



Frequently asked questions (FAQs)

Smart and Skilled Behavioural Insights Grant (*N.B. Apprenticeships and Traineeships are out of scope*)

Eligibility

1. Are we eligible to apply?

To be eligible to apply for a Grant, you must:

- a) be one of the following:
 - i. Company
 - ii. Co-operative
 - iii. Incorporated Association
 - iv. Incorporated Trustee on behalf of a Trust (signed Trust Deeds and any amendments to the Trust Deed must be provided)
 - v. Partnership (signed Partnership Agreement and any amendments to the agreement must be provided)
 - vi. Person
 - vii. Sole Trader
 - viii. Statutory Entity
 - ix. TAFE NSW

(Eligible Entity)

- b) have an Australian Business Number (**ABN**) or be willing to obtain one prior to execution of the Funding Deed;
- c) be registered for the purposes of GST or be willing to register prior to execution of the Funding Deed;
- d) if a Person or Sole Trader, be a permanent resident of Australia; and
- e) have an account with an Australian financial institution.

You are not eligible to apply for a grant through this grant opportunity if you are:

- a) a Federal, State, Territory or Local government agency (except for TAFE NSW);
- b) an unincorporated association; or
- c) an overseas resident.

2. Is our project eligible?

The Grant is looking to fund projects that identify, develop, implement, test and evaluate the best behaviour-based ideas to motivate action to achieve the Outcomes. The Grant will not fund awareness raising (education campaigns), theoretical research projects or investments in capital assets or infrastructure.

For further details refer to the Grant Guidelines.

Deadlines

3. What are the deadlines?

Stage 1: Expressions of interest (**EOI**) deadline for Grant Applicants: 17 January 2020

Stage 1: EOI deadline for S&S RTO participants: 17 January 2020

4. Does the project need to start and end by a specific date or financial year?

Applicants must submit details of when the project will start and end, however, the Department is not imposing a specific start or end date.

Application submission and assessment

5. How do we apply?

EOIs and Full Grant Applications must be submitted electronically.

6. Can we talk to someone from the Department to receive advice on an Expression of Interest and/or Full Grant Application?

Now that the Grant is open, probity standards prevent the Department providing entities additional assistance and guidance on an individual basis, as it can be perceived as unfair support. However, Applicants are encouraged to contact the Department and where we are able to clarify matters or provide further information, we will publish the query and response (where it has not already been addressed) so the same information is available to all Applicants.

Contact details:

nswskillsboard.secretariat@industry.nsw.gov.au

Cynthia Cherian, Senior Project Officer, telephone: 02 8267 7623

7. How will EOIs for Grant Applicants be assessed?

The scored criteria for the EOI is the same as the scored criteria for the Full Grant Application. A review panel will assess and score eligible EOIs and make recommendations for projects to proceed to Stage 2: Full Grant Application.

8. How will EOIs S&S RTO Participants assessed?

EOI for S&S RTO Participants will not be assessed, as the purpose of this form is to provide Grant Applicants with potential S&S RTOs to participate in a project. Please refer to the 'Stage 1: Purpose of EOI Form for S&S RTO Participants' section of the Grant Guidelines for further information.

9. How will the Full Grant Applications be assessed?

A review panel will assess and score Full Grant Applications and make recommendations for funding. For further information, please refer to the 'Guidelines for completing EOI and Full Grant Application' section of the Grant Guidelines.

10. Can we submit more than one application?

Yes, where the project or scope of the project differs you can submit more than one application. You may also submit two applications proposing the same behaviour-based approach but with different target cohorts and funding amounts.

Consortia are encouraged and can serve to demonstrate reach, capacity, capability and broad support across stakeholder groups for the project idea. Entities may be named as consortium members in multiple applications.

11. Will the Department provide feedback to unsuccessful applicants?

The Department aims to provide general feedback on EOIs and Applications.

The Department will also provide Applicants with an opportunity to request feedback on unsuccessful EOIs and/or Applications.

Consortia

12. Are applications from consortia accepted?

Yes.

If you are making a submission on behalf of a consortium, a member entity or a newly created entity must be appointed as the 'Lead Applicant'. The Lead Applicant must meet the eligibility criteria. Only the Lead Applicant will enter into a Funding Deed with the Department and will be responsible for the project. The Lead Applicant must complete the EOI and Full Grant Application forms and identify all other members of the proposed consortium in the relevant form.

13. What are the responsibilities of the Lead Applicant in a consortium?

If an application is selected for funding, the Lead Applicant must enter into a legally binding funding deed with the Department. The Lead Applicant will be expected to serve as the single point of contact with the Department on all aspects of the project. Management of other consortium members is the responsibility of the Lead Applicant.

14. Do all members of a consortium have to meet the eligibility criteria?

No, only the Lead Applicant must meet the eligibility requirements. However, the Department will evaluate proposals based on the suitability of proposed consortium members.

15. What type of evidence is required to demonstrate a commitment from another funder or project partner?

During Stage 2: Full Grant Application, the Department requires commitment letters from each consortium member identified in the application.

Commitment letters from consortium members should be included as attachments. Such letters should outline the value of cash commitments and/or in-kind support and clearly defined roles and responsibilities of consortium members, as well as any accountability towards project performance, risk and use of project funding.

16. My S&S RTO will be part of a consortium with a Lead Applicant, do I need to submit an EOI?

No, you do not need to submit an EOI for the qualifications the Lead Applicant will target, as the Lead Applicant will be required to provide this information in their EOI.

However, you may wish to put forward other qualifications not targeted by the Lead Applicant and this would be welcomed.

Budget

17. What is the maximum amount of funding we can request?

The total funding for the Behavioural Insights Grant program is \$500,000, which is intended to fund multiple individual grants. Projects with in-kind support or additional funding secured from other sources are encouraged, as are projects that have already secured the co-operation of Smart and Skilled (**S&S**) Registered Training Organisation(s) (**RTO**) and other relevant stakeholders.

Applicants are advised to make submissions requesting funding up to the value of \$150,000 (GST exclusive). If, however, Applicants are able to better achieve the Target Outcome or add a further comparison Intervention or cohort under the same approach, but require additional funding, then Applicants may make a separate additional submission requesting funding in excess of \$150,000 (GST exclusive), i.e., make two submissions, one submission for less than or equal to \$150,000 **and** a second submission for more than \$150,000.

This is a one-off grant and projects that require recurrent funding will not be considered.

18. Our project requires additional funding which is not yet secured, can we still submit an EOI?

Yes. While projects with other funding partners are encouraged, the additional funding does not have to be secured at the time of submitting your EOI (Stage 1), but if your EOI (Stage 1) has been assessed as successful, then the funding needs to be secured by the time you submit your Full Grant Application (Stage 2).

19. What types of expenses are eligible for funding?

See table in section titled 'Guidelines for completing EOI and Full Grant Application' in the Grant Guidelines.

20. Will similar grants be offered in the future?

At present the Department does not envisage offering similar grants in the future.

Other

21. Why are Apprenticeships and Traineeships excluded?

The Department and the NSW Behavioural Insights Unit have conducted behavioural insights based trials with Apprentices and Trainees and continue to do so. As this work is ongoing, the Department wishes to expressly target non-Apprenticeship and non-Traineeship cohorts.