

2009

Project SEN

Guidelines and Template for the development of Sustainable Enterprise Network project

This template has been designed to assist you in the completion of the application for funding for a sustainability project with the INTERNATIONAL FIBRE CENTRE through the NATIONAL CENTRE FOR SUSTAINABILITY, Swinburne University of Technology



lcondon@swin.edu.au
Swinburne University of Technology
4/1/2009



Project Submission Template

1.0 Background

The International Fibre Centre (IFC) is the body dedicated to promoting training and education for the fibre and textile industry sector in Victoria. The IFC Limited is governed by a Board of Directors. The IFC has contracted the National Centre for Sustainability at Swinburne University of Technology to manage the implementation of a training and development program involving eligible enterprises that wish to embrace competitive and sustainable manufacturing. The intention is to implement practices and/or technology that lead to more environmentally responsible outcomes. It is anticipated that successful projects will be conducted jointly between a training provider and an eligible enterprise. This will be facilitated by the establishment of the **Sustainable Enterprise Network (SEN)** of training providers. The Goals of the SEN are to:

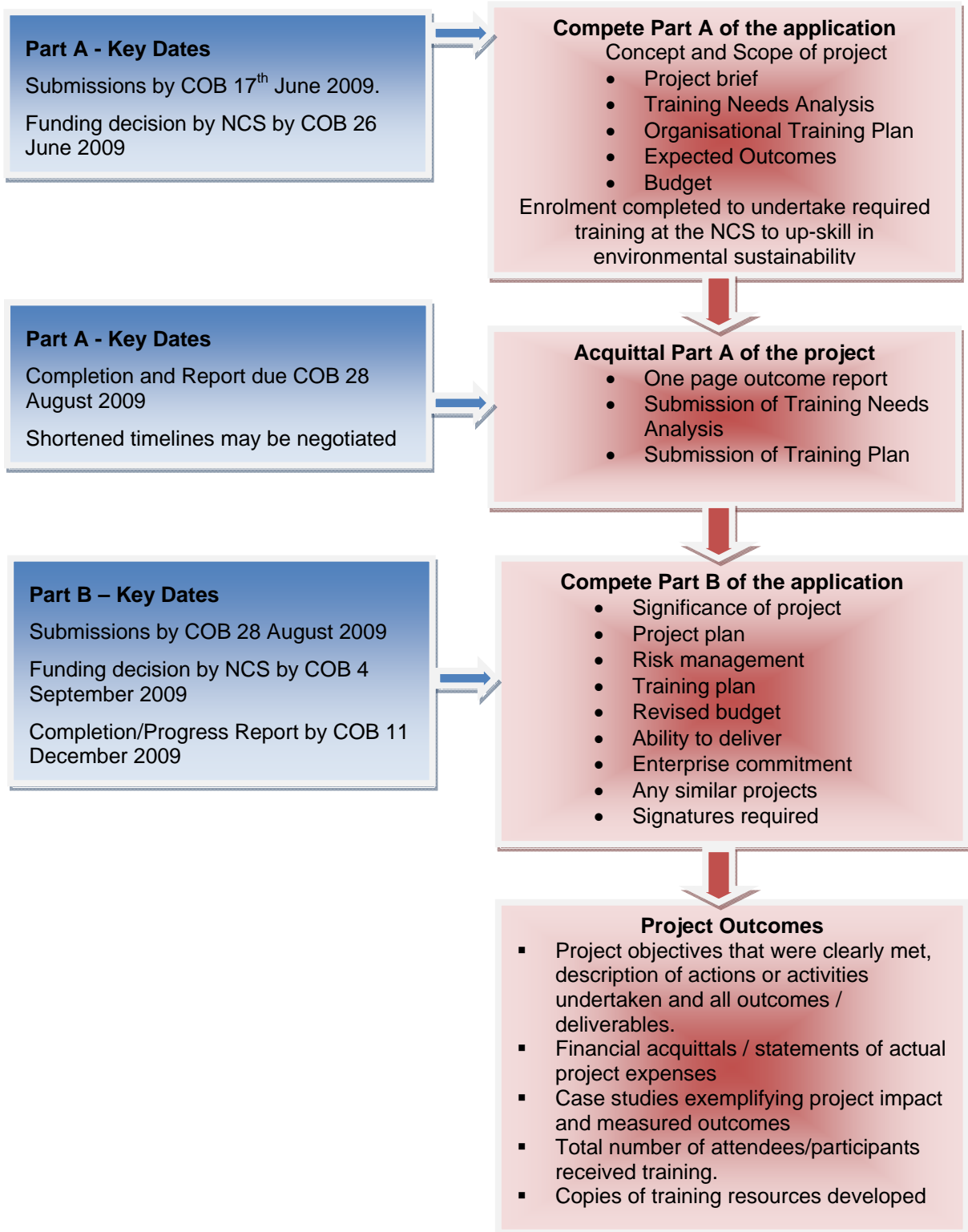
- Build a sustainable fibre and textile industry through practical projects and training;
- Build the capabilities in environmental sustainability training of Victorian RTOs;
- Provide advice on distribution of funds for training in industry through Victorian TAFE Institutes;
- Network with industry associations, the fibre and textile industry and RTOs to maximise the benefits for all those involved including the IFC;
- Raise the profile of sustainability training with Skills Victoria, other government departments and industry associations.

2.0 Project proposals

The Sustainable Enterprise Network is oriented towards supporting proposals which address the principles of competitive and sustainable enterprises and:

- Address key elements of a sustainable manufacturing portfolio such as – energy reduction; emissions reduction; carbon management in a carbon constrained environment; scarce water and raw materials; hazardous materials; renewable material substitution; waste management and recycling and organisational change for sustainability
- Meet an identified need that existing sustainability education and training arrangements do not or cannot meet
- Provide quality of application including clarity of project objectives, outputs and deliverables, and outcomes.
- Demonstrate the ability of the applicant to carry out the project.
- Demonstrate that benefits from the proposal will flow to the enterprise, RTO and Victoria
- Are funded in part by the proposers
- Are forward looking in that they demonstrate an understanding of industry's education/training needs in the coming years in relation to sustainability
- Can demonstrate the support and commitment of the senior levels (CEO, directors, members) of the proposer organisation.

Application Process





3.0 Funding

NCS has a fixed annual budget that it may expend on this Program each calendar year.

The funding, which will be in the form of a grant, will be paid in instalments, Part A and Part B below.

Grants can only be approved and made within one calendar year at a time but longer-term projects may be considered if achievable in discrete phases.

The application comes in two parts (Part A and Part B) and the funding will be allocated separately. **Part A** will consist of the development of the project need or business case, the Training Needs Analysis and the Training Plans. These should include the training of the trainer and enterprise staff in sustainable enterprise (see **Box 1** for more details). The required training is also designed to provide an orientation for participants and facilitate exchange of information. Part A should include a draft budget for Part B. **Part B** is submitted after the acquittal of Part A of the project and must demonstrate how the outcomes of Part A will be addressed in Part B.

Box 1

The National Centre for Sustainability will provide free training for all RTOs, trainers and senior enterprise staff (at least 1 person from each organisation) involved in the project. This up-skilling and capacity building in competitive and sustainable enterprises of the trainers and enterprise staff will be required training for those undertaking projects. The training will involve a short series of workshops (no more than 2 days in total) and on-line learning. The required training, together with the documented evidence of involvement in the completion of Part A, will equate to two units from the Diploma of Sustainability.

On completion of these two units, participants will be given the opportunity to undertake optional training: a) to complete the Diploma of Sustainability by undertaking the two additional units, and/or b) to undertake a short course in carbon accounting, enabling the measurement of carbon footprinting across the enterprise value stream. Both options incur additional costs which can be met from project funding.

Part B of the project will be the bulk of the project delivery, implementation and reporting process. A case study of the implementation process, project outcomes and benefits are required to be documented and presented for web publication.

3.1 Type of expenditure that might be supported

Some indications of the types of proposals that could be supported are listed below for guidance. Each should address the principles of competitive and sustainable enterprises:



- the development (or acquisition) of training and education courses, curriculum, materials, systems and other related resources that are not normally available to industry
- the development of innovative means of training delivery
- the provision of specialist staff for the delivery of SEN training and education proposals
- funding towards some student costs directly related to course participation
- capability building for TAFE trainers

Applications that will not be considered include those seeking funds for:

- capital acquisitions including buildings in any form
- the acquisition of machinery
- the whole of the project cost
- projects that have already commenced unless a new value proposition is developed.

Applications are invited from organisations operating within the fibre and textile industries (such as producers and manufacturers) or servicing these industries (such as training and education institutes, research organisations, industry associations). Applications from single entities and from consortia of two or more entities that are not associates will be considered.

The fibre and textile industries are taken to mean those activities encompassed by the ANZICs Codes 221, 222, 223 and 224 and the production of natural fibres.

4.0 NCS indicative response times

STEPS	DAY
Receipt of Expression of Interest	1
Check on proposers eligibility and acknowledgment of receipt	3
Consideration by NCS and decision whether to fund project	5

5.0 NCS determinations

It should be noted that:

- NCS has full discretion to determine whether or not to fund a project
- Meeting the selection criteria does not guarantee funding
- NCS decisions will be final
- NCS may reject an application but may suggest an applicant resubmit at some subsequent time

6.0 Notification and formal agreement

Applicants will be notified in writing whether or not the application has been successful.

7.0 Funding agreement

All successful applicants will be required to enter into a formal agreement with NCS. This agreement will specify all the terms and conditions, reporting requirements and what, if any, materials are required to be provided to NCS.

The agreement will also specify the treatment to be accorded any Intellectual property (IP) rights in any material produced by the applicant. NCS position is that: whilst IP rights will be owned by the applicant, it requires, as a minimum, a royalty free licence to use such materials for the good of the fibre and textile industry.

8.0 Payment of grants

Grants will be paid in accordance with the terms contained in the relevant funding agreement. Grants would normally be paid by instalment, inclusive of GST via direct credit.

9.0 Reporting requirements

In order to enable the NCS to monitor the progress of the project, grant recipients will be required to submit reports at regular intervals during the project and a final report, all of which will be outlined in the Agreement. These reports will detail progress against the project milestones and budget and will be the basis for approving payment of grant instalments.

If project milestones are not completed in accordance with the Agreement, further grant payments may be delayed until such time as the milestones are completed and a revised project outline has been assessed as suitable by the NCS.

The final report should include:

1. Project objectives that were clearly met, description of actions or activities undertaken and all outcomes / deliverables.
2. Financial acquittals / statements of actual project expenses
3. Case studies exemplifying project impact and measured outcomes
4. Total number of attendees/participants received training.
5. Copies of training resources developed

An independent audit / review of project outcomes may also be undertaken

APPLICATION FORM

Enterprise Partners:

RTO/ Trainer partner details

RTO Name:

Address:

Phone contact:

Email:

Company contact details:

Company name:

Address:

Phone contact:

Email:

Company profile

PART A - Concept and Scope (No more than four pages)

Part A – The Business Case, Training Needs Analysis, the development of Organisational Training Plans and a draft project budget.

This section is to be completed for initial funding of 30% of the total project. This section will require the applicant to outline briefly how they will assess the project needs (with business case to be developed), design and undertake Training Needs Analysis (TNA) and design the Organisational Training Plans to include required training (for RTO trainers and one to two enterprise managers) - see Box 1.

A.1 Project brief – how the project benefits will be assessed. Consider:

- aligning the key objectives of the project with the enterprise need, such as energy conservation, waste management, water management, carbon footprinting
- using a Return on Investment (ROI) strategy of less than 3 years

- benefits which include cost recovery, environmental benefits (eg. GreenHouse Gas savings) and social benefits (eg. staff satisfaction)
- manufacturing in a carbon constrained environment
- remaining competitive in a global market
- integrating competitive (lean) with green manufacturing

A.2 Training Needs Analysis

- How will the TNA be undertaken? Describe the methodology and align with project outcomes
- Consider the various organisational levels and their training needs

A.3 Organisational Training Plans

- How will Training Plans be developed? Consider all levels of the organisation. Please remember to include required NCS training for *at least* one RTO staff member and one Enterprise senior staff member.

A.4 Expected outcomes of the Project

- Measurable enterprise performance improvement objectives – this should be aligned with enterprise needs (refer to A1)

A.5 Budget (identifying major items) including funding sought from NCS, industry contribution and RTO contribution:

Item	Contribution Source		
	(NCS, Enterprise or RTO) – may include Student Contact Hours or in-kind) GST not included		
	<i>NCS/IFC requested</i>	<i>RTO</i>	<i>Enterprise</i>
PART A	\$	\$	\$
Business Case Development			
Training Needs Analysis			
Training Plan			
Other items			
PART B estimated	\$	\$	\$
Resource Development			
Training Delivery			
Project Management			
Goods and Services			
Other items			
Total funds	\$	\$	\$
Total funding of project	Not including GST		
Total requested from NCS	Not including GST		

PLEASE NOTE: Final budget for Part B will be confirmed with applicant after execution of Part A

A.6 Completion of PART A

Acquittal of Part A requires a one page summary of outcomes, the Training Needs Analysis and training plan which should be submitted within 2 months of the approval of funds for Part A.



Risk Management

- What are the key risks to the successful completion of Part B and what mitigating strategies are proposed?

Key Risks	Mitigating Strategies

B.3 Training and education to be delivered including:

- Numbers of participants and level of training qualification (training should align with enterprise objectives and proposed outcomes with the Australian National Training Framework and the Australian Recognition framework).

Unit Code	Unit Title	AQF level	Nominal SCH	Number of Participants

B.4 Organisational ability to deliver on the project

- Names and capabilities of key staff delivering the project including RTO and enterprise
- Any relevant past projects

B.5 Enterprise commitment

Commitment of the enterprise partner senior management to participating in the project in terms of time, personnel, resources and funds (this may include a signed letter with headings from senior management supporting the project)

B.6 Similar projects

Please indicate whether or not a similar proposal has received other government funding.



Signatures Required

Signatures from authorised representatives are required as either a scanned or posted copy of the page below.

Send to lcondon@swin.edu.au or bfarrugia@swin.edu.au

Ms Linda Condon OR Ms Brooke Farrugia
Mail H91
National Centre for Sustainability
Swinburne University of Technology
PO Box 218 Hawthorn, 3122

Enterprise

Name (Please print)

Position (please print)

Signature

Date

RTO or trainer

Name (Please print)

Position (please print)

Signature

Date

Key dates

Part A

Submissions by COB 17 June 2009.

Funding decision by NCS by COB 26 June 2009

Completion and Report due COB 28 August 2009

Part B

Submissions by COB 28 August 2009

Funding decision by NCS by COB 4 September 2009

Completion/Progress Report by COB 11 December 2009

Submission and contact details

Assistance in completing the application is available at the National Centre for Sustainability – please contact Linda Condon or Brooke Farrugia on 9210 1903.

Please email your completed application to lcondon@swin.edu.au or

Post to:

Ms Linda Condon or Ms Brooke Farrugia

Mail H91

National Centre for Sustainability

Swinburne University of Technology

PO Box 218 Hawthorn, 3122