

SAFEWORK SA

OHS&W SMALL GRANTS APPLICATION GUIDELINES

1. COMPLETING THIS APPLICATION

- 1.1. Applications marked “Confidential OHS&W Small Grants Application” must be received by SafeWork SA at the following address by the due date;
 - By post to SafeWork SA, OHS&W Small Grants Programme, GPO Box 465, Adelaide SA 5001 or
 - Delivered to SafeWork SA, OHS&W Small Grants Programme, Level 9, 100 Waymouth Street, Adelaide.
- 1.2. The application must be submitted in the format provided below.
- 1.3. Ensure that all sections are answered. If items are not applicable, please indicate.
- 1.4. Ensure that the Project Plan and Budget Plan are completed.
- 1.5. Ensure that supporting documentation is attached where required.

2. APPLICANT/ORGANISATION DETAILS

- 2.1 The following details are required:

Organisation Name:
ABN:
Address (Location):
Suburb & Postcode:
Name of Principal Contact:
Phone:
Email:
Fax:

3. PROJECT PERSONNEL

3.1 PROJECT MANAGER DETAILS

The project manager will be responsible for managing the overall project, including budget and scope and ensuring that timeframes and outcomes are met.

Name:
Mailing Address
Position Title:
Phone:
Fax:
Email

3.2 KEY PERSONNEL

Provide details of key personnel who will be involved with the project outlining their qualification, skills, knowledge and experience and role within the project.

4. THE PROJECT PROPOSAL

4.1. PROJECT TITLE

In ten (10) words or less provide a short title by which the project will be known.

4.2. BRIEF DESCRIPTION OF THE PROJECT

In one paragraph briefly describe the project.

4.3. PROJECT SUMMARY

Provide a clear summary on aims, methodology, objectives and outcomes in less than 200 words. This may include background information in support of the project and how this project will improve occupational health, safety and welfare in South Australia.

4.4. PROJECT OUTCOMES

Provide details of expected outcomes and outline how you will measure those outcomes.

Indicate the industry, occupation group(s) and/or worker group(s) targeted and estimated number of workers to benefit from the project.

Indicate other industries, occupation group(s) and/or worker group(s) that may be able to adopt the outcomes of the project.

4.5. PROJECT PLAN (Refer Appendix A)

Provide details of expected time to complete the project with start and end dates allowing sufficient timeframes to complete the project and measure outcomes through the evaluation process.

Include a completed project plan with reference to Appendix A.

List the stages of the project or (sub-projects) including key tasks for the project and when they are scheduled to take place. The timing of stages or sub-projects may overlap.

The Project Plan must include Key Performance Indicators.

Provide details of evaluation stages of the project including final evaluation; these are critical components of project reporting.

4.6. BUDGET PLAN (Refer Appendix B)

List budget items with estimated costs. A sample budget plan is provided at Appendix B.

Budget items may include staff salaries and on costs; fees for consultants; contractors; trainers; travel expenses; equipment hire; office supplies; venue hire; printing costs; surveys and evaluation; and auditing of financial records to acquit funding.

5. TOTAL FUNDS BEING SOUGHT UNDER THE OHS SMALL GRANTS PROGRAMME

State the total amount in dollars (excluding GST) of funds being sought for this project under the OHS&W Small Grants Programme.

6. TOTAL VALUE OF OTHER FUNDING/RESOURCES/CONTRIBUTIONS

Provide details of any other funding or resources for the project which are being sought from, or provided by, other organisations. Include details of any self-funding and the dollar value of in-kind contributions.

7. DECLARATION

I declare that the information I have supplied in this application is correct and that the organisation I represent supports this project and is aware of this application.

I declare that this project shall be conducted in compliance with relevant occupational health, safety and welfare; workers rehabilitation and compensation; and industrial relations legislation.

I declare that I will hold and maintain adequate professional indemnity insurance and public and product liability insurance for the duration of the project and provide documentary proof of insurance if requested.

I understand that if approved for funding, SafeWork SA may publish the name of the successful Applicant and information about the project.

I have not received nor been promised any other financial or in-kind assistance in relation to this project other than that which is declared in this application.

SIGNED

Name:

Signature:

Position:

Address:

Date:

Sample Project Plan

STAGE 1	KEY PERFORMANCE INDICATORS: <i>Detailed project plan completed and submitted to SafeWork SA</i>			
Tasks (what are the key activities?)	By whom? (Full Time Equivalent FTE)	Start Date	Finish Date	Duration (weeks)
Recruit project team	Internal x 1.5 FTE	2 Jan '08	18 Jan '08	2.6
Total duration of Stage 1				
STAGE 2	KEY PERFORMANCE INDICATORS:			
Tasks (what are the key activities?)	By whom? (FTE)	Start Date	Finish Date	Duration (weeks)
Total duration of Stage 2				
STAGE 3	KEY PERFORMANCE INDICATORS:			
Tasks (what are the key activities?)	By whom? (FTE)	Start Date	Finish Date	Duration (weeks)
Total duration of Stage 3				

APPENDIX B

Sample Project Budget

Budget Items	\$ Grant (1)	\$ Other (2)	\$ Total
Staff salaries + on costs			
Contractors			
Accommodation + venue hire			
Equipment lease			
Office supplies			
Phone, mobile, fax			
Publicity, promotion, printing			
Audit			
Evaluation			
Other (specify)			
TOTAL			
GRAND TOTAL			\$

Notes:

- (1) Funding sought from SafeWork SA
- (2) May include cash and estimated cost of in kind services by applicant or other contributors