



# Structured Training and Employment Projects (STEP)

## A quick guide to the funding application for employers

### The process

The STEP application form is designed to collect all information required by the government to decide if employers are eligible to receive STEP funding support. If you have questions about the STEP application form or the STEP program in general, please contact your local Department of Education, Employment and Workplace Relations (DEEWR) office. See *contact us* section for more details.

To complete the STEP application you will need to:

- > read the *Guidelines for Organisations Interested in STEP Funding*.
- > contact your local DEEWR office and speak to someone about STEP (See *contact us* section for more details).
- > complete all relevant fields in the STEP application form, referring to pages 3 and 4 of this guide for further information if required.
- > Submit the completed STEP application form to your local DEEWR office.

### Who can apply for STEP funding?

STEP funding is available to private, public or community sector organisations that employ and train Indigenous Australians. The STEP program prioritises increasing jobs for Indigenous people in the private sector and with organisations that have not employed Indigenous Australians in the past.

### Purpose of STEP funding

STEP provides flexible funding to help employers take on Indigenous Australians in long-term jobs.

STEP support includes assistance with training, either informal on-the-job or formal training such as apprenticeships or traineeships.

Assistance under STEP could include funding for:

- > different levels of training, including on-the-job training or formal, accredited training;
- > cross-cultural training for the organisation;
- > assistance with developing an Indigenous employment strategy;
- > mentoring to help ensure a smooth transition to employment and to remain in employment;
- > wage subsidy;
- > contribution to the cost of employing a STEP project manager or coordinator.

While the priority is to move unemployed Indigenous Australians into jobs, those already employed can participate in STEP funded projects to achieve an improved employment outcome. This would include moving from casual or part time work to increased hours, or accessing training and employment that will improve their skills and ongoing employment prospects.



## Increasing Indigenous employment

To be eligible for assistance under STEP, employers must ensure that funding will support employees who:

- > are of Aboriginal and/or Torres Strait Islander descent;
- > identify as an Aboriginal and/or Torres Strait Islander; and
- > are accepted as an Aboriginal and/or Torres Strait Islander by the community in which they live or have lived.

People who are usually **not** eligible for STEP funding include those who:

- > have participated in STEP in the last two years;
- > are current CDEP participants; or
- > are supported by a Commonwealth wage subsidy.

## Other ways STEP can help you

The STEP program includes a group of organisations authorised to provide pre-employment, employment placement and mentoring services to employers of Indigenous Australians. These organisations may assist you in recruiting and retaining Indigenous staff. These organisations are members of the STEP Employment and Related Services Panel (STEP ERS). You can talk to a Job Network member about contacting STEP ERS providers in your area or talk to DEEWR staff about your proposal. See *contact us* for more information.

## Funding structure

Funding is negotiated directly with employers during the application process. Funding is generally available for one to two years and varies in amount depending on project needs. All proposals are assessed on merit and matters such as an organisation's financial viability and capacity to deliver outcomes will be considered.

The contract you enter into with DEEWR will specify exactly what you will be paid and when. The payments you receive will depend on the agreement you negotiate and are usually based on the attainment of specified outcomes.

Generally payments will be made for placing Indigenous Australians into jobs in your organisation and for supporting their ongoing employment, for instance when they reach 13 and 26 weeks in employment. Payments may also be made to reflect the training provided to participants and, in certain agreed circumstances, for providing other services and activities such as mentoring.

## Contact us

You can find the details of your closest DEEWR office by calling the Indigenous Employment Hotline on **1802 102** or by visiting our website at [www.deewr.gov.au](http://www.deewr.gov.au) and follow the links to the *contact us* section.

DEEWR will need to know if you are intending to apply for STEP funding and if you are considering using the services of a STEP ERS provider.

For further information about existing STEP projects and to view a list of current STEP ERS Panel Members visit [www.workplace.gov.au/workplace/Individual/IndigenousAustralians](http://www.workplace.gov.au/workplace/Individual/IndigenousAustralians) and go to 'all Indigenous Programs and Services', 'Structured Training and Employment Projects', and follow the links from there.

## Application form details

Question Number	Question Information
<b>Organisation Details</b>	
1. Trading/Organisation name	Your organisation may have a trading name, especially if it is already running as a business. If you have more than one trading name, give the main one.
2. Registered name (legal name)	The name on your business registration.
3. What is your Australian Business Number (ABN)	Your organisation's Australian Business Number (ABN). You can obtain an ABN by contacting the Australian Taxation Office (ATO).
4. Industry	The type of industry the organisation is currently engaged in.
5. Current number of employees	The number of employees the organisation currently employs. Please specify if any of these employees identify as Indigenous (if known).
6. Is your business registered for GST? Yes /No	Is your organisation registered with the ATO for the Goods and Services Tax (GST)? You will need to tell DEEWR whether you are registered for the GST so if you receive DEEWR funding you are paid the correct amount of money.
7. Physical address	The address where the main activities of your organisation take place (such as a street address or in a remote community).
8. Postal address	Provide a postal address (a post office box if you have one) so DEEWR can send letters or forms to your business.  Website Address: If your organisation has a website, please provide the URL (Internet) address.
9. Project contact details	Details required here include: <ul style="list-style-type: none"> <li>&gt; Contact Officer's name: Give the name of a person who can speak on behalf of your organisation and the contact for the project.</li> <li>&gt; Position held: Write the position the contact officer has in your organisation. For example, this might be the CEO or human resources manager.</li> <li>&gt; Telephone numbers: provide telephone numbers including a mobile service so the project officer may be contacted</li> <li>&gt; Fax number: your organisation's fax number</li> <li>&gt; Email Address: your organisation's email address</li> </ul>
10. Financial Institution details	Please provide your bank account details including the account name; full name of bank, building society or credit union; BSB and account number for payments in the event that your application is successful.
11. a) and b) Organisation's status and description.	Please tick the box in each of the columns that is appropriate to your organisation.
<b>Project Information</b>	
12. Anticipated dates of the project. Start Date: End Date:	Details requested here include the <i>anticipated</i> start date and the end date of the project.
13. Project Description and Location	Describe the project and provide details of the location in which the activities will be conducted and the location of any targeted participants.
14. Features of the project	Indicate which, if any, of these statements are appropriate to your proposed project and then provide details of these features.
15. How does the project contribute to ongoing employment outcomes for Indigenous Australians?	Indicate how your project will contribute to employment outcomes for Indigenous Australians beyond the life of the STEP funding you are requesting.

Question Number	Question Information
16. Proposed number of Indigenous participants employed.	<p>If no Indigenous participants are going to be employed, please go to directly to question 20.</p> <p>Indicate here if the project involves the employment of one or more Indigenous participant (you may tick more than one box if employing both Indigenous participants and an Indigenous project manager/mentor etc).</p>
17. How do you plan to recruit participants to your project?	If the project involves the employment of one or more Indigenous participants, please provide details of how you plan to recruit these participants.
18. How will your organisation supervise and support participants on this project?	Please explain how your organisation plans to supervise and support the participants on your project.
19. Jobs	You are asked to provide as much information as you can in regard to the number of Indigenous people that are likely to be placed in full time or part time jobs, a brief description of those jobs and where the jobs are located. It is appreciated that all of this information may not be known at this stage but an indication would assist in assessing the application.
20. Training and Development	You are asked to provide information regarding proposed training and development to improve the skills of Indigenous participants. Please include accredited and non accredited training and provider details along with training duration and number of participants involved. It is appreciated that all of this information may not be known at this stage but an indication would assist in assessing the application.
21. Employment Service Providers	Provide information about employment service providers you may have contacted to assist you in finding Indigenous people to participate in your project. This question also asks if you give permission to DEEWR to release relevant information to endorsed service providers who can assist in actively encouraging Indigenous participants to be involved in your proposed project.
22. Organisation Experience	Please provide information about any prior experience your organisation has that will assist and contribute to managing the proposed project. Give details on both Indigenous and non Indigenous projects and experience.
23. Funding Please specify cost items (per participant if applicable) to assist DEEWR to better understand the cost structure of your project.	<p>Please tick the relevant box (es) in the first column to indicate the activities that best describe the cost items for your project. These are suggested descriptions only that you may wish to amend or add to in the blank spaces provided.</p> <p>Enter the amount estimated per participant (if applicable) in the 'Calculation-amount per participant' column.</p> <p>'Total estimated amount per cost item' is the sum of the previous column.</p> <p>In the 'Funding anticipated from other sources' column enter any funding that you may receive from other departments etc.</p> <p>In the 'Funding your organisation will contribute' column indicate the amount your organisation will contribute towards each cost item and/or in total for the project.</p> <p>The last column 'Funding requested from STEP' is the amount your organisation is requesting in STEP funding.</p>
24. Other Sources of Funding	You are required to declare details of any other funding your organisation is presently receiving to support this project from another Commonwealth or State Government department and full details of applications you may have submitted and on which you are awaiting an outcome.
25. Additional comments about funding.	Include any other relevant information regarding the financial costing of the proposed project.

Please submit the completed application to your local DEEWR office—If completing this form electronically, print off and sign before posting.



## Your information and privacy

The information on this form is used by DEEWR to assess the merit of your application for STEP funding against the criteria outlined in the *Guidelines for Organisations Interested in STEP Funding*. The Department is responsible and accountable for the proper use of public money. This application form is used to ensure that consistent and transparent approval procedures are followed. Missing or unclear information may delay the assessment of your application.

To assess your application DEEWR may need to share information provided with relevant Commonwealth, State and/or local government agencies and organisations. Information relating to individuals will be protected under the provisions of the *Privacy Act 1988*.

## Freedom of Information

All documents held by the Department are subject to access under the *Freedom of Information Act 1982 (FOI Act)*. Unless a document falls under an exemption provision, it will be made available to the general public if requested under the *FOI Act*.