



Government of **Western Australia**
Department of **Jobs, Tourism, Science and Innovation**

Digital and Technology Skills Program

2019

Guidelines for Applicants

Applications close: Tuesday 26 March 2019, 10:00am (AWST)

Applications and supporting documents must be submitted to the Department of Jobs, Tourism, Science and Innovation (JTSI) at science@jtsi.wa.gov.au

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INTRODUCTION

PURPOSE OF THIS GUIDE

The Digital and Technology Skills Program Guidelines for Applicants (Guidelines) are to be used as a reference when applying for the program.

Applicants to the Digital and Technology Skills Program (the Program) should read these Guidelines before completing their application.

PROGRAM BACKGROUND AND OVERVIEW

The Program is an initiative funded under Western Australia's STEM (science, technology, engineering, mathematics) skills strategy *Future jobs, future skills – Driving STEM skills in Western Australia*. The Strategy aims to: ensure students have STEM skills for the jobs of the future; reskill the current workforce with the STEM skills required to embrace a technological future; and break down barriers and ensure that everyone has the opportunity to participate in a STEM future.

The Program is a competitive grant program established to assist Western Australians from disadvantaged schools and communities in digital and technology engagement and skill building.

The Program enables well-established STEM education service providers ([Providers](#)) to deliver projects that achieve one or more of the following:

- assists in the development of Digital and/or Technology Skills¹;
- raises awareness of the importance of digital and/or technology skills for current and future jobs; or
- creates interest and participation in STEM through digital and/or technology education.

Providers should be from outside of the [formal education system](#) and have a track record of successfully delivering STEM education projects or programs.

New providers interested in applying are encouraged to form partnerships with more established providers.

Projects may vary in their aim, including but not limited to:

- educating students;
- reskilling adults in their current or desired employment role; or
- providing teachers with professional development.

Projects may also vary in their approach, including but not limited to:

- expanding the reach of an existing, successful, well-established program to target [under-represented groups](#);
- applying an existing and successful program model in a new way; or
- establishing and delivering a new digital and/or technology education program that complements other STEM education programs the provider and/or its partners is delivering.

¹ [‘Digital Skills’](#), [‘Technology Skills’](#) and other [hyperlinked terms](#) in this document are defined on Page 9.

Objectives

The objectives of the Program are to:

- increase digital and/or technology awareness, interest, engagement, skills and abilities principally in students from Western Australian schools with ICSEA values of 1000 or less and people in the community including the existing workforce who are [under-represented](#) in STEM or living in regional or remote areas of Western Australia; and
- increase the capacity of informal STEM education service providers in order to deliver digital and technology education programs in disadvantaged Western Australian schools and communities.

Level of funding support

Grants will be awarded for a duration of up to three years, with funding commencing during the first half of 2019.

The Program is a two-tiered grant program.

- For the first tier, the level of funding support available under the Program is between \$40,000 and \$70,000 per annum per application over a period of up to three years.
- For the second tier, the level of funding support available under the Program is between \$10,000 and \$20,000 per annum per application over a period of up to three years.

In either tier, the applicant must provide or source a net cash co-investment of funds at a rate of no less than 30:70 of applicant to State Government funding.

JTSI and the Minister for Science have the discretion to award grant amounts within the funding ranges specified in the two funding tiers of the Program, and grant durations up to a maximum of three years, as deemed appropriate.

Items eligible for funding include:

- staff salaries, personnel costs and specialist skills;
- project and program development;
- program related production, equipment and resources;
- administration;
- marketing, media and promotions;
- travel expenditure; and
- other associated and relevant costs directly attributable to the delivery of the project.

Eligible expenditure must be incurred with evidence prior to the date the project ceases. The applicant must also provide evidence of their net cash co-investment of funds over the duration of the grant.

Applicant-organisations are only eligible for one Program grant.

ELIGIBILITY CRITERIA

In order to be considered eligible, and to be included in the evaluation process, an application **must** be received by the closing date and time and meet the following criteria.

- The applicant must:
 - be a solvent STEM education service provider from outside of the formal education system, such as a not-for-profit enterprise, membership organisation or privately owned business;
 - have an Australian Business Number (ABN) and/or Australian Company Number (ACN) with the business registered in Western Australia;

- confirm that the organisation will be based in Western Australia for the duration of the grant;
- guarantee that their project will be delivered in Western Australia principally for the benefit of students from schools with ICSEA values of 1000 or less or people in the community who are under-represented in STEM or living in regional or remote areas (this includes the existing workforce); and
- not have received, nor be likely to receive, other JTSI funding for the same project purpose, nor be a major recipient of JTSI funding.²
- The applicant must propose a program to deliver a project that is focused on digital and/or technology education or skill building,³ including but not limited to:
 - a program for students delivered inside or outside of school;
 - a program for adult learners;
 - a professional learning program for teachers; or
 - a competition, event, workshop or bootcamp.
- The proposed project must seek to increase the participation of disadvantaged Western Australians and people from groups under-represented in STEM.
- The applicant must provide evidence, such as proof of cash reserves or a letter of support, of a net cash co-contribution of funds of no less than 30:70 of applicant to State Government funding.

EVALUATION CRITERIA

Eligible applications will be evaluated against the following equally weighted criteria.

- **Project quality and feasibility:**
 - The extent to which the project is well planned, with clearly described target audience, objectives, activities, outputs and outcomes.
 - The extent to which the project provides a competitive solution to a market need in Western Australia.
 - If the project is to be conducted within schools, demonstration of how the project aligns with the curriculum.
 - Achievability of the project, including with State Government funds and other inputs, and within the stated timeframes.
 - Description of how the project will be promoted to attract the maximum number of people within the target audience.
 - Identification of key risks and appropriate management plan for any risks identified.
 - Appropriateness of the project budget and need for State Government funding.
- **Project impact:**
 - The extent to which the project targets Western Australians and any of the following:
 - people living in mid to low socioeconomic status (SES) areas;
 - people living in regional or remote areas;
 - females;
 - Aboriginal and Torres Strait Islander people;
 - people from culturally and linguistically diverse backgrounds;
 - people living with disability; and/or

² The Provider applying may have received other JTSI funding as an organisation.

³ Proposals that use a digital and/or technology delivery mechanism but do not provide digital and/or technology education or skill building will be considered ineligible.

- other groups under-represented in STEM.
- The extent to which the project is likely to achieve a sustained, long-term increase among Western Australians in one or more of the following:
 - digital and/or technology skills;
 - aspirations to develop digital and/or technology skills for current and future jobs; and
 - interest and participation in STEM, particularly in digital and technology skills development.
- The efficient use of grant funding and leveraging of other funding to achieve the above impact/s.
- **Provider capability and capacity:**
 - Capacity to achieve the outputs and meet the outcomes proposed within the application through staff and other resources.
 - Utility of any collaboration the provider intends to engage in to facilitate and enhance delivery of the project.
 - Evidence that the provider is a well-established and successful organisation.
 - Evidence of the success and impact of similar past STEM education and skill building projects conducted by the provider, including any research undertaken to establish long-term impact.

APPLICATION, EVALUATION & CONDITIONS OF FUNDING

APPLICATION PROCESS

The Program application process is a competitive process involving a written application.

The Application Form and Guidelines for the program are available online via the Department of Jobs, Tourism, Science and Innovation website <https://www.jtsi.wa.gov.au/digtechskills>.

Applications Open: 10:00am (AWST) 26 February 2019

Applications Close: 10:00am (AWST) 26 March 2019

Applications and supporting documentation must be submitted to science@jtsi.wa.gov.au.

Late applications or changes to applications will not be accepted after the closing time.

All applicants will be notified via email as to the outcome of their application.

For all enquiries regarding the Program contact Nicole McCallum, Project Officer, Department of Jobs, Tourism, Science and Innovation by email at science@jtsi.wa.gov.au.

DECISION MAKING PROCESS

An independent assessment process will be run to recommend grant recipients, grant amounts and grant durations to JTSI and the Minister for Science.

Where funding is allocated, it will be on a competitive basis to highly ranked eligible applicants clearly demonstrating that they meet the relevant evaluation criteria.

Evaluation of applications will be determined by the application's alignment with:

- the Program objectives contained in these Guidelines; and,
- the Program evaluation criteria contained in these Guidelines.

Applications may also be subject to due diligence, technical, financial and economic appraisals. The evaluation will also consider the level of funding sought by the applicant compared to how the application meets these requirements.

Assessors reserve the right to request additional evidence to support claims against the evaluation criteria to assist them in making their recommendations.

The deliberations of assessors and all related information and material will be kept strictly confidential, subject to the requirements of the *Freedom of Information Act 1992*.

Assessors' recommendations and the Minister for Science's decisions are final and no further correspondence will be entered into.

APPLICATION NOT A CONTRACT

The Program is funded under Western Australia's State STEM skills strategy. The provision of financial assistance under the State STEM skills strategy is at the absolute discretion of the Minister for Science. Nothing in the application process, the selection process or any associated documentation shall give rise to any:

- (a) legal relations or any process or other contract between the Minister or the State Government on the one hand and the applicant on the other; or
- (b) legitimate expectations on the part of the applicant.

CONDITIONS AND OBLIGATIONS FOR FUNDING

The program will be administered through the Department of Jobs, Tourism, Science and Innovation (JTSI).

Recipients of funding under the Program are required to enter into a written financial assistance agreement (FAA) with JTSI specifying the conditions and obligations of funding prior to the disbursement of any funds. The FAA will outline the terms and conditions under which the financial support is provided, including project performance, publicity and reporting.

JTSI reserves the right to check the financial stability of all selected applicants before funding agreements are finalised.

No rights to financial assistance accrue until such time as the FAA has been entered into by the relevant parties.

All financial support provided by JTSI under the Program is subject to a post funding review. To assist this process, proponents will make themselves available to participate in surveys conducted by JTSI. The surveys will seek information pertaining to inputs, activities, results, usage and impacts related to the financial support.

PAYMENT TERMS

Financial assistance will be awarded by JTSI within two tiers of funding support. First tier funding will be awarded between A\$40,000 and A\$70,000 per annum per application over the duration of the grant, and second tier funding will be awarded between A\$10,000 and A\$20,000 per annum per application over the duration of the grant.

Successful applicants must provide a net cash co-investment of the financial assistance awarded by JTSI. The co-investment must be for the same project and must be provided from another body, outside of JTSI. The cash co-investment could be contributed by the Provider or could be contributed by another organisation. A cash co-investment of \$3 is required for every \$7 of financial assistance provided by JTSI.

The financial assistance will be paid in accordance with the terms and conditions of the FAA. Payments will be made to successful applicants via electronic funds transfer. A payment will be made upon execution of the FAA, with the final payment distributed as a reimbursement on the presentation of written evidence, to the satisfaction of JTSI, that the requirements under the financial assistance agreement have been delivered and paid for. This includes evidence that the recipient provided and spent the net cash co-investment of funds. This payment process will be conducted annually for multi-year grants.

TAX INFORMATION FOR APPLICANTS

JTSI does not regard grants under the Program as payment for a supply. Thus, the Department will not increase the grant to include GST, nor will it reimburse a Grant Recipient for GST paid or payable to a third party.

Grant Recipients must provide the Department with a tax invoice for the GST exclusive value of the Grant unless the Department and the Grant Recipient have agreed in writing to the issue of a Recipient Created Tax Invoice. Payment will not be made until the Department receives a tax invoice or an agreement to issue a Recipient Created Tax Invoice.

AVAILABILITY OF FUNDING

The provision of financial support under this program shall be at the absolute discretion of the State Government and is subject to the availability of funds.

FREEDOM OF INFORMATION ACT 1992

Applicants are informed that JTSI is subject to the *Freedom of Information Act 1992*, which provides a general right of access to records held by Western Australian State and Local Government agencies.

Applicants should be aware that information pertaining to the receipt of State Government financial support may be tabled in the Western Australian Parliament.

This information could include names of recipients, the amounts of financial support, the name of the project/activity and, possibly, a brief description thereof. This could result in requests for more detail to be released publicly.

Further information on the operation of the *Freedom of Information Act 1992* can be obtained from the department's website.

CONFLICT OF INTEREST

Applicants are required to disclose any information that might be relevant to an actual, likely or potential conflict of interest.

DEFINITIONS

Digital and Technology Skills

Digital Skills include:

- information and communication technology (ICT) skills which are the fundamental skills needed to navigate the technological world and use digital platforms and programs to manage, find and communicate information, perform transactions and solve problems; and
- deeper skills needed to design and create digital solutions that solve problems, including knowledge of the underlying concepts of information systems, data, and computer science, and skills such as coding, networks, robotics, cybersecurity, data analytics, and algorithmic and computational thinking.

Technology Skills

Technology involves the application of scientific knowledge for practical purposes and the machinery and devices that are developed from this scientific knowledge.

Technology skills refer to designing and evaluating solutions suitable for a range of technology contexts by manipulating a range of materials, systems, components, tools and equipment.

Formal Education System

The formal education system refers to primary schools (year levels K-6), secondary schools (year levels 7-12), universities and Registered Training Organisations (including Technical and Further Education, or TAFE, institutes and private colleges) and any programs of study or activity conducted by these institutions.

Provider

Provider refers to any informal provider of STEM education services. Providers may include not-for-profit enterprises, membership organisations or privately owned businesses.

Providers should be from outside all levels of the formal education system and should deliver their proposed digital and technology education project in Western Australian communities.

Under-represented Groups

Under-represented groups in STEM include women and female students, Indigenous people, people from low socioeconomic backgrounds, people living with disability, and people from culturally and linguistically diverse backgrounds.