agreements for successful applicants in Stage Two may be up to 4 years.

4. Eligibility Criteria

The Agency cannot consider applications that do not satisfy all the eligibility criteria.

To be eligible under Stage Two you must be a Stage One grantee.

4.1 Who is eligible for funding?

To be eligible to apply for grant funding under the ISEP you must:

- Have an Australian Business Number (ABN) (exemptions may apply in special cases);
- Where relevant, be registered for the purposes of GST;
- If an individual, be a permanent resident of Australia; and
- Have an account, in your name and which you control, with an Australian financial institution.

AND be one of the following entity types:

- An Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act);
- A company incorporated in Australia under the Corporations Act 2001;
- An incorporated association (incorporated under state/territory legislation, commonly have 'Association' or 'Incorporated' or 'Inc' in their legal name);
- An incorporated cooperative (incorporated under state/territory legislation, commonly have 'Cooperative' in their legal name);

- An organisation established through a specific piece of Commonwealth or state/territory legislation including public benevolent institutions, churches and universities;
- An Australian local government body;
- An incorporated trustee on behalf of a trust³;
- A partnership;
- A joint (consortia) application with a lead organisation that satisfies the entity type; or
- An individual with an ABN.

The Agency will not accept your application unless you:

- Have rectified any issues of previous non-compliance with existing Commonwealth agreements to the satisfaction of the Commonwealth, or be in the process of rectifying any issues of non-compliance with existing Commonwealth agreements to the satisfaction of the Commonwealth; and
- Are financially viable to the Agency's satisfaction. The application form has questions about financial viability. The Agency may undertake its own enquiries in relation to the applicant's financial viability.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- An organisation, or your delivery partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme';
- A non-corporate Commonwealth entity;
- An Australian state or territory government body;
- An unincorporated association;
- Subject to the Agency's sole discretion, an overseas resident;
- An organisation or individual not included in Section 4.1;
- Declared bankrupt or subject to insolvency proceedings—as relevant to the entity type;
- Named as currently non-compliant under the [Workplace Gender Equality Act 2012](#).

Note: You are not eligible to submit a Stage Two ISEP application if you are not a Stage One grantee.

4.3 What qualifications, skills or checks are required?

All applicants must be able to demonstrate that they intend to, and can demonstrate they will be able to comply with all applicable laws if their application is successful. This includes maintaining all qualifications, permits, registrations and licences required for the lawful performance of the activity or service they will provide. This also includes, where relevant, mandatory requirements for:

- Working with Children checks;
- Working with Vulnerable People registration;
- Industry licenses or registration;
- Australian Skills Quality Authority accreditation.

³ A trust itself is not a legal entity and cannot enter into a grant agreement.

4.4 Incorporation requirements

Subject to certain exceptions, under the Strengthening Organisational Governance Policy, all organisations that receive grant funding up to \$500,000 or more (GST exclusive) in any single financial year from IAS funding are required to:

- Incorporate under Commonwealth legislation—Indigenous organisations will be required to incorporate under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 and other organisations will be required to incorporate under the Corporations Act 2001; and
- Maintain these arrangements while they continue to receive any IAS funding.

Indigenous organisations already incorporated under the [Corporations Act 2001](#) do not have to change their incorporation status. However, all other Indigenous organisations must be incorporated under the [Corporations \(Aboriginal and Torres Strait Islander\) Act 2006](#) so they can access the assistance and support available under the Act.

For further information on incorporation requirements please refer to [Appendix 2](#).

5. What the Grant Money Can Be Used For

5.1 Stage One - Eligible grant activities

Successful grantees will receive up to \$50,000 (GST exclusive) to design their ISEP project activities with community, including a Final Report. Eligible costs associated with the Community Design process include:

- Costs of undertaking Community Design with local stakeholders, including venue hire, and reasonable catering and travel costs;
- Cost of a facilitator or consultant to assist with the Community Design of activities;
- Administrative costs, such as office supplies, internet/phone costs; and
- Other activities approved by the delegate, as detailed in the funding agreement.

More detailed information on eligible costs will be provided to successful applicants.

Given the changing and variable impacts of COVID-19 across Australia, activities must be delivered in alignment with relevant government and health advice to limit the risk of transmission of COVID-19, particularly with respect to protecting Elders and those with chronic health issues. Before commencing the Community Design process, it is your responsibility to develop a COVID-19 Risk Management Plan, which should include any potential risks associated with the delivery of an activity, and identify the strategies that you will put in place to minimise those risks.

5.2 Stage Two - Eligible ISEP grant activities

ISEP will fund a broad range of activities and encourage innovative approaches.

ISEP activities must:

- Contribute to an employment outcome or increase the employability of a First Nations Australian 15 years or older, as outlined in Section 2.1; and
- Have been identified through the Community Design process and align with the regional priorities at [Appendix 3](#).

For example, activities may include but are not limited to:

- Developing a person-centred case management model, aligning their cultural identity, needs, aspirations and capacity as well as community and industry needs;

- Linking individuals with existing available services and training to transition them from either unemployment or education to employment, as well as career development;
- Providing access to intensive and culturally appropriate mentoring and support services to overcome barriers to employment;
- Supporting participation in training that directly results in an employment outcome or increases the likelihood of achieving an employment outcome and professional career development training;
- Supporting employers to develop recruitment, career development and retention strategies tailored to First Nations Australians' cultural sensitivities;
- Providing employers with cultural competency training that is locally specific to the appropriate First Nations culture/s and history;
- Working with a range of employers and First Nations jobseekers in the region to match skills development and qualifications to the local First Nations labour market;
- Support long-term employment by providing transport options, such as a bus service to transfer employers to and from worksites, driver education courses and costs for obtaining licences.

All ISEP activities must:

- Involve working collaboratively with other service providers, employers and state, territory and local governments (where applicable) to deliver complementary (not duplicate) services;
- Embed cultural safety;
- Embed empowerment-based service delivery;
- Be trauma-informed (where applicable);
- Embed inclusivity, including consideration of a diverse range of participants e.g. based on age, gender, disability, language, personality and sexual orientation. This includes taking into account:
 - The cultural and linguistic needs of First Nations Australians and be mindful of the Commonwealth Ombudsman's Best Practice Principles for interpreting. [Use of Interpreters - Commonwealth Ombudsman](#).
 - The needs of Australians with disability including how the proposal supports one or more of the six policy outcome areas outlined in the Department of Social Services [National Disability Strategy 2010-2020](#).
 - Differing barriers and opportunities experienced by subsets of the target community, and the impact these might have on access to funded activities—this could include articulating the specific ways delivery of the activity will address barriers to participation for different groups. For example, how the activity will support gender equitable outcomes in the community, invest in relationships and partnerships with First Nations communities and other relevant stakeholders at the local level.

Involve improved access to data and information on activity performance with the relevant First Nations communities, while complying with the Australian Privacy Principles as set out in Schedule 1 of the [Privacy Act 1988](#).

Given the changing and variable impacts of COVID-19 across Australia, activities must be delivered in alignment with relevant government and health advice to limit the risk of transmission of COVID-19, particularly with respect to protecting Elders and those with chronic health issues.

Before commencing an activity, it is your responsibility to develop a COVID-19 Risk Management Plan. The Risk Management Plan should include any potential risks associated with the delivery of an activity, and identify the strategies that you will put in place to minimise those risks.

You can only spend the grant on eligible grant activities as defined in your grant agreement, unless we otherwise agree in writing to an alternative use.

If your application is successful, we may ask you to verify activity costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure of your grant activity may be eligible for grant funding. The delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

Unless otherwise agreed in writing by the Agency, you must incur the expenditure between the dates specified in your grant agreement for it to be eligible.

5.3 Eligible locations

Your grant activity must be delivered in Australia. You can apply to deliver activities in multiple NIAA regions; however, you are limited to one application per NIAA region. You must lodge a separate application for each NIAA region.

5.4 What the grant money cannot be used for

Stage One and Stage Two

You cannot use the grants for the following activities:

- Purposes that do not directly contribute to the outcomes of ISEP in Section 2.1, typically including (but not limited to) payment of fines or loans, purchase of gifts, personal debts, or sitting fees.
- Payments to participants in an ISEP activity, including direct or indirect wage subsidies.
- Infrastructure and capital projects such as building construction and major renovations.
- Costs incurred in the preparation of a grant application or related documentation unless specifically agreed with the Agency.
- Activities for which other Commonwealth, state, territory or local government bodies have primary responsibility including:
 - Mainstream employment services, including Workforce Australia, the Disability Employment Services, and the Community Development Program/Remote Engagement Program, (although assistance that complements the completion of such activities can be funded).
 - Adult vocational education and training (VET) activities (although assistance that complements the completion of such activities may be considered).
 - Cultural heritage, land rights and land management activities subject to state or territory legislation (although assistance that complements these activities may be considered).
 - ABSTUDY or Family Tax Benefit including travel and living allowances at boarding schools or universities.
 - Mainstream programs, such as childcare, long day care, family day care, out of school hours care, and preschool.
- Activities, including training, that are not directly linked to employment or do not have a demonstrated aim to overcome barriers to employment or to improve an individual's employability.

- Requests to fund wages of Board or Executive positions in organisations where it is normally part of the organisation's operational costs.
- Activities that fund employers' legislated obligation to provide a safe and non-discriminatory working environment.
- Support for entrepreneurship, self-employment or business growth activities.
- Support for children aged 14 years and under.
- Expenses for which other Commonwealth, state, territory or local government bodies have primary responsibility to provide the source of funding, unless otherwise specifically agreed with the Agency.

Other prohibited costs include:

- Purchase of land.
- Purchase of capital equipment or assets valued \$5,000 or over, unless approved otherwise by the delegate.
- Retrospective costs (before the date of the agreement).
- Participant's rent or household bills.
- Overseas travel.
- Preparation of the grant application.
- Organisation's existing employees' administrative and/or miscellaneous costs not involved in ISEP activities— e.g. purchase of land, wages, rent, overseas travel etc.

6. The Assessment Criteria

6.1 Stage One

You must address all of the following assessment criteria in your Stage One. All criterion have equal weighting under these guidelines.

The amount of detail and supporting evidence you provide should be relative to the size, complexity and grant amount requested. Each selection criterion cannot exceed 500 words.

Criterion 1: Employment, skills and services sector knowledge and experience

You should demonstrate this by explaining your organisation's and/or your partner's strong links to employers and other key stakeholders, and experience working in the location in which your activities are to be delivered, with consideration of the regional priorities listed in [Appendix 3](#), including:

- Your experience in delivering employment, skills acquisition and career progression services in the area you are targeting and the outcomes you achieved.
- Your relationships with local industries and knowledge of local employment opportunities, workforce demands and skills gaps in the locations you are targeting.
- Your understanding of existing state, territory and commonwealth government services and your experience in leveraging other investment and providing complementary services.
- Your experience or knowledge in undergoing a Community Design process.
- Your understanding of the First Nations labour market that you intend to work in, including the publicly available economic, infrastructure and growth sector opportunities.

Criterion 2: Cultural competency

You should demonstrate this by describing your commitment to and capability in working with the targeted First Nations community or group including:

- Your understanding of the service delivery area(s) and how your organisation has built positive working relationships with the target community/ies, groups or organisations.
- Details of organisations you have chosen to partner with and their expertise and experience in working with First Nations Australians and your target community/ies or groups;
- How you intend to undertake the Community Design process with your target community/ies or groups, employment services sector and local industry stakeholders;
 - For Empowered Communities regions you must demonstrate shared decision-making in your planned Community Design process for decisions affecting these regions.
- How your organisation and your partners will embed cultural safety, diversity and trauma-informed empowerment-based service delivery for the target community/ies or groups.

Criterion 3: Organisation capability and collaboration

You should demonstrate this by explaining how your organisation will support the intended outcomes of the ISEP (refer to Section 2.1) including:

- How you have built partnerships and collaborated with key stakeholders, including other providers, employers, state /territory / local governments in the region, to deliver outcomes.
- Your organisation's governance framework and how you will monitor, measure and manage the risk and performance of your activities.
- Your compliance with past grant agreements to your organisation (where applicable).
- Your capability and commitment to building the capacity of First Nations organisations, such as ACCOs.

6.2 Stage Two

Stage One Grantees will be contracted through a Letter of Offer grant agreement to design their ISEP project activity/ies with community and will be invited to submit an ISEP application.

You must address all of the following assessment criteria in your application. All criterion have equal weighting under these guidelines.

The amount of detail and supporting evidence (this may include data) you provide should be relative to the size, complexity, and grant amount requested. Each selection criteria cannot exceed 500 words.

Criterion 1: Regional need and priorities

You should demonstrate this by explaining what you are proposing to deliver and how the activity will deliver sustainable jobs, and address the workforce demands of employers, industry and First Nations community/ies or groups, including:

- How it will support sustainable employment outcomes in the target First Nations community/ies or group.
- What you will deliver and how it will contribute to one or more of the regional priorities identified in [Appendix 3](#) to the Grant Opportunity Guidelines;
- How it will contribute to [Closing the Gap targets](#), including improved environmental, cultural, social and economic outcomes in the target First Nations community/ies or group.

Criterion 2: Community involvement

You should demonstrate this by describing how you have involved the target First Nations community/ies or group and other key stakeholders in designing your activities and your commitment to continuing this partnership.

Explain in your Stage One Community Design Final Report how the target First Nations community/ies or groups, including Empowered Communities where applicable:

- Supports the proposed activity;
- Has participated in the planning and Community Design of the proposed activity; and where shared decision-making and data sharing has occurred;
- will be involved in the delivery of the proposed activity;
- Your commitment to providing First Nations employment opportunities within your organisation, and using First Nations organisations in your supply chain (with details on any targets); and
- Your commitment to an ongoing community feedback process about your activities progress.

For Empowered Communities regions you must demonstrate the shared decision-making undertaken in your Community Design process and ongoing commitment for the duration of your project activities.

Criterion 3: Delivering Outcomes

You should demonstrate this by describing the intended outcomes of the activity and how they can be sustained in the long term.

- How, if applicable, the partners/consortium will work together to deliver the outcomes.
- How the proposed activity provides value for money taking into consideration the location/s of the services being delivered, the proposed budget, the planned number of participants, co-contributions financially or in-kind from other sources, the level of support to participants being provided and how participants will be supported.
- How the proposed activity will complement other activities or services within the target community/ies or group/s and how the activity does not duplicate existing funding and services delivered under other commonwealth or state and territory initiatives, including but not limited to:
 - Community Development Program or Remote Engagement Program
 - Jobactive or Workforce Australia
 - Disability Employment Services
 - Local Jobs Program
 - Boosting Apprenticeships Commencements.
 - JobTrainer
 - Adult vocational education and training (VET) activities (although assistance that complements the completion of such activities may be considered).
- How the risks associated with the proposed activity, including location barriers (if any) and work, health and safety will be managed.
- If applicable, how mentors will be appropriately supervised and trained; and that mentors will possess suitable qualifications and/or experience to support participants – see definition for mentor and mentoring in [Glossary](#),

- How you will measure the activity's effectiveness, how your organisation/s learns from experience and feedback, and how you can adapt the activity to support continuous improvement.

7. How to Apply

It is important to note that any discussion with the Agency about a grant activity or the lodgement of an application form **does not guarantee your activity will be funded.**

Before applying, you must read and understand these guidelines and the identified regional priorities (Appendix 3).

These documents may be found at [GrantConnect](#). Any alterations and addenda⁴ will be published on [GrantConnect](#) and by registering on this website, you will be automatically notified of any changes. [GrantConnect](#) is the authoritative source for grants information.

Stage One

To apply you must:

- complete the online ISEP Stage One form on [GrantConnect](#). For organisations in a consortium, only the coordinating organisation should apply on behalf of the group.
- provide all the information requested,
- address all eligibility criteria and assessment criteria, and
- include all necessary attachments.

Successful organisations from the Stage One will be contracted via a grant agreement to undertake a Community Design activity before submitting a second ISEP application.

Stage Two

To apply you must:

- complete the online ISEP application form on [GrantConnect](#). For organisations in a consortium, only the coordinating organisation should submit applications on behalf of the group.
- provide all the information requested.
- address all eligibility criteria and assessment criteria.
- include all necessary attachments, including the Community Design Final Report, see Section [7.1](#).

A checklist is available at [Appendix 4](#) to assist you with making sure your application is complete.

You are responsible for ensuring your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact the NIAA Assessment Management Office immediately at IASAMO@niaa.gov.au. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time. If we find an error or information that is missing, we may ask for clarification or additional information from you that will

⁴ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents. You will receive an electronic Application ID Number once you lodge your application, please take record of this number

We will acknowledge we have received your application within three working days.

If you need further guidance around the application process or if you are unable to submit an application online please contact your local [NIAA Regional Office](#).

7.1 Attachments to the application

Stage One

We require the following documents with your application:

- Evidence of relationships with First Nations community leaders from the target areas/region (at least 2) - letters of support should be on letterhead, dated and a name and phone supplied by the signatory for verification.
- Evidence of bank account details, such as a copy of current bank statement. This must be a bank account in your name and which you control.
- Evidence of your organisation's Indigeneity, if you indicate that your organisation is First Nations owned and/or controlled you may be required to provide additional information, or to complete a declaration using the template available on [GrantConnect](#) and/or the Agency's website.

If you are a non-government applicant who does not have a current grant agreement with the NIAA or the former Department of the Prime Minister and Cabinet (PM&C), you will be required to provide the following documentation with your application:

- A copy of your most recent financial statements such as an audited financial statement (audited expenditure report), income and expenditure statement, or a balance sheet to inform your Organisation Risk Profile (ORP).⁵
- A copy of your Certificate of Incorporation where relevant (Organisations registered with Australian Charities and Not-for-profits Commission are exempt from this requirement).
- A copy of a completed ATO 'Statement by a supplier (reason for not quoting an ABN to an enterprise)' form if you are not able to quote an ABN.

Stage Two

We require the following documents with your application using the templates provided on GrantConnect.

- Stage One Community Design Final Report, which includes the method, participants and results of the Community Design process with a detailed plan of what you propose to deliver for your ISEP project.
- Itemised indicative budget (GST exclusive) with a breakdown of costs and funding requested for each financial year in which the proposed activity will operate, total funding requested, confirmed funding from other sources (including in-kind support, that will contribute to the activity outlined in the application).

⁵ <https://www.ato.gov.au/>

- Details of any applications for funding related to the ISEP program that are currently awaiting a decision and include the nature of the support for example, funding contribution, in kind support, resources and expertise.
- Evidence of your organisation's Indigeneity, if you indicate that your organisation is owned and/or controlled by First Nations Australians you may be required to provide additional information, or to complete a declaration using the template available on GrantConnect and/or the Agency's website.
- Evidence of support from the First Nations community/ies, including those involved in the Community Design process where you propose to deliver this activity. Letters of support should be on letterhead, dated and a name and phone number supplied by the signatory for verification.
- Evidence of support from employers and industry stakeholders where you propose to deliver this activity. Letters of support should be on a company letterhead, dated and a name and phone number supplied by the signatory for verification. Letters should indicate job numbers and types that are planned for participants.

Please note the size limit for each application is 10MB. There is also a 2MB size limit for each attachment. The Agency's information technology system is not capable of receiving applications that exceed 10MB. If your attachments exceed this size limit, you may send attachments to IASAMO@niaa.gov.au, please include the following details, including the name of the organisation applying and the reference number of your application.

7.2 Joint (consortia) applications

Organisations may join together in partnership or as a consortium to deliver a grant activity.

In these circumstances, you must appoint a '[lead organisation](#)'. Only the lead organisation can enter into a grant agreement with the Commonwealth. When answering assessment criteria in the application, please be clear which organisations experience and relationships are being described. If you are a smaller organisation and would like to participate in the ISEP and do not have a coordinating organisation, please see information on the [NIAA website](#) about how you could potentially partner with other organisations.

Each letter of support should include:

- Details of the partnering organisation (including the percentages of First Nations ownership, control and/or management).
- An overview of how each partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity.
- An outline of the relevant experience and/or expertise each partner organisation will bring to the consortium.
- The roles/responsibilities of each partner organisation and the resources they will co-contribute, either financially or in-kind (if any).
- Details of a nominated management level contact officer at each partner organisation.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.3 Trust applications

For applications made on behalf of a Trust, the application must be made in the name of the Trustee as listed in the Trust Deed.

The applicant must be prepared to provide a copy of the Trust Deed as in force at the time the application is made, if requested.

For example, if ABC Trust has a Trustee listed in the Trust Deed as XYZ Pty Ltd, then the application must be made in the name of XYZ Pty Ltd as Trustee for ABC Trust.

7.4 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. Organisations will have three months to complete the Community Design process, from the date of signing the agreement.

The Agency reserves the right not to accept a late application but may consider the degree of lateness and whether the cause was beyond the applicant's control.

The Agency aims to notify you of the outcome of your application within 90 days from submission.

7.5 Questions during the application process

If you have any questions during the application period please contact ISEP@niaa.gov.au. The Agency will endeavour to respond to emailed questions within three working days. Answers to questions may be posted on [GrantConnect](#).

The Agency does not provide financial or legal advice to applicants or grantees. Applicants or grantees should seek their own independent professional advice on financial and legal matters, including compliance with any statutory obligations and consortium arrangements.

8. The Grant Selection Process

8.1 Assessment of grant applications

Stage One

The Agency will only assess eligible Stage One applications. All eligible Stage One will be assessed against the assessment criteria outlined at [Section 6.1.Stage One](#) and compared against other Stage One applications received for the same NIAA region.

Applications will also be assessed with consideration to available funding and alignment to regional priorities ([Appendix 3](#)).

The Agency delegate decides which Stage One applications are successful.

Stage Two

The Agency will only assess eligible applications. All eligible grant applications will be assessed against the ISEP application assessment criteria outlined at [Section 6.2](#) and compared against other ISEP applications received for the same NIAA region.

The Panel will consider your application on its merits, based on:

- how well it meets the assessment criteria.
- how it compares to other applications.
- whether it provides value with money.

As noted in Section 8.2, preference will be given to funding suitable First Nations organisations.

When assessing whether the application represents value with money, we will have regard to:

- the overall objectives of the grant opportunity.

- the information provided in the application to demonstrate how your activities contribute to meeting those objectives.
- the relative value of the grant sought.
- The extent to which the proposed activities align with the ISEP regional priorities and contributes to meeting ISEP objectives.

The Panel will recommend to the Agency delegate which activities to fund.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.2 Indigenous Grants Policy Trial

The IAS is part of a trial of the Indigenous Grants Policy (IGP), announced on 12 February 2018 by the former Prime Minister and the former Minister for Indigenous Affairs. The trial commenced on 1 July 2018. NIAA is one of three government agencies participating in the trial, which is intended to test how best to achieve the following objectives:

- Increase the involvement of First Nations Australians and organisations in the grant funded services and programs that are intended to benefit them.
- Improve on-the-ground service delivery for First Nations Australians.
- Leverage the Australian Government's investment to stimulate greater economic development for First Nations Australian peoples.

In order to meet these objectives, where there are two similarly ranked proposals, the Agency will give preference to proposals in the following order:

- First Nations organisations (at least 51% First Nations ownership and at least 51% First Nations control).
- Organisations with at least 50% First Nations ownership, control or management.
- Any organisation, including non-Indigenous organisations, with a demonstrated commitment to increasing First Nations employment, supplier use and/or engagement.

Refer to the Section 14 'Glossary' for definitions of "ownership", "control" and "management".

As part of the IGP Trial, the Agency may gather information to determine the number of First Nations and non-Indigenous organisations funded through the IAS and the number and percentage of First Nations peoples employed in all funded organisations.

The Agency may also gather information from grantees about the total value and number of contracts for goods and services that are provided by Indigenous Enterprises (see '14. Glossary').

8.3 The use of additional information in assessment

The Agency may draw on sources other than your application to assess your application or proposal, or to verify claims, which may include but are not limited to:

- information from within the Agency available through the normal course of business such as knowledge about your previous performance or knowledge about priority areas of community need;
- information about you or your application from other Commonwealth, state, territory or local government agencies, whether or not you nominated them as a referee;
- recommendations from representatives of a First Nations community or organisation, or subject-matter experts, whether or not you nominated them as a referee; or

- recommendations from First Nations local and regional decision making groups and organisations (e.g. Empowered Communities and Murdi Paaki Regional Assembly). For applications targeting or including Empowered Communities, the principles of shared decision-making will inform recommendations to the Agency delegate.

For information on how the Agency treats personal and confidential information, please see Section 12 below.

8.4 Who will assess applications?

An Agency assessment panel or an Agency staff member will assess applications. In accordance with the CGRGs, any panel member who is not a Commonwealth or state official will be subject to the same requirements as a government employee.

To ensure probity, staff who provide advice on a proposed activities will not be involved in the assessment of the application.

The Agency will then put forward a funding recommendation to the Minister for Indigenous Australians, or the Agency delegate, about whether to approve the proposed grant. The recommendation will be based on the merits of the application including consideration of the assessment, risk and value for money; priority areas of need; and availability of funding.

8.5 Who will approve grants?

The Minister for Indigenous Australians, or the Agency delegate, as the decision-maker, approves grants, taking into account the recommendations of the Agency and the availability of grant funds.

The Agency will not approve funding if there is insufficient program funds available across relevant financial years for the program. All applications will be considered against an approved regional allocation model when determining the availability of funding for the life of the grant activity.

The decision-maker's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded.

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of Application Outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, you may submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful. You may decide to partner with a successful ISEP organisation.

9.1 Feedback on your application

If your application is unsuccessful, you may seek feedback on your application by contacting ISEP@niaa.gov.au.

10. Successful Grant Applications

10.1 The Grant Agreement

Stage One

If you are successful in the Stage One and you choose to continue, you must enter into a legally binding grant agreement with the Commonwealth.

You may also consult NIAA staff from your local regional office, who can provide limited assistance in the development of your proposal to ensure it aligns to regional priorities at [Appendix 3](#).

Stage Two

If you are successful and you choose to accept a grant offer, you must enter into a legally binding grant agreement with the Commonwealth.

The type of grant agreement and its mandatory terms and conditions will depend on the size and complexity of your grant activity, as well as the level of risk associated with the activity. Sample grant agreements will be available on [GrantConnect](#).

The grant agreement will provide a detailed description of the funded activity and specific terms and conditions, which may include:

- key performance indicators and performance reporting requirements,
- financial reporting requirements,
- a funding payment schedule,
- mandatory requirements for Working with Children checks, Working with Vulnerable People checks,
- mandatory requirements to comply with applicable work health and safety obligations including those provided under Commonwealth work health and safety legislation,
- insurance requirements including compliance with the [Work Health and Safety Act 2011](#) to cover your obligations in relation to the grant funding to be delivered,
- compliance with the Australian Privacy Principles as set out in Schedule 1 of the [Privacy Act 1988](#). Further information about privacy and confidentiality is also included at Section 15 of this document,
- requirements to maintain the confidentiality of any information deemed by the Commonwealth to be confidential,
- record keeping requirements.

To give assurance to the preference to fund suitable First Nations organisations, your grant agreement may also contain conditions that your organisation must maintain a specified percentage of First Nations ownership, control, management or employment and be able to provide evidence of this, on request. You may also be required to notify the Agency if you have a change in circumstances that means you no longer meet these conditions.

You will work with an Agreement Manager from the NIAA Regional Office or National Office to effectively manage the grant agreement.

The Agency must execute a grant agreement with you before we can make any payments. There is no guarantee of funding until both parties have executed a grant agreement, and the Agency is not responsible for any of your expenditure until a grant agreement is executed.

If you choose to start your grant activity before you have an executed grant agreement, you do so at your own risk (including incurring financial costs that may not be covered by the grant agreement).

If you receive any grant funding from other Commonwealth, state or territory government granting programs for the same activity this may limit the amount of funding you might be entitled to under the Indigenous Skills and Employment Program, unless specifically agreed to in writing by the Agency. You must provide information about other funding received, for the Agency's consideration.

If you fail to meet the obligations of the grant agreement, the Agency may terminate the agreement. The Agency or the Commonwealth may also recover grant funds if there is a breach of the grant agreement.

10.2 Management of debt and underspend

A previous debt or underspend of an IAS grant may influence the outcome of an application, including an awarded grant amount. The Agency reserves the right to recover underspends of one grant via offsets in another. Offsetting involves reducing future grant payments up to the amount of the underspend. If a debt has been incurred, the Agency may seek return of those funds or pursue other remedies.

10.3 Negotiation of funded activities

Before a grant agreement is entered into, the Agency will negotiate the activity and the terms and conditions with you. Relevant community stakeholders may also be involved in these negotiations to ensure the activity is tailored to meet local community or regional need.

Your itemised indicative budget may also be negotiated with reference to the [regional funding allocation](#), the [ISEP NIAA regional priorities](#) and [eligible funding](#) items.

If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be offered to a different applicant.

10.4 Execution of the grant agreement

You will have 30 days from the date of a written offer to execute the grant agreement with the Commonwealth or in accordance with other instructions provided by the Agency in writing. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period.

Once your grant is executed, it will be listed on the [GrantConnect](#) website within 21 calendar days after the grant execution date, as required by Section 5.3 of the [CGRGs](#).

10.5 How we pay the grant

Stage One

Grantees will receive up to \$50,000 (GST exclusive) upon execution of the Letter of Offer agreement and will be required to acquit funds expended by 30 September 2023. The acquittal will comprise a financial declaration together with evidence (i.e. receipts, invoices) of expenses against eligible Community Design activities (refer Section 5.1.), irrespective of whether you chose to submit an ISEP application in Stage Two. Any unspent Stage One grant funding must be repaid to the Agency if your ISEP application in Stage Two is unsuccessful, or offset against the second stage, ISEP grant funding should you be successful.

Stage Two

Funding will be paid in accordance with the terms and conditions of the grant agreement.

The Agency may make an initial payment on execution of the grant agreement. Subsequent payment of funding, whether quarterly, six monthly or annually, is dependent on you complying with the grant agreement requirements, including a combination of satisfactory progress against performance and financial reporting milestones and, where applicable, where participants reach outcomes specified in the funding agreement. Further detail on payment structure will be provided to applicants successful in the Stage One. You will also be required to report how you spent the grant funds, the process for which will be detailed in the funding agreement.

The funding provided by the Agency will not exceed the total funding amount set out in the funding agreement. If your expenditure exceeds the amount granted you must pay this additional expenditure yourself.

10.6 Grants payment and GST

Payments will be [Goods and Services Tax](#) (GST) inclusive unless you are not registered for GST or certain exceptions set out in the GST legislation apply. Subject to those exceptions, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Unless otherwise indicated by the Agency, all figures quoted in grant documentation will be GST exclusive.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).⁶ We do not provide advice on taxation matters.

10.7 Risk and compliance

In managing risk and compliance, the Agency will work with you to achieve the intended outcomes of the grant activity. The risk management approach will focus management effort where risk levels are high, and supports consistent application of appropriate grant controls based on assessed risks.

The type of grant agreement and its terms and conditions will depend on the nature of the activity and the level of risk involved at both the **organisation** and **activity** levels.

- **Organisation** risk assessment. At the time a grant application is assessed, or an existing grant is considered for extension, an Organisation Risk Profile (ORP) is completed. The ORP is an evidence-based tool that assesses an organisation's governance, financial management and service delivery capability. The ORP enables consistent and transparent assessment by Agency staff.
- **Activity** risk assessment. All IAS grant activities undergo an Activity Risk Assessment (ARA) to determine whether the grant activity risk is low, medium, high or extreme. This assessment takes into account the ORP rating, the annualised value of the grant activity and the nature of the activity. This approach enables the application of standard grant agreement requirements, controls and management approaches for low, medium, high or extreme risk grant activities, while also building in controls for any special requirements that apply, such as working with vulnerable people and work health and safety.

You will be advised of both the organisation and activity risk levels prior to the negotiation of your grant agreement.

As a principle, higher risk activities will typically be subject to increased controls and greater oversight. The intent of this is to work with organisations to overcome risks. Conversely, low risk activities will be subject to less oversight and management, which may include a single annual payment and reduced reporting.

The Agency will work with you to achieve the intended outcomes of the activity. In circumstances of non-compliance with the grant agreement, the Agency will consider an appropriate response under the grant agreement, including recovery of grant funds or termination of the agreement.

11. How we Monitor and Evaluate the Performance of your Grant Activity

Stage One

Organisations successful in the Stage One will be required to complete a template that includes the method and results of the Community Design process, a detailed activity plan and proposed budget to provide with their ISEP application.

Stage Two

The Agency uses a number of approaches to monitor and evaluate IAS activities. These include the below.

- On-the-ground monitoring, predominately through the NIAA Regional Offices:
The Agency uses an active 'on-the-ground' strategy to monitor ISEP grantees and activities primarily through the NIAA Regional Offices. This can involve site visits, discussions with community members and service recipients, discussions with regional First Nations community/ies or groups and other key stakeholders, and ongoing contact with the grantees. A priority for the Agency is active engagement to assist with early identification and treatment of activity delivery risks and other issues as they arise.
- Periodic reporting by the provider on the performance of activities:
The Agency, in conjunction with the grant recipient, will set key performance indicators for each activity to measure progress against identified outcomes. These will be set out in the grant agreement. The Agency has two mandatory key performance indicators to provide consistency across funding agreements. In addition, the Agency may, negotiate extra individual key performance indicators with the successful applicant, based upon the type of grant funded.
- You will be required to periodically report on the overall progress and performance of your activity, and against the key performance indicators in your grant agreement.
- Key initial milestones for organisations to reach in the grant agreement will be the development of a monitoring and evaluation plan with a program logic; and a capacity-building plan outlining how you will build the capacity of First Nations organisations. Successful organisations will be provided with further detail about the requirements for these initial milestones. It is expected that costs for collecting and retaining data to implement the monitoring and evaluation plan and the capacity building plan will be included in resourcing under the grant agreement.
- The frequency and content of reporting requirements will depend on the funded activity and will be contained in the grant agreement. The Agency will also source a range of data and information to inform its assessment of performance. In completing performance

reports, you are encouraged to be open about the status of the activity, any service delivery risks and issues, and to provide evidence to support any claims made. This instils confidence in your management reporting systems and allows us to better work with you to improve performance, if necessary.

- Financial reports are required from grantees to provide evidence that funds have been expended for the purposes provided as agreed and so that any underspend or over spend can be managed. The annual value of the grant and the risk rating of the grantee and the activity determine the financial reporting requirements. The default financial reporting requirement is one report per year. Financial reporting requirements will be specified in the grant agreement. You must comply with the record keeping requirements as set out in the grant agreement.
- Compliance operations, where necessary we may visit you during or after the completion of your grant activity to review your compliance with the grant agreement. We may also inspect, copy or remove and retain the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.
- Annual review of ISEP – the Agency will conduct annual reviews of ISEP to assess overall program effectiveness, efficiency and whether appropriate risk safeguards are in place. These reviews will draw together a range of information and may include feedback and performance data from ISEP organisations and the regional ISEP steering committees.
- Grant Activity Reviews (GARs) are strengths-based reviews of IAS grant activities clustered in a geographical area or place. The reviews are conducted by an independent third-party review team, in consultation with IAS grant recipients and regional NIAA Staff. The GARs have two primary purposes, to:
 - provide learnings and form part of the evidence base for continuous improvement in program and grants policy;
 - build the capabilities of:
 - grant recipients – by supporting service providers to deliver better services and outcomes; and
 - the NIAA – by improving policy (program and grants) design, administration and engagement.

11.1 Evaluation

Quality evaluation will help First Nations Australians, communities and government to see whether they are getting the results they expect; to determine to what extent solutions have involved local people in driving change; how programs or activities collectively produce or enable long-term impact; and assists government with future investment decisions.

- Evaluation helps to gain an understanding of what works (and what does not), for whom and why. This kind of knowledge can help us to learn and improve what we do, supporting decision-making with the best available evidence. Evaluation is integral to continual improvement. It is not a one-off, or 'tick the box' exercise. Evaluation supports evidence-informed policy development, public accountability, learning and performance reporting.
- Information about Community Designed grant activities will be sought from ISEP organisations for the purpose of evaluating the appropriateness and relevance of the activity in relation to need; effectiveness; efficiency; impact; and sustainability.
- Evaluation may include participatory projects led by ISEP consortia/regionally based groups and independent evaluation across multiple ISEP regions.

11.2 Keeping us Informed

You should let us know if anything is likely to affect your grant activity or organisation by contacting the Agency's contact officer listed in your grant agreement.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant activity, carry on business and pay debts due.

You must also inform us of any of the following changes:

- name
- addresses
- nominated contact details
- bank account details
- ABN
- GST registration or status
- any instance where your organisation may no longer meet the definition of an First Nations organisation (if it initially did)
- if your organisation has an outstanding and overdue ATO debt.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

11.3 Grant agreement variations

The Agency recognises that unexpected events may affect your progress, or the activities may not be achieving results that are consistent with the Agency's priorities. In these circumstances, either the Agency or you can request a variation to the grant agreement, including:

- changing key performance indicators or milestones
- extending the timeframe for completing the grant
- changing grant activities
- reducing funding.

If either the Agency or you want to propose changes to the grant agreement, the instigating party must put its concerns, issues and proposed changes in writing before the grant agreement end date.

You should not assume a variation request will be successful. The Agency will consider your request based on factors such as:

- how it affects the grant activity outcome
- consistency with the program policy objectives and any relevant policies of the Agency
- changes to the timing of grant payments
- availability of program funding.

All decisions to vary a grant agreement must be mutually agreed to between you and the Agency before a variation is provided for the parties to execute.

11.4 Acknowledgement of funding

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following: 'This grant activity received grant funding from the Australian Government.'

12. Probity

The Agency will make sure the grant opportunity process is fair, according to these Guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct, and is consistent with the CGRGs.

12.1 Enquiries and feedback

If you would like to make a complaint about a grant process phone (02) 6152 3050 or email NIAAComplaints@niaa.gov.au.

If you do not agree with the way the Agency has handled your complaint, you may wish to contact the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Agency.

The Commonwealth Ombudsman can be contacted on:

- Phone (Toll free): 1300 362 072
- Email: ombudsman@ombudsman.gov.au
- Website: ombudsman.gov.au.

12.2 Conflicts of interest

Conflicts of interest can affect the performance of the grant opportunity or program. There may be an actual conflict of interest, a perceived conflict of interest, or a potential conflict of interest, if the Agency's staff, any member of a committee, panel or advisor and/or you or any of your personnel, including subcontractors and volunteers has, but not limited to:

- A professional, political, commercial or personal relationship with a party who or is perceived to be able to influence the application selection process, such as an Australian Government officer or member of an external panel.
- A relationship with or interest in, an organisation or individual, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently. And/or
- A relationship with, or interest in, an organisation or individual from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

You will be asked to declare, as part of your application, any actual, perceived or potential conflicts of interests or that, to the best of your knowledge, there is no conflict of interest. The Agency will make the final decision on what is determined as an actual, potential or perceived conflict of interest.

If you later identify an actual conflict of interest, a perceived conflict of interest, or a potential conflict of interest, you must inform the Agency in writing immediately and provide further information to the satisfaction of the Agency.

Panel members and other officials including the decision maker must also declare any conflicts of interest.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*.

12.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the [Privacy Act 1988](#) and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Agency would breach an Australian Privacy Principle as defined in the Act.

The [Agency's Privacy Policy](#) contains information about how you can access the personal information held by the Agency and seek correction of the information. It also explains how you can make a complaint about a breach of the Australian Privacy Principles. You can access the Privacy Policy on our website at niaa.gov.au or email privacy@niaa.gov.au for a copy of the policy.

12.4 Confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the three conditions below:

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Revealing the information would cause unreasonable harm to you or someone else.

The Australian Government may use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes giving information to the Australian Taxation Office and other government agencies for compliance purposes.

We may reveal personal and confidential information to:

- The assessment panel, which may include Agency officers, community representatives and/or subject matter experts, and other Commonwealth employees and contractors to help us manage the program effectively.
- Employees and contractors of our Agency so we can research, assess, monitor and analyse our programs and activities.
- Employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery.
- Other Commonwealth, state, territory or local government agencies in program reports and consultations.
- The Auditor-General, Ombudsman or Privacy Commissioner.
- The responsible Minister or Parliamentary Secretary.

- A House or a Committee of the Australian Parliament.

We may share the information you give us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws.

The grant agreement will include any specific requirements about special categories of information collected, created or held under the grant agreement.

12.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act) .

Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator
 National Indigenous Australians Agency
 PO Box 6500
 CANBERRA ACT 2600

By email: foi@niaa.gov.au

13. Consultation

These Guidelines draw on feedback received from previous ISEP public consultation processes and the Agency's daily role in working with providers and First Nations Australians and communities across Australia.

14. Glossary

Term	Definition
Actual person	An actual person is an individual, or “natural person”. This term is used to distinguish these partnerships from those involving companies.
Agency	The National Indigenous Australians Agency (also referred to as NIAA).
Assessment criteria	Are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings or ratings.
Commonwealth entity	An Agency of a State, or a Parliamentary Department or Agency, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the <i>Public Governance Performance and Accountability Act 2013</i> .
Commonwealth Grants Rules and Guidelines (CGRGs)	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
Community Design	Community Design (formerly ‘co-design’) is an approach to design that actively involves all stakeholders in the design process to help ensure the result meets their needs and is successful. It involves the users of the services, First Nations communities, to have an active role in the development of the activities that impact them.
Consortium	A consortium (plural: consortia) is an association of two or more individuals, companies, organisations with the objective of participating in a common activity or pooling their resources for achieving a common goal.

Term	Definition
Control	<p>Control is related to the people in your organisation that have decision-making authority over strategic direction or governance. For most entities, this will mean your Board or Management Committee. Depending on the legal entity type, control may mean:</p> <ul style="list-style-type: none"> ▪ Directors and Secretary—Company Limited by Shares, Company Limited by Guarantee, Cooperatives ▪ Management Committee and Public Officer—ORIC-Registered Indigenous Corporations, Incorporated Associations ▪ Proprietor/partner—Sole traders, actual person partnerships. <p>Note: for trusts, the trustee will typically be one of the legal entities above.</p>
Coordinating organisation	<p>In a consortium, one organisation's role is to submit the application in Stage One and Stage Two on behalf of the group. If successful, this coordinating organisation is responsible for managing the grant and reporting responsibilities, as per the funding agreement, on behalf of the group.</p>
<i>Corporations Act 2001</i>	<p>An act of the Commonwealth that sets out the laws dealing with business entities in Australia at federal and interstate level. It focuses primarily on companies, although it also covers some laws relating to other entities such as partnerships and managed grant funding schemes. Incorporation can be applied for through the Australian Securities and Investment Commission website.</p>
<i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i>	<p>The law that establishes the role of the Registrar of Aboriginal and Torres Strait Islander Corporations, now called the Registrar of Indigenous Corporations, and allows Indigenous Australian groups to form corporations. The Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) replaced the <i>Aboriginal Councils and Associations Act 1976</i> (ACA Act). Under the CATSI Act, laws governing Indigenous corporations have been modernised while retaining special measures to meet the specific needs of Indigenous Australians. Incorporation can be applied for through the Office of the Registrar of Indigenous Corporations (ORIC) website.</p>
Cultural Safety	<p>Culturally Safe is an environment that is spiritually, socially and emotionally safe, as well as physically safe for people; where there is no assault, challenge or denial of their identity, of who they are and what they need.</p>
Decision maker	<p>The person who makes a decision to award a grant.</p>

Term	Definition
Eligibility criteria	Refers to the mandatory criteria, which must be met to qualify for a grant.
Empowerment-based	Sharing certain powers and responsibilities with First Nations individuals and communities, and supporting people with resources and capability building so that they can take responsibility for their own lives and futures.
Empowered Communities	A First Nations designed and led initiative that involves First Nations leaders, communities and governments working in partnership to set priorities, improve services and apply funding effectively at a regional level. This increases First Nations ownership to give First Nations peoples a greater say in decisions that affect them. For further information refer to niaa.gov.au/indigenous-affairs/empowered-communities .
Evaluation	Evaluation is the systematic measurement of the significance, merit and worth of policies and programs, undertaken to understand and improve decisions about investment. Evaluation involves the assessment of outcomes and operations of programs or policy compared to expectations in order to make improvements.
Final Report	<p>The Stage One Community Design Final Report is a deliverable in the Letter of Offer grant agreement and will explain how the target community/ies or groups in a target region:</p> <ul style="list-style-type: none"> ▪ supports the proposed activity; ▪ has participated in the planning and Community Design of the proposed activity; and ▪ will be involved in the delivery of the proposed activity. <p>Note: A Final Report template will be provided to all Stage One grantees.</p>
Grant Opportunity Guidelines	<ol style="list-style-type: none"> 1) Grant Opportunity Guidelines inform potential applicants of the terms and conditions of a grant opportunity. 2) Activity-specific Guidelines outline the context for a specific grant opportunity, designed to inform the potential applicant of the terms and conditions. <ul style="list-style-type: none"> ▪ It is a CGRG requirement to develop Grant Opportunity Guidelines and have them publically available.
Indigenous Enterprise	An entity with at least 50% Indigenous ownership, as outlined in the Indigenous Procurement Policy .
Indigenous Organisation <i>(Note: This definition is used for administering the Incorporation</i>	Aligns with the s29-5 of the Corporations (Aboriginal and Torres Strait Islander) Act 2006 and Part 2 – Regulation 6 of

Term	Definition
Requirements only – (Refer to Appendix 2)	<p>the <i>Corporations (Aboriginal and Torres Strait Islander) Regulations 2017</i></p> <ul style="list-style-type: none"> ▪ If the corporation has five (5) or more members—at least 51% of the members are Indigenous Australians. ▪ If the corporation has fewer than five (5) members but more than one (1) member—all of the members, or all but one of the members are Indigenous Australians. ▪ If the corporation has only one (1) member – that member is an Indigenous Australian. <p>Note that “member” is used as a term for ownership and may vary between entity types (e.g. “shareholder” for co-operatives).</p> <p><u>and</u></p> <p>Aligns with s246-5 of the Act—<u>a majority of the directors must be Indigenous.</u></p>
Grant	<p>Is defined by CGRGs paragraph 2.3 as an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <p>(a) under which relevant money or other CRF money is to be paid to a grantee other than the Commonwealth; and</p> <p>(b) which is to help achieve one or more of the Australian Government policy outcomes while assisting the grantee to achieve its objectives.</p>
Grant activity	<p>Is the program of activities/tasks/services that the grantee is required to undertake with the grant money. It is described in the Grant Agreement.</p>
Grant agreement	<p>Sets out the relationship between the parties to the agreement, and specifies the details of the grant.</p> <p>A grant agreement comprises the Head Agreement, the Project Schedule and any documents attached or incorporated by references into either of those documents.</p> <p>The Head Agreement sets out the general terms and conditions that apply to all ISEP funded activities for a particular grantee.</p> <p>The Project Schedule sets out specific terms and conditions that apply to particular activities.</p>
GrantConnect	<p>Is the Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.</p>

Term	Definition
Grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees.
Grantee	An individual/organisation that has been awarded a grant.
Key Performance Indicator	A measure that provides information about the extent to which the activities or services meet agreed performance requirements.
Large enterprises	Australian businesses employing more than 200 people.
Management	<p>Management refers to the responsibility for the day-to-day operation of the funded organisation. It includes:</p> <ul style="list-style-type: none"> ▪ the CEO (or equivalent) ▪ the people occupying the highest positions in relation to: <ul style="list-style-type: none"> – service delivery – finances – operations (e.g. property, ICT), and/or – human resources.
Mentor	<p>Means a person who:</p> <p>(a) possesses one of the following qualifications (or equivalent):</p> <ul style="list-style-type: none"> ▪ Certificate IV in Mentoring and Coaching; ▪ Certificate IV in Mentoring Diverse Groups (Indigenous Mentoring); ▪ Diploma of Leadership Coaching and Mentoring; or ▪ Bachelor I Master of Social Work ▪ or ▪ is otherwise approved by the Commonwealth to be a Mentor for a Project; and <p>(b) is available out of normal business hours for family and community visits if required.</p> <p>The Commonwealth may consider elders, peers and community members if they can demonstrate minimum competencies such as the capacity to recognise potential mental health issues, understanding of referral strategies, and awareness of youth vulnerabilities.</p>
Mentoring	<p>Means a Mentor who:</p> <p>(a) establishes a structured and trusting relationship, and interacts with a Participant;</p> <p>(b) provides guidance, coaching, encouragement and other support for the Participant,</p> <p>to assist the Participant to progress and retain employment opportunities.</p>

Term	Definition
Natural person	A natural person is an actual person. This term is used to distinguish these partnerships from those involving companies.
Owners	<p>Depending on legal entity type, “Owners” may be based on your:</p> <ul style="list-style-type: none"> ▪ Members—ORIC-Registered Indigenous Corporations, Companies Limited by Guarantee, Incorporated Associations ▪ Shareholders—Companies Limited by Shares, Cooperatives ▪ Proprietors/partners—Sole traders, actual person partnerships ▪ Beneficiaries—Trusts <p>If you are a for-profit entity, ownership relates to those who draw a financial benefit from the entity (other than a salary/wage). For not-for-profits, “benefit” is a broader term that may include social/cultural benefits or maintaining an asset or rights (including native title).</p>
Remote	<p>The Agency generally applies the Accessibility/Remoteness Index of Australia (ARIA)+ to define remote areas, except where otherwise indicated. ARIA is widely accepted as Australia's most authoritative geographic measure of remoteness. ARIA measures the remoteness of a populated locality by its physical distance by road to the nearest urban centre.</p> <p>Please see the map at Figure A for a geographic representation of remote areas defined under ARIA.</p> <p>The Agency recognises there are some communities located within inner or outer regional areas that may be considered remote that fall outside the definition of remote explained above. These may be communities that have limited access to government services or standards of infrastructure.</p>
Selection process	The method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
Trauma-informed	Is the knowledge and understanding of how trauma affects people's lives, their service needs and service usage

Term	Definition
Value with money	<p>Value with money in this document refers to a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official will consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> ▪ the quality of the grant activity/s proposed ▪ fitness for purpose of the proposal in contributing to government objectives ▪ that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved, and ▪ the potential grantee's relevant experience, and performance history. <p>Value with money is sometimes referred to as 'value with relevant money' or 'value for money'.</p>

Appendix 1: IAS Program information

About the Indigenous Advancement Strategy

The Indigenous Advancement Strategy (IAS) is one way the Australian Government funds and delivers programs for Indigenous Australians. There are a number of grant opportunities under the IAS, including the grants process outlined in these Guidelines.

The IAS contributes to the Agency's Outcome 1: *Indigenous—Improve results for Indigenous Australians, including in relation to school attendance, employment and community safety, through delivering services and programs, and through measures that recognise the special place that Indigenous peoples hold in this nation.*

Under the IAS, grant opportunities are available under the following six programs:

- 1.1 Jobs, Land and Economy
- 1.2 Children and Schooling
- 1.3 Safety and Wellbeing
- 1.4 Culture and Capability
- 1.5 Remote Australia Strategies
- 1.6 Research and Evaluation

Program 1.1 Jobs, Land and Economy (JLEP)

Program objectives

The objectives of the program are to:

- Support Aboriginal and Torres Strait Islander peoples to find and remain in sustainable work.
- Support remote job seekers' work readiness, through community activities and work experience.
- Foster Indigenous business.
- Assist Aboriginal and Torres Strait Islander peoples to generate economic and social benefit from natural and cultural assets, including through the effective and sustainable management of their land.
- Assist Aboriginal and Torres Strait Islander peoples to progress land and sea claims, and township leases under Commonwealth native title and land rights legislation.

Description

The Jobs, Land and Economy Program (JLEP) supports Aboriginal and Torres Strait Islander Australians to overcome barriers to employment and economic participation. It does this by connecting Aboriginal and Torres Strait Islander peoples with sustainable jobs; and ensuring remote job seekers participate in activities that provide both work-readiness experience and that contribute to the broader community. Another key support element is fostering Indigenous business and assisting Aboriginal and Torres Strait Islander peoples to generate economic and social benefits from natural and cultural assets, through the effective management of Indigenous-owned land and seas and by supporting Aboriginal and Torres Strait Islander peoples to have their native title rights recognised.

The program complements a range of state, territory and Australian Government programs, which also aim to improve Aboriginal and Torres Strait Islander Australians' employment outcomes and to support the development of Indigenous businesses, entrepreneurial skills and community economic

participation. It does this by addressing gaps between these activities and targeting additional investment where it can maximise employment opportunities and economic outcomes for Aboriginal and Torres Strait Islander peoples. The program may also provide funding for programs that address immediate need in community through small-scale place based activities that align with IAS objectives.

Program outcomes

The desired outcomes of the JLEP include:

- Increasing in employment and participation rates for Aboriginal and Torres Strait Islander peoples.
- Increasing the number of Aboriginal and Torres Strait Islander peoples participating in activities and work experience that build work-readiness and contribute to community.
- Increasing the proportion of school/tertiary students and graduates connecting to employment through pathway activities including, but not limited to, school based traineeships and cadetships.
- Increasing the number of Aboriginal and Torres Strait Islander participants who are in sustainable long-term employment.
- Increasing the number and viability of Indigenous enterprises.
- Supporting Australian workplaces to increase their cultural competency and employment of Aboriginal and Torres Strait Islander peoples.
- Engaging local communities in employment solutions.
- Support for Aboriginal and Torres Strait Islander peoples in prison to transition into employment on their release from prison.
- Assisting Aboriginal and Torres Strait Islander peoples engaged in jobs to engage in jobs relating to land and sea management.
- Progressing land and sea claims and township leases under Commonwealth native title and land rights legislation.
- Supporting Aboriginal and Torres Strait Islander peoples to use their land and sea assets to create economic and social benefits.

Activities that contribute to program outcomes

Activities contributing to these outcomes that can be funded through the JLEP include:

1. Economic Development

Support for Indigenous entrepreneurs to establish or grow sustainable businesses.

Support for Aboriginal and Torres Strait Islander communities to build and promote increased social and economic outcomes.

Support for Aboriginal and Torres Strait Islander land owners to leverage economic benefits from their land assets, including support for Traditional Owners to make well-informed decisions about how they can use their land, economic development opportunities, and understanding land use processes.

Support for long-term tradable tenure, including land reform and land administration for Indigenous land owners.

2. Employment

Activities under the ISEP, which may include but not limited to:

- Developing a person-centred case management model, aligning their cultural identity, needs, aspirations and capacity as well as community and industry needs.

- Linking individuals with existing available services and training to transition them from either unemployment or education to employment, as well as career development.
- Providing access to intensive and culturally appropriate mentoring and support services to overcome barriers to employment.
- Supporting participation in training that directly results in an employment outcome or increases the likelihood of achieving an employment outcome and professional career development training.
- Supporting employers to develop recruitment, career development and retention strategies tailored to Indigenous Australians cultural sensitivities.
- Providing employers with cultural competency training that is locally specific to the appropriate Indigenous culture/s and history.
- Working with a range of employers and Indigenous jobseekers in the region to match skills development and qualifications to the local Indigenous labour market.

Activities that support jobs in land and sea management, including but not limited to, land and sea management, agriculture and tourism:

- Supporting employment opportunities and career pathways for individuals in the Indigenous Land and Sea Management (ILSM) sector.
- Supporting skills and capacity within the ILSM sector, including through traineeships, mentoring and job-ready programs.
- Supporting employment opportunities for economic development and fee for service arrangements for Indigenous communities through the sustainable use of land and sea.

3. Community Development Program

The Community Development Program (CDP) is a community driven program that prepares job seekers for work while contributing to the goals of the community. Across remote Australia a network of CDP providers deliver a range of activities to respond to the specific needs of local communities and available employment opportunities. This may include:

- Services to assist job seekers to increase their work-readiness, language, literacy and numeracy skills, and contribute to the community.
- Services to support and complement cultural business.
- Services that provide work—like activities that reflect local employment opportunities.
- Services to assist job seekers to overcome vocational and non-vocational barriers.
- Accredited and non-accredited training.
- Services that cater for different work readiness levels and interests.
- Support personal development or community awareness.
- Activities that include and cater for diversity within a caseload.
- Increase access to job opportunities and support job seekers to retain a job.
- Support job seekers to meet their income support mutual obligations.

The Agency does not generally accept community-led grant applications under the CDP but may on occasion invite applications.

4. Recognition of Native Title and maximising economic and social benefit from the use of native title rights

Support the performance of statutory functions of native title representative bodies and service providers under the [Native Title Act 1993](#). Only native title representative bodies and organisations invited to apply for funding are able to apply.

Build the capacity of registered native title bodies corporate, more commonly known as Prescribed Bodies Corporate or 'PBCs', to maximise the economic and social potential of their native title.

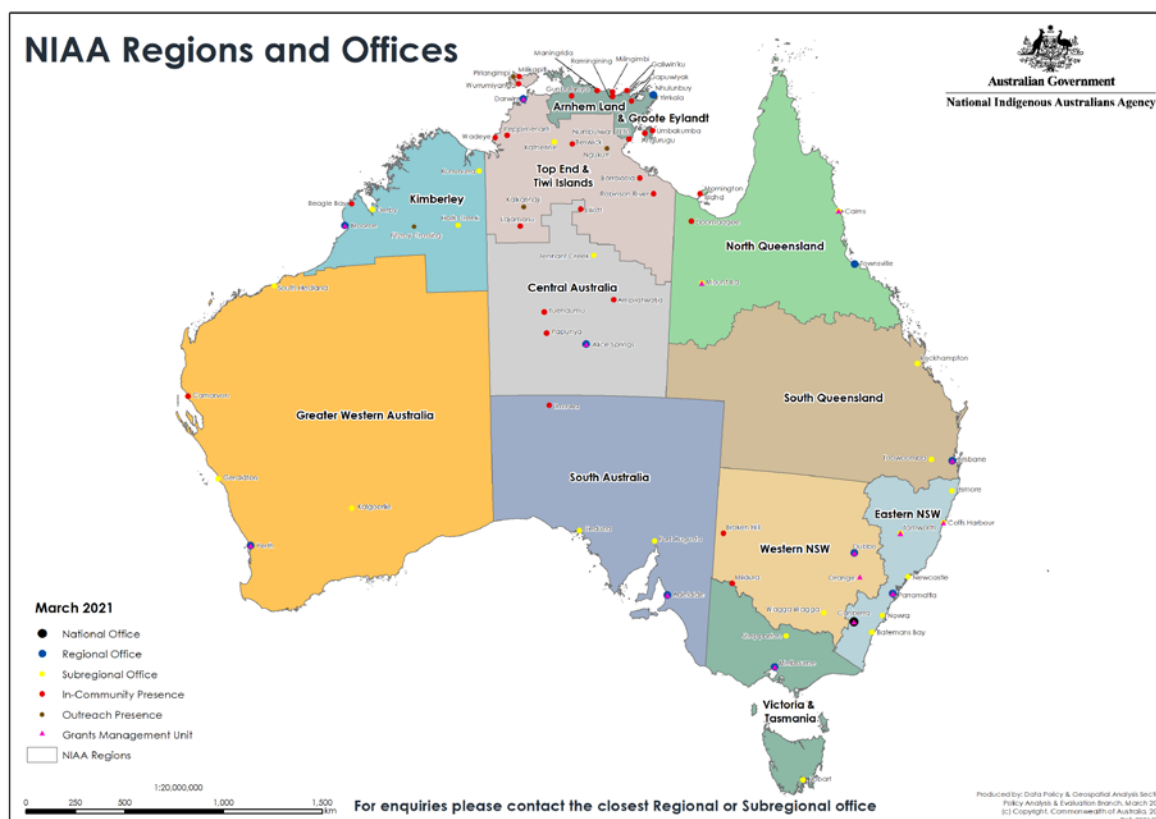
Improve the governance and provide access to training to equip PBCs to build their long-term organisational capacity.

Further information on funding to support capacity building for PBCs is also available on [GrantConnect](#)

Out-of-scope

The types of activities that will not be funded through the 1.1 JLEP include:

- Activities and training that are not directly linked to employment or do not have a demonstrated aim to overcome barriers to employment.
- Training that is not connected to employment and/or employment positions that are not sustainable, or that is not needed to undertake a CDP activity.
- Activities and services that are the responsibility of states and territory governments or other Commonwealth programs, including:
 - Adult vocational education and training (VET) activities (although assistance that complements the completion of such activities may be considered).
 - Cultural heritage, land rights and land management activities subject to state or territory legislation.
- Funding full wages for employment program positions.
- Areas that are within the responsibility of state and territory governments such as land administration, for example survey and planning, which is not typically funded.
- Jobs already being funded through mainstream employment programs or other service providers.
- Businesses that are unviable and/or unsustainable.



Appendix 2: Incorporation requirements

Subject to certain exceptions, under the Strengthening Organisational Governance Policy all organisations receiving grant funding totalling up to \$500,000 (GST exclusive) or more in any single financial year from the NIAA are required to:

- Incorporate under Commonwealth legislation—Indigenous organisations will be required to incorporate under the [Corporations \(Aboriginal and Torres Strait Islander\) Act 2006](#) and other organisations will be required to incorporate under the [Corporations Act 2001](#).
- Maintain these arrangements while they continue to receive any IAS funding.

The incorporation requirements apply to grant funding under grant agreements or variations executed on or after 1 July 2014. Grants for capital works and funding sourced through procurement activities are not included in the calculation of applicable funding.

Statutory bodies, government bodies, and organisations operating under a specific piece of legislation are excluded from the requirements and do not have to apply for an exemption.

Indigenous organisations already incorporated under the [Corporations Act 2001](#) do not have to change their incorporation status. However, all other Indigenous organisations in scope of this policy must incorporate under the [Corporations \(Aboriginal and Torres Strait Islander\) Act 2006](#) so they can access the assistance and support available under the Act.

Organisations will need to comply with this requirement as part of their grant agreement. Non-compliance will constitute a breach and may result in the termination of the grant agreement.

Organisations will have a six-month transition period to comply with the incorporation requirement from the execution of the Grant Agreement or variation of an existing grant agreement. At the Commonwealth's discretion extended transition periods may be granted to organisations if the organisation has applied for an extension in writing and can provide evidence that they have made reasonable attempts during the six month period to transition, but are unable to meet this requirement in that time.

Organisations may apply for an exemption from the requirement to incorporate under the Strengthening Organisational Governance Policy. Applications for exemption must be submitted using the process outlined by the Agency. Details about the exemptions policy and the Application for Exemption form can be found on the Agency's website.

Exemptions will be considered where an organisation can demonstrate at least one of the following:

- That grant funding received from the Indigenous Affairs Group within the Agency is a small portion of its total revenue, and as such changing incorporation status may unfairly impose additional requirements on its operations and business model.
- It is required to incorporate under specific non-Commonwealth legislation as part of its licensing arrangements or funding received through other sources.

Applications for exemption will be considered on a case-by-case basis, and will take into consideration information demonstrating that the organisation is well-governed, high-performing and low risk.

Applications for exemption from the requirements should be lodged through the Agreement Manager in the NIAA Regional Office. Applications should be lodged within the transition period, as soon as practicable once an offer of funding has been made. Organisations will be expected to comply with the requirements within the transition period should an exemption not be granted.

Support for Indigenous organisations transferring to the [*Corporations \(Aboriginal and Torres Strait Islander\) Act 2006*](#) is available through the Office of the Registrar of Indigenous Corporations (ORIC). This includes assistance in developing a rulebook, guidance on the process to transfer incorporation, and access to pro bono legal assistance through the LawHelp service.

Organisations required to transfer their incorporation from state and territory legislation to either the [*Corporations \(Aboriginal and Torres Strait Islander\) Act 2006*](#) or the [*Corporations Act 2001*](#) may incur some additional, one-off costs for independent legal advice and accountancy services to support the transfer of incorporation. **To assist those organisations required to transfer their incorporation status, the Agency will provide a one-off \$10,000 (GST exclusive) payment upon receipt of evidence that the transfer has occurred.**

Please refer to the [Agency's website](#) at <https://www.niaa.gov.au/indigenous-affairs/grants-and-funding/incorporation-requirements> for further information.

Appendix 3: ISEP Regional Priorities

Introduction

The ISEP will support First Nations Australians into skills, jobs and career advancement pathways through a flexible, place-based approach. A core feature of the ISEP is purposeful investment based on Regional Priorities - outlined for each of the 11 NIAA regions, below.

The ISEP Regional Priorities identify the key priorities for ISEP funding in each NIAA region. These have been determined through consultations with key stakeholders, at the regional level in the context of existing and planned investment, labour markets and place-based needs.

ISEP project activities must align with the Regional Priorities for the locations / region that the application is targeting; the ISEP assessment process (refer to Section 6 – ISEP grant opportunity guidelines) will consider how the proposed activities align with the Regional Priorities.

Importantly, ISEP project activities may augment or complement, but not duplicate mainstream services⁷ or other Commonwealth/state/local government investment in order to leverage outcomes. For example where a Regional Priority includes 'Training', you must consider that vocational education and training (VET) is the responsibility of states and territories, and that the Australian Government has committed \$1 billion to the JobTrainer Fund⁸.

The Australian Government has a commitment to a partnership approach to regional planning and investment with the Empowered Communities (EC)⁹. The Empowered Communities model is a First Nations designed and led shared decision-making initiative that places First Nations peoples in true partnership with the Australian Government. Project activities targeting, or including EC regions must also consider their priorities and long-term development agendas, in the context of the listed Regional Priorities.

The Regional Priorities are as follows:

Arnhem Land and Groote Eylandt

- **Supported youth pathways** - Community development projects that provide a well-supported pathway for Youth (15-24) to transition into further schooling/education or employment, and that builds local, sustained capability through the employment and formal upskilling of First Nations youth mentors and youth workers.
- **Workforce development** - Projects which directly build the capability of the existing First Nations workforce of employers and emerging industries through training (accredited and non-accredited), mentoring and wrap-around support; and/or provide a supported pathway for career progression or the transition to different sectors to meet the growing needs of the region or community, including labour hire/labour pool models.
- **Training** - Provision of locally tailored and delivered, and adequately resourced, accredited and non-accredited training to meet the needs of employers, industries, and supported adult education needs, including tailored delivery of numeracy and literacy training.

[continued next page].

⁷ jobactive (Workforce Australia), CDP (Remote Employment Program), Disability Employment Service.

⁸ Other examples include - Local Jobs Program, Job Trainer, Boosting Apprenticeship Commencements.

⁹ East and West Kimberley, Central Coast NSW, Cape York, Inner Sydney, North East Arnhem Land, Ngarrindjeri in SA, Far West Coast of South Australia, the Ngaanyatjarra Pitjantjatjara Yankunytjatjara Lands, and Goulburn-Murray.

- **Culturally safe workplaces** - Provision of cross-cultural training, mentoring and support services for workplaces/employers to sustainably build their capability to provide an ongoing culturally safe workplace tailored to the local community and workforce needs.
- **Care sector (aged & disability/allied health & health)** - Projects which directly build the capability and capacity of the local care sector First Nations workforces through training (accredited and non-accredited), mentoring, and wrap-around support to meet the growing needs of the region or community.

Top End and Tiwi Islands

- **Supporting pathways to employment in the care industry** – specifically disability and aged care
- **Provide and support access to mentoring services** to keep First Nations Australians in employment and training
- **Culturally safe workplaces** - provision of cross-cultural training, mentoring and support services for workplaces/employers to sustainably build their capability to provide an ongoing culturally safe workplace tailored to the local community and workforce needs

Central Australia

- **Work Readiness Investments – Foundation Skills:** These cover a range of investment opportunities including strengthening foundation employment skills in the 15 – 19 years old age cohort, particularly been identified in the Barkly Region.
- **Work Readiness Investments – Employment Skills:** Specific training relevant to local employment opportunities is required to realise the opportunities in the region, such as highway upgrades, NDIS investment and the mining sector.
- **Health Sectors:** Including health, aged care and NDIS, with focus on training and support for local residents.
- **Mining Sectors:** With a focus on economic development in the Tanami region.
- **Governance and administration skills for Culturally Safe Workplaces:** Governance and administrative skills development and embedding of culturally appropriate decision making and delivery arrangements also provides a real employment opportunity.

North Queensland

- **Supported youth pathways** - Community development projects that provide a well-supported pathway for Youth (15-24) to transition into further schooling/education or employment, and that builds local, sustained capability through the employment and formal upskilling of First Nations youth mentors and youth workers.
- **Workforce development** - Projects which directly build the capability of the existing First Nations workforce of employers and emerging industries through training (accredited and non-accredited), mentoring and wrap-around support; and/or provide a supported pathway for career progression or the transition to different sectors to meet the growing needs of the region or community, including labour hire/labour pool models.
- **Training** - Provision of locally tailored and delivered, and adequately resourced, accredited and non-accredited training to meet the needs of employers, industries, and supported adult education needs, including tailored delivery of numeracy and literacy training.

- **Culturally safe workplaces** - Provision of cross-cultural training, mentoring and support services for workplaces/employers to sustainably build their capability to provide an ongoing culturally safe workplace tailored to the local community and workforce needs.
- **Priority Sectors** - Projects which directly build the capability and capacity of the local sectors First Nations workforces through training (accredited and non-accredited), mentoring, and wrap-around support to meet the growing needs of the region or community. Sectors include agriculture, mining, care (aged & disability/allied health & health) and tourism.

South Queensland

Overarching priorities:

- **Supported pathways in to employment** – that focus on local employment pathways including training (accredited and non-accredited, including tailored delivery of numeracy and literacy training), mentoring and wrap-around support, and/or provide a supported pathway for career progression.
- **Supported pathways for youth in to employment** - support young jobseekers to undertake apprenticeships and traineeships, including community development projects that provide a well-supported pathway for Youth (15-24) to transition into further schooling/education or employment, and that builds local, sustained capability through the employment and formal upskilling of First Nations youth mentors and youth workers
- **Cultural safety** - Improve employer attitudes and inclusive recruitment, career development and retention strategies to provide an ongoing culturally safe workplace, tailored to the local community and workforce needs. Cultural safety to be embedded, including consideration of a diverse range of participants (age, gender and disability).and workforce needs.

South West Queensland region:

- **Enable and support the capability of the existing First Nations workforce** - through training (accredited and non-accredited), mentoring and wrap-around support; and/or provide a supported pathway for career progression.
- **Growth Industries** - Industries across the region with a growing demand for a suitably skilled workforce including: agricultural, construction, forestry and pastoral areas, resource (including renewables and gas) and mining sites, rural tourism, health, social services and education
- **Career transition** - Increased efforts are required to improve education outcomes, including supporting more, higher education opportunities and developing skills in areas of need. Increased efforts are required to support more higher education, improving education outcomes and developing skills in areas of skills need.
- **Engagement and retention of First Nations apprenticeships** - through intensive mentorship and traineeships to align with projected skills shortages and areas of future demand in the region and connect jobseekers to these opportunities.

South East Queensland region:

- **Engagement and retention of First Nations apprenticeships** - through intensive mentorship and traineeships, align projected skills shortages and areas of future demand and connect jobseekers to these opportunities (in particular, construction, manufacturing and hospitality).
- **Growth Industries** - Specific initiatives are required to address opportunities for mature aged job seekers, youth and women and how to overcome barriers and maintain employment. Employment opportunities are to be identified and pathways and Community Design strategies

to mobilise the local labour force to meet demand, including appropriate upskilling and reskilling strategies. Occupations in demand include civil construction, health and social services, transport and warehousing, security, food processing and call centres.

Gladstone and Gladstone region; and/or aligned to Port Curtis Coral Coast Trust Limited (PCCC) sub-region of Gladstone:

- **Projects that build the capability** - Utilising existing projects, build the capability of the existing First Nations workforce of employers and emerging industries, such as Liquefied Natural Gas (LNG).
- **Priority sectors** - Create, promote and enhance training and development pathways for suitable job seekers to gain employment the high demand sectors of agriculture, forestry and fishing, mining, health care and social assistance, manufacturing, and construction.

Woorabinda and surrounds including Central Highlands region:

- **Aboriginal Community Controlled Organisations** - Support programs and training/mentoring pathways to employment in Aboriginal Community Controlled Organisations within and close to Woorabinda.
- **Priority sectors** - Create, promote and enhance training and development pathways for suitable job seekers to gain employment in the high demand sectors of agriculture, forestry and fishing, health care and community services, manufacturing, and construction.

Central West regions including: Barcaldine, Blackall, Diamantina, Winton and Longreach:

- **Priority sectors** - Create, promote and enhance training and development pathways for suitable job seekers to gain employment the high demand sectors of tourism, agriculture (sheep and cattle), forestry, fishing, retail, construction, health and education.

Rockhampton/Yeppoon region - Stanage Bay (Capricorn Coast)/the Keppel Islands:

- **Priority sectors** - Create, promote and enhance training and development pathways for suitable job seekers to gain employment in the high demand sectors of agriculture (beef), fishing, tourism, construction, retail, health and social services.

Bundaberg and Fraser Coast region:

- **Priority sectors** - Create, promote and enhance training and development pathways for suitable job seekers to gain employment in the high demand sectors of construction, health care and social assistance, education and training and infrastructure projects.
- **Transition from prison to work** - supported training and employment pathway focus on those individuals' post-detention.

Western New South Wales

Murdi Paaki Region:

- **Supported training pathways** - Develop pathways to employment for First Nations students, trainees and apprentices, and increase enrolment, attendance and retention.
- **Develop pathways to employment** - Identify, facilitate and support programs and pathways to employment for First Nations workers and job seekers, including the utilisation of existing programs and pathways to employment.
- **Training** - Identify and facilitate opportunities for local training for First Nations workers and job seekers, including upskilling, capability building and job readiness. [continued to next page].

- **Cultural capacity** - Identify and facilitate opportunities to build the cultural capacity of local employers to embed cultural safety in employment environments for First Nations employees.

Central West Region:

- **Cultural capacity and embed cultural safety** - increasing cultural capacity and embed cultural safety in training and employment environments for First Nations trainees, apprentices, employees and job seekers.
- **Mentorship programs** - increasing the quantity and quality of mentorship programs available to First Nations trainees, apprentices, employees and job seekers.
- **Aboriginal Community Controlled Organisations** - Collaborate to support programs and pathways to employment in Aboriginal Community Controlled Organisations.
- **Identify and facilitate local training opportunities** - including upskilling and capability building to prepare First Nations employees for current and future economic opportunities.

Riverina Murray Region:

- **Build pathways for First Nations job seekers** that supports employment and training opportunities in construction on major infrastructure projects, health and home support sector and hospitality/retail.
- **Work with employers and training providers** to ensure current and future workforce needs are aligned with industry requirements and accessible to job seekers.
- **Provide support for employers to ensure welcoming and safe environment**, support mechanisms through cultural awareness training

Eastern New South Wales

- **Younger First Nations people** - (15-30) that require additional support to get, maintain or develop employment opportunities
- **Activities that support effective transition from school to work** or further study and/or develop career pathways.

Victoria and Tasmania

- **Culturally appropriate wrap around services** - to support the holistic needs of First Nations people prior to and into employment.
- **Aged care, disability and health sectors** - supporting First Nations people into employment, upskilling and career advancement.
- **Resources, renewables, construction and transport/automotive sectors** - supporting First Nations people into employment, upskilling and career advancement.
- **Services sectors** - supporting First Nations people into employment, upskilling and career advancement.

South Australia

- **Supported Youth Pathways:** Support First Nations youth and school leavers (15-24) to transition into further education or employment including traineeships and apprenticeships, through culturally appropriate mentoring and wrap-around support to address vocational and non-vocational barriers.

- **Resilient, Emerging or Growth Industries:** Activities supporting the placement of First Nations people into employment in resilient, emerging or growth industries through training (non-accredited and accredited), culturally appropriate mentoring and wrap-around support, to meet the needs of the individual, employers and the region.
- **Culturally safe workplaces:** Provision of cross-cultural training for workplaces/employers to sustainably build their capability to provide an ongoing culturally safe workplaces tailored to First Nations workforce needs and the local community.
- **Training and Employment:** Provision of employment and training activities in areas of high First Nations unemployment and disadvantage across South Australia including regional and remote areas, which is tailored directly to the needs of the individual, employers and industry.
- **Workforce Development:** Activities which upskill existing First Nations employees to support their career progression and as a result, open employment opportunities and the placement of other First Nations people into entry-level positions.

Greater Western Australia

- **First Nations job seekers** aged 15-24 and 25-64 with a priority given to First Nations women to enable more women into workforce.
- **Transition from school to employment** through traineeships and apprenticeships with particular focus on regional and remote areas. Explore opportunities through Local government in regional and remote communities.
- **Focus on long term unemployed and job seekers with disability** to link them back to vocational and non-vocational training to address barriers
- **Transition from prison to work** to avoid recidivism with focus on Roebourne Regional Prison, Albany Regional Prison, Eastern Goldfields Regional Prison and Greenough Regional Prison.
- **Priority industries** for First Nations employment are: Health care and Social Sector, Construction Retail and Hospitality and Education and Training

Kimberley

- **Training and Workforce Development** – education, training and employment opportunities that support Aboriginal individuals and businesses, in growth sectors within the regional economy.
- **Pathways for youth** – innovative education, training, employment and ancillary supports to maximise school to work transitions, post-school literacy and numeracy and youth engagement in education, employment, training and business.
- **Economic development** – with a focus on local and place-specific training, employment, and career opportunities.
- **Culturally appropriate and safe workplaces** – services to build cultural competencies, provide **support** and embed mentoring for all cohorts including youth, employees, and employers.

Appendix 4: Stage Two – ISEP Application checklist

Before you submit your ISEP application, it is recommended the following checklist be used to ensure the application is complete and contains the information needed for the application and assessment process.

	The activities have been designed in partnership with the Aboriginal and Torres Strait Islander groups who will be involved in the activities and with other groups with an interest in the activities and your Final Community Design Report has been completed.
	If the proposal has been discussed with the Agency, any issues raised by the Agency about the proposal have been considered and addressed.
	Eligibility requirements set out in the Grant Opportunity Guidelines are met.
	Evidence can be provided to demonstrate incorporation and/or Indigeneity status where applicable.
	The Grant Opportunity Guidelines have been read and understood.
	IAS objectives and outcomes are understood and the proposed activity(s) contributes to the outcomes of the IAS.
	The assessment criteria are understood and fully addressed.
	<p>The draft grant agreement has been read.</p> <p>When an application is submitted applicants must confirm that, if their application is successful, they will accept the terms of the grant agreement. If you are not able to accept the terms of the agreement, you should discuss this with the NIAA Regional Office before completing the application form.</p>
	The name, position and contact details of two referees who can support the claims made in the application against the assessment criteria are to be provided.
	<p>If the applicant has a current NIAA grant agreement, have the Provider Reference Number ready.</p> <p>The 'Provider Reference Number' can be found on the grant agreement.</p>

Completing the application form Stage One and Two

	Ensure every section of the application form is completed and all supporting evidence is provided.
	Complete the application form in English.
	Complete the 'Declaration' section of the application form. Ensure all fields are completed including the checkboxes. If completing the form online, instead of signing the document, the applicant, or person authorised to act on behalf of the applicant, should type their full name in the field.

Joint (consortia) applicants:

	Ensure the nominated lead organisation (the applicant) is a legal entity capable of entering into a grant agreement with the Commonwealth.
	Attach a letter of support from each consortia organisation. Ensure that each letter of support includes the information required as set out in Section 7.2 of this document.

Non-government applicants who do not have a current grant agreement with NIAA

If you are a non-government applicant and do not have an existing grant agreement with NIAA you will need to attach the following supporting documentation:

	A copy of the applicant's most recent financial statements, such as an audited expenditure report, income and expenditure statement, or a balance sheet.
	A copy of the applicants Certificate of Incorporation where relevant. Organisations registered with Australian Charities and Not-for-profits Commission are exempt from this requirement.
	If the applicant is not able to quote an ABN as required in the application form they will be required to provide a copy of a completed 'Statement by a supplier (reason for not quoting an ABN to an enterprise)' form that can be found on the ATO website.