



Government  
of South Australia

SafeWork SA

# **SAFEWORK SA OHSW SMALL GRANTS PROGRAMME**

Information for Applicants

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# **SAFEWORK SA OHSW SMALL GRANTS PROGRAMME**

## **INFORMATION FOR APPLICANTS**

(Revision: 26 November 2008)

### **1. PURPOSE**

The purpose of the SafeWork SA OHSW Small Grants Programme (the Programme) is to support the *South Australian Strategic Plan* through the *OHSW Research Framework for South Australia*.

### **2. FUNDING**

Approximately \$130,000 is available each year for projects under the Programme.

The funding under this programme for a single project must not exceed \$50,000. However, applications for lesser amounts may have a greater chance of approval.

### **3. DURATION**

A Small Grants project should be completed within one year of the contract being executed.

### **4. BROAD PROCESS OVERVIEW**

- 4.1. The call for applications opens.
  - 4.2. Applications are submitted by the due date.
  - 4.3. A SafeWork SA Assessment Panel screens applications for eligibility (Section 6) and assesses them against stated criteria (Section 7).
  - 4.4. The Assessment Panel makes recommendations for funding to the SafeWork SA Research Committee for approval by the SafeWork SA Advisory Committee.
  - 4.5. Each applicant is notified of the outcome of the application; and successful applicants are approved to proceed to the contract negotiation stage.
  - 4.6. The contract is prepared and executed.
  - 4.7. The project commences.
  - 4.8. Grant instalments are paid according to achieved milestones (as per an agreed contract schedule).
  - 4.9. Project reporting and review occurs (as per the agreed schedule).
  - 4.10. The project is closed, and grant funding acquitted through a financial audit.
- 1.2. A final project report is provided to the Research Committee.

## 5. CONDITIONS OF APPLICATION

- 5.1. The call for applications will open on **Monday 5 January 2009**.
- 5.2. The application must be based on the *SafeWork SA OHSW Small Grants Application Template*, which is available through the link on the grants page of the SafeWork SA Internet website. All of the headings in the template must be used in the application, and the headings in the application must appear in the same order that they appear in the template. (The template is provided as a PDF document, so its contents can be selected, copied, and pasted into Word for direct use).
- 5.3. The application must be submitted in Microsoft Word 2003 or 2000 (but not Vista)
- 5.4. Any supporting documentation must be restricted to the minimum possible.
- 5.5. The application must be submitted electronically to:  
grants.safeworksa@dpc.sa.gov.au
- 5.6. The application must be submitted by COB **Friday 27 February 2009**.
- 5.7. All costs and expenses incurred by the applicant in any way associated with the development, preparation and submission of an application will be borne by the applicant.
- 5.8. All applications will be treated in confidence (with an exception for successful applicants as described below in Section 5.16). However, all applicants should note that applications are subject to the *Freedom of Information Act 1991*.
- 5.9. Short-listed applicants will be notified on **Tuesday 10 March 2009**.
- 5.10. Short-listed applicants are required to give a brief presentation (no longer than 15 minutes) on their application to the Assessment Panel and possibly to other interested parties, followed by a period for questions, at a meeting on **Tuesday 17 March 2009** at a location to be advised within metropolitan Adelaide. The nominated Project Manager must attend this session.
- 5.11. All costs and expenses incurred by the applicant in any way associated with attendance at the meeting for short-listed applicants will be borne by the applicant.
- 5.12. SafeWork SA may enter into negotiations with a short-listed applicant, whose involvement will be at no cost to SafeWork SA.
- 5.13. No legal or other obligation shall arise between an applicant and SafeWork SA or the Government of South Australia in respect to this Programme unless and until a contract has been executed.
- 5.14. If contract negotiations are not finalised within **90 days** of the offer to enter into negotiations, and if the applicant is mainly responsible for the delay, the offer will be considered to have lapsed. The period of 90 days can only be extended at the discretion of SafeWork SA.
- 5.15. SafeWork SA reserves the right not to approve any application.
- 5.16. SafeWork SA may disclose the name of any successful applicant along with the details of the proposed project and the payments to be made.

- 5.17. The successful applicant must enter into contractual arrangements including, but not limited to: intellectual property; options for varying, suspending or terminating the project; reporting and communication; confidentiality; and indemnity provisions.
- 5.18. With respect to intellectual property: the IP will normally reside with the successful applicant, but with free access by SafeWork SA to the main deliverables.
- 5.19. Once the contract has been signed, the grantee must submit progress reports (as agreed) and a final report to SafeWork SA.
- 5.20. SafeWork SA may require changes to be made by the grantee to any products arising from the project to bring them to an acceptable standard.
- 5.21. The grantee must submit periodic financial statements (as agreed) and an audited financial statement with the final report to SafeWork SA.
- 5.22. The grantee must be prepared to present the project outcomes/findings at forum to be arranged by SafeWork SA to which interested parties including members of the Research Committee will be invited.

## **6. ELIGIBILITY CRITERIA**

All applications will first be screened by the assessment Panel for eligibility. Ineligible applications will not progress to the assessment stage.

- 6.1. The application must be submitted in accordance with the instructions provided above in Sections 5.2 to 5.5.
- 6.2. The applicant organisation must hold a current Australian Business Number (ABN).
- 6.3. The applicant organisation must be based in South Australia.
- 6.4. The nominated Project Manager must be based in South Australia.
- 6.5. The authority to conduct all contract negotiations must reside in South Australia.
- 6.6. The project must be conducted in South Australia, for the benefit South Australian workplaces.
- 6.7. The project must address at least one of the priorities listed under 'Our Priorities' in the *OHSW Research Framework for South Australia* (available from the grants page of the SWSA Internet site), and the application must clearly specify which priority or priorities are being addressed.
- 6.8. The project must also address at least one of the priorities listed under either 'Our Priority Industries' or 'Our Priority Risks' or 'Our Priority Public Health Hazards' in the *OHSW Research Framework for South Australia*, and the application must clearly specify which priority or priorities are being addressed.
- 6.9. The project must target a whole industry, occupational or work-community group, and not just a single employer or workplace.
- 6.10. Applications can be made from within the South Australian Government, with the exception that they cannot be made from within SafeWork SA.

6.11. The grant applied for must not exceed \$50,000.

## **7. ASSESSMENT CRITERIA**

All eligible applications will be assessed in terms of the following criteria.

- 7.1. *Background research:* How thorough and convincing is the background research whose aim it is to confirm that a specific OHSW problem has been identified, that the project is not redundant, that the project methodology is appropriate, and that the suggested solution/product is likely to be effective (see also the following assessment criterion on effectiveness)?
- 7.2. *Effectiveness:* How effective is the suggested solution/product likely to be in reducing the identified injury/health problem? In making this assessment the *Hierarchy of Risk Controls* (available from the SafeWork SA Internet site) should be considered, bearing in mind that those solutions that control the physical work environment will result in a higher level of risk control than those solutions that are more focused on controlling people (e.g., training, manuals, procedures and personal protective equipment).
- 7.3. *Innovation:* How much innovation is included in the suggested solution/product? (Or is it just an old solution to an old problem?)
- 7.4. *Broad relevance:* Does the project move beyond a merely legal OHSW obligation to the applicant (with respect to, say, safety training or risk management)? Is the project merely a business venture with benefits only for the applicant? How relevant are the outcomes/deliverables of the project beyond the site/workplace where it was conducted?
- 7.5. *Dissemination Plan:* How will the findings/outcomes of the project be disseminated to relevant parties? For example, will industry workshops be held? Under this heading, willingness must be indicated to present the project outcomes/findings at forum to be arranged by SafeWork SA to which interested parties including members of the Research Committee will be invited.
- 7.6. *Value for money:* Putting aside all the other criteria and considering only the planned work, is the budget appropriate? (One possibly relevant consideration here is the amount of 'in kind' support from the applicant or other contributors.)
- 7.7. *Capacity/Expertise:* Does the organisation have the capability to undertake the project? Are the team members adequately qualified, competent and experienced? Can the timeframes realistically be achieved?
- 7.8. *Evidence of support:* Is satisfactory evidence of support from key external personnel and major collaborators provided in the application?

## **8. ENQUIRIES**

All enquiries should be directed to Ms Bev Hodge on 8204 9587