

Congratulations. Your Innovative Solutions Support project is approved. What do you do now?

The following is information to help your service to implement and complete your project.

When	What
Approval received via email	<p>Review the Letter of Offer and Conditions of Funding and confirm your acceptance of the Approval offered by signing Page 3 of the letter.</p> <p>Return the signed Letter of Offer, including all five pages to the IDFM via idfminnovative@ku.com.au</p> <p>Once the Letter of offer is received and processed by the IDFM, the service will typically receive payment within 4-6 business days into the nominated bank account.</p>
Once the Letter of Offer has been returned	<p>Review your project plan and quote in line with the table of approved budget line items/components found in Appendix A of your signed Letter of Offer. Discuss your implementation plan with educators and management.</p>
Next step	<p>Contact the support provider to discuss and confirm the service delivery which they will provide, and timeframes/dates. Confirm payment arrangements, including when the payments will be made.</p>
Before implementation	<p>Contact your IP if there are any changes needed to the delivery of the project, based on the project plan and quote submitted on the IS Portal, and approved budget line items in your Letter of Offer.</p>
Starting your project	<p>Begin implementation of your project. Keep progress notes of what has occurred, including achievements and any emerging questions or issues.</p>
At any time	<p>Contact your IP to discuss your progress and seek advice if you have any questions or there are any emerging issues.</p>
At the end of the project- Within 10 days of the approval end date	<p>Complete the online declaration in the Acquittal Tile on the IS Portal. This includes:</p> <ul style="list-style-type: none"> • Declarations regarding the funding spent. • The details of the outcomes of the project, including any changes to the delivery of the project. <p><i>This is the service's opportunity to reflect on what has been achieved, including the skills, knowledge and confidence gained by educators and how the project has impacted on the inclusion of children with additional needs and addressed the barriers to inclusion identified in the project application.</i></p>