Innovative Solutions Support – Fact Sheet 2

Process for applying for IDF - Innovative Solutions Support for Child Care Services

Prior to applying:

Develop a Strategic Inclusion Plan (SIP) in collaboration with your Inclusion Agency

If the development of a SIP identifies a barrier to including a child/ren with additional needs that cannot be addressed through the advice and expertise of the IA, or through the employment of an additional educator, the service may submit an Innovative Solutions Support case.

The SIP is a component of the application. If the case relates to a particular care environment, relevant barriers and strategies on the SIP need to be identified.

Identify and develop a solution to address a Barrier/s to inclusion

- Discuss with your IA possible solutions to address the identified Barrier/s to inclusion.
- If the solution involves funding, resources or support to be able to implement, explore what may already be available in your service or within your community.
- If the support is not provided elsewhere, move through the next steps to apply for funding through Innovative solutions.

    For further information about what to consider before applying refer to *Fact sheet 3*

Contact providers who can assist you to implement your solution

- Identify providers who provide the support you are seeking & who service your area
- Discuss the support you require with the selected providers, including outcomes needed, and ask for a quote to provide this support

    For further support with sourcing suitable providers refer to *Fact Sheet 4* and your IA.

Innovative Solutions Support – Fact Sheet 2

Completing an application:

Create an Innovative Solutions Support Case in the IS Portal

1. Identify the CCB approval and care environment name if the project is addressing an inclusion barrier/s relating to a specific room.
2. Provide a short description of the Innovative solutions project.
3. When do you expect the project to start and be completed by if approved? Enter these as the start and end date.
4. Confirm the payee details. This should be the same as the nominated details the service receives its child care fee assistance payments (CCMS).

Please note - Your service must be registered for GST to receive the payment.

Create a Business Case (the details of your project)

Provide information in relation to your project. Information to include:

- What the inclusion barrier is;
- An overview of what the project is;
- Why funding is needed to implement the project;
- The cohorts (groups) of children the project will assist;
- What the intended outcomes of the project are;
- How long the project will go for (include breakdown of hours & weeks if appropriate);
- How the service explored if this support is already available;
- How the service identified suitable providers to assist; and
- A list of budget items for the project, including an item description for each item and the cost in GST exclusive figures.

For further information about writing the Business Case, please refer to *Fact sheet 3*.

Attach a quote to support the value of funding being requested

- Attach at least one quote to the Innovative Solutions case to support the project.
- The total value of funding being sought, inclusive of GST, must be provided.
- Quotes must be on provider's letterhead, with the ABN number of the business listed.

For further information about sourcing a quote, please refer to *Fact sheet 4*.

Innovative Solutions Support – Fact Sheet 2

Once the application is complete:

Endorsement

Submit the Case for Endorsement to your IA, who must provide an endorsement decision before submitting the application to the Inclusion Development Fund Manager (IDFM) for assessment. The IA may seek additional information from the service before endorsing the case.

Assessment & Outcome

The IDFM will assess the application, according to the ISP Guidelines. Further information may be sought during the assessment process.

If funding is approved, the service will receive a 'Letter of offer' via email, providing details of their approved project. This letter must be **signed and returned to the IDFM** to allow the payment to be executed directly to the service.

If funding is not approved, the service will receive an 'Application declined' letter via email, outlining why the application could not be approved.

When the funded period has ended:

Acquittal

At the completion of the project, the service must complete an online declaration in the acquittal tile on the IS Portal, including:

- Declaration that funding was expended for the approved purposes;
- Details of the outcomes of the project, including whether these outcomes were achieved and if necessary, why not.

This is the service's opportunity to reflect on what they achieved through the project and how this has impacted on their capacity and capability to include all children.