

Innovative Solutions Support

Checklist of Requirements for Innovative Solutions Support Quotes For Support Providers

Support Provider quotes, for the purpose of supporting an ECEC services' Innovative Solutions Support project application, need to include the following:

- Your registered business name and contact details
- Your ABN*
- The date of the quote
- The quote is addressed to the service
- An itemised listing of each component of the support to be provided (include the types of activity to be undertaken (e.g.: professional development, coaching, mentoring, provision of resources), the number of hours and the hourly rate for each (or cost in the case of resources). This section of the quote must match the project plan that the service submits in their application. The Quote Builder tool will help you to ensure you have included all the relevant information)
- An itemised listing of any additional costs, such as travel and accommodation (The Quote Builder tool will help to ensure you have included all the relevant information)
- An overall summary of project hours and project duration
- An overall total cost for the project, with GST shown as a separate component.

* If do not have an ABN, contact the IDFM at IDFMInnovative@ku.com.au for more information about how to submit a quote.