

Inclusion Support Programme

Inclusion Development Fund Innovative Solutions Support

This is a paper based form to support Early Childhood and Child Care (ECCC) services without access to appropriate technology, such as non-CCB Approved services including Budget Based Funded (BBF) and Indigenous Advancement Strategy (IAS) services, to apply for the Innovative Solutions Support stream of the Inclusion Development Fund (IDF).

All CCB Approved services must submit applications for support from the Inclusion Development Fund, including the IDF Innovative Solutions Support, via the Inclusion Support (IS) Portal. Information about the IS Portal, including Frequently Asked Questions and a range of task cards are available from the [IS Portal Information](#) webpage.

Information about the ISP, including program guidelines is available from www.education.gov.au/isp.

Completing this form

To apply for funding for Inclusion Development Fund (IDF) Innovative Solutions Support, you must develop a Strategic Inclusion Plan (SIP) with assistance from your Inclusion Agency (IA).

A SIP is a self-guided inclusion assessment and planning tool for Early Childhood and Child Care (ECCC) services accessing the Inclusion Support Programme (ISP). The SIP includes short and long term strategies for improving and embedding inclusive practice for the inclusion of children with additional needs alongside their typically developing peers. The development of a SIP recognises a service's current inclusive capacity and capability, outlines objectives for inclusion practices and can identify the need for funding support from the IDF.

The table below outlines each component of the SIP that must be completed and reviewed to apply for the IDF Innovative Solutions Support.

IDF Innovative Solutions Support		
	Relating to service	Relating to care environment
Service Profile	Yes (centre-based only)	Yes (centre-based only)
Care Environment	No	Yes
Inclusion Profile	No	Yes
Educator Profile	No	Yes (Family Day Care only)
Barriers and Strategies	No	No

Please send this completed form to your Inclusion Agency by email, along with at least one quote for goods or services to support your funding proposal.

Your Inclusion Agency will review your application and provide their endorsement decision to the Inclusion Development Fund Manager (IDFM) by email, with the completed paper-based application form, paper-based SIP and quote attached.

The IDFM will assess your funding proposal and determine the outcome based on the information provided. If approved, you will receive a Letter of Offer, which you must sign and return to the IDFM before funding is provided. If not approved, you will receive an Application Declined Letter.

See Section F of the [ISP Guidelines](#) or the [FAQ on Innovative Solutions Support](#) for further information on the IDF Innovative Solutions Support funding stream. The [ISP User Guide](#) provides information about the IS Portal.

IDF Innovative Solutions Support Case

Case Details

Provide a short description of the Innovative Solution.

Case Timeframe

Innovative Solutions cases have a maximum duration of 52 weeks from the start date.

Start Date

End Date

Duration

Care Environment

Please complete this section if your application relates to a specific care environment. Leave blank if your application relates to the whole service.

For FDC Services, please enter the FDC Educator you are applying for in the Care Environment Name.

Care Environment Name

CCB Approval (CCB Approval ID not required for BBF or IAS services)

The Child Care Benefit (CCB) Approval relates to your approval for funding and the type of service you provide.

CCB Approval ID

Service Type

Payee details

Payee Name

Bank
Account

BSB:

Account number:

Account Name:

Business Case

Outline the inclusion barrier, description of the Innovative Solution and overview of the intended outcome.

Supplementary details for eligibility

Does your service have children with additional needs? YES NO

Select all the additional needs that apply to children enrolled in your service:

- Children with disability, including children undergoing assessment for disability
- Aboriginal or Torres Strait Islander background
- Culturally and linguistically diverse background
- Refugee or humanitarian background
- Serious medical conditions
- Language and speech delays
- Disruptive behaviours

Budget Items

List the items that will make up the budget for your Innovative Solutions project.

You must provide a copy of the quote to support your Innovative Solutions project.

All budget items listed below must be GST exclusive.

List number	Item	Cost (\$) (GST ex)	GST Amount (\$)
Total requested amount			

Authorised Personnel

Include contact details of the people at the service who can be contacted to discuss this Innovative Solutions Case.

BBF and IAS services should leave the personnel ID blank.

Primary Contact Details

First Name	
Last Name	
Personnel ID	
Role	

Other Contacts

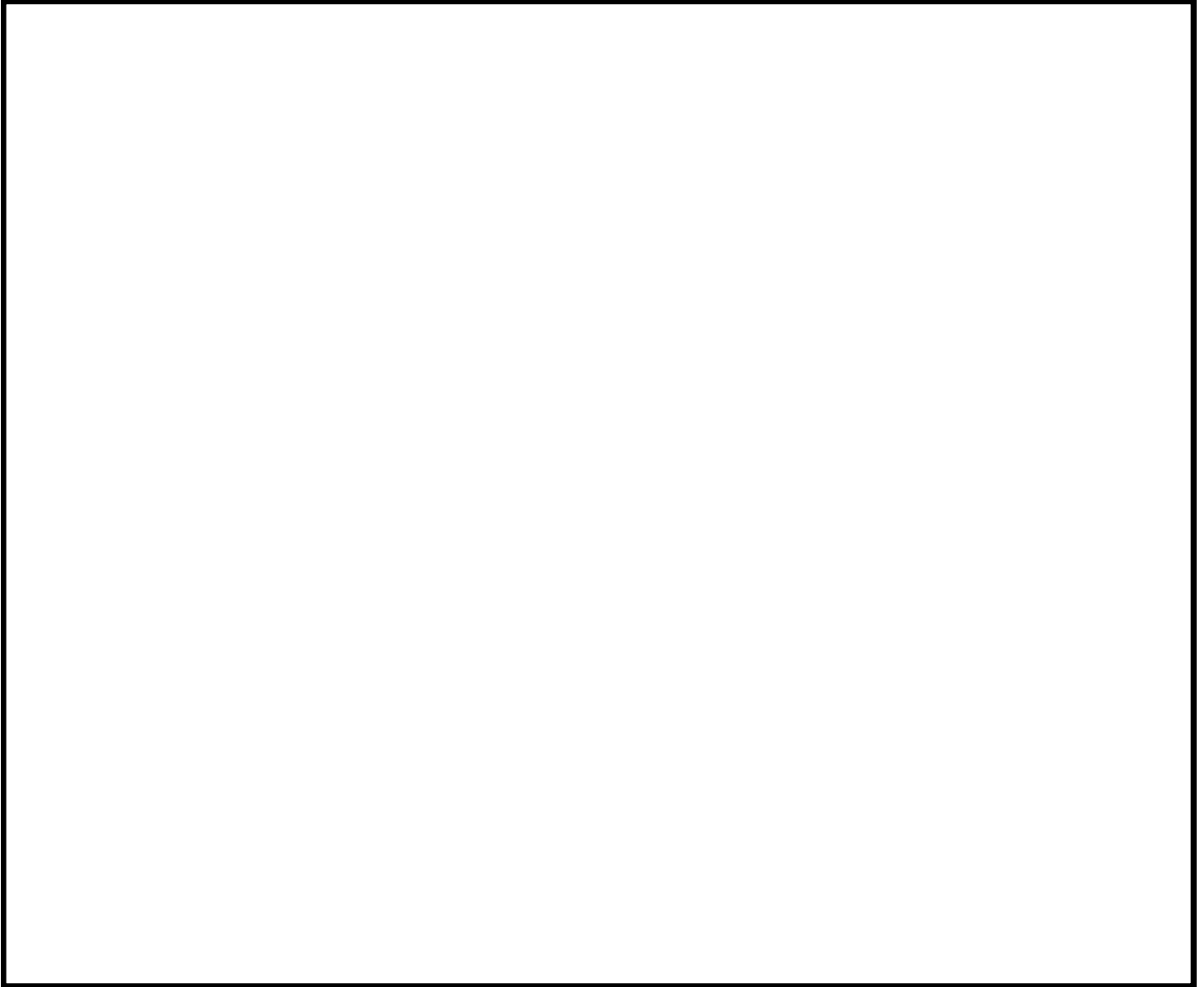
First Name	
Last Name	
Personnel ID	
Role	

First Name	
Last Name	
Personnel ID	
Role	

Notes

The notes page allows general notes to be added about the IDF Innovative Solutions Support case by the service, IA and IDFM.

Notes are not mandatory however, they can assist communication between the service, IA and the IDFM.



Conditions of Funding

You must comply with the Inclusion Support Programme Guidelines 2016-2019 (the Guidelines). This includes (but is not limited to):

- Use of the funding for the purposes as stated in the Letter of Offer sent by the IDF Manager.
- Retaining all relevant evidence to support the spending of approved funds.
- Advising the IDF Manager if duplicate funding has been received for the same or similar purpose.
- Complying with the Australian Privacy Principles when engaging in any practice in relation to personal information for the purposes of the Inclusion Support Programme.
- Completing an online declaration of funding expenditure on completion of the project, and report on outcomes of the project in the IS Portal.
- Meeting all reasonable requests from the IDF Manager to undertake compliance activity where appropriate, including reasonable assistance to provide access to your employees, premises occupied by you and materials relevant to the IDF Subsidy.
- Meeting all reasonable requests from the IDF Manager or Department to participate in reporting and evaluation activities for the Inclusion Support Programme.
- Complying with all relevant statutes, regulations, by-laws and requirements of any Commonwealth, State, Territory or local authority, and any of the Department's policies notified in writing.

If you are found to be in breach of any of the conditions, you may be required to repay any amounts of funding you have received whilst in breach.

By ticking this box, you are agreeing to comply with the above Conditions of Funding to access support through the IDF Innovative Solutions Support.

Name	
Signature	
Organisation	
Role	
Date	

Endorsement

To be completed by Inclusion Professional

The IA must endorse the IS Case before submitting it to the IDF Manager for assessment. Before endorsing the IS Case, the IA must complete a review of the Service Profile and the Inclusion Profile for the relevant care environment on the SIP. The endorsement and notes from the IA will be considered as part of the IDF Manager’s assessment of the IS Case.

Endorsement decision

Endorsed Not Endorsed

Reason for decision

Approval

To be completed by Inclusion Development Fund Manager

The IDF Manager will assess the information in the IS Case and SIP, including the relevant Inclusion Profile and Barriers and Strategies associated with the care environment to determine the funding support required by the service. They will also take into consideration the IA review and endorsement notes.

IS Case Review

Intended use of funding in line with ISP Guidelines

Children have ongoing high support needs

Inclusion Profile has been considered

IDF appropriate solution to the inclusion barrier/s identified by service

Staff to child ratio and NQF for children in the care environment

Follow up Required

Follow up Date

Assessment Outcome

Approved

Not Approved