This application is for standalone Cultural Mentoring Projects.

For Cultural Mentoring Projects that also include Bilingual Support please complete a *[Cultural Mentoring including Bilingual Support](https://idfm.org.au/resources/innovative-solutions-support-application-for-cultural-mentoring-including-bilingual-support-projects)* [Application.](https://idfm.org.au/resources/innovative-solutions-support-application-for-cultural-mentoring-including-bilingual-support-projects)

A step-by-step guide to answering the questions in the Cultural Mentoring Project Application Form is provided on pages 1-4 of this document. Services must refer to this guide when completing their application. The application form is located on pages 5-7.

**Application Guide**

**Application Details**

* Add the relevant service, IS Case ID and IP details.
* Choose a cohort/group of children from the dropdown list provided.
* Identify the number of Care Environments that will be involved in the Project
* Identify how many educators will be participating in the Project
* Identify if this is a Group Project? Choose Yes or No. If ‘YES’, your application must be accompanied by a completed [Group Projects Detail Form](https://idfm.org.au/resources/group-projects-details-form)

**Barriers, Solutions and Outcomes**

* **Barriers**

What are the Barriers that this Project will address for children?

* Your response to this question needs to describe the specific Barriers to inclusion this Project will target for the cohort/group of children identified.

What is the impact of these Barriers for children?

* Your response should clearly describe what is happening, for the cohort/group of children identified, in the care environment/s
* What have educators noticed occurring in the care environment that prevents child/ren from engaging in experiences, routines and/or interaction with peers?
* What is happening within the service that may be hindering child/ren's active engagement?

Describe the Barriers to Inclusion this Project will target for educators?

* Your response to this question needs to describe the specific Barriers to inclusion this project will target for educators.

What is the impact of these Barriers for educators?

* Describe how the Barriers to inclusion are impacting educators and their ability to be inclusive.
* Your response to this question should demonstrate the need for support you are applying for.

**Other Barriers**

What is occurring within the service and/or local community that may be impacting the inclusion of children this Project is seeking to support?

Consider:

* The location of the service and ease of access
* The program and routines
* Changing demographics within the local community
* Limited access/participation from specific communities
* Socioeconomic factors
* **Solutions**

What has already been done to try to address these Barriers?

* Briefly list any actions that have already been taken to address the Barriers identified above.
* Describe the outcomes experienced as a result of these actions.
* Outline why further support is now needed.

How will Cultural Mentoring help to address these Barriers?

* Your response to this question should help to show why Cultural Mentoring is the best option to address your identified Barriers.
* Briefly explain how Cultural Mentoring will address the Barriers identified above.
* **Outcomes**

Describe the outcomes you aim to achieve through implementing this Project. The outcomes should be specific to the service and the Barriers that have been identified, showing how the Project will lead to the genuine inclusion of children that the Project is seeking to support.

What are the intended outcomes of the Project for children?

Consider:

* What will be different if the Barriers for the child/ren are addressed?
* How will the Project lead to the child/ren’s increased participation in the program?
* How will the Project support the child/ren to be included?
* What will change or be different ?

What are the intended outcomes of the Project for educators?

Consider:

* What new skills, knowledge and information will educators have the opportunity to gain?
* How will the Project assist educators to become more inclusive?
* What else will change or be different?

**Project Details**

* **Support Provider**

Who is the Support Provider for this Project?

* Provide the name of the company, agency or private provider who will provide the Cultural Mentoring support to your service.
* Provide the name of the specific person who will be supporting the service with this Project.

Why have you chosen them?

* Briefly explain your rationale for choosing this Support Provider. This may include factors such as value for money, availability of the service, their experience and/or expertise.
* See the *Cultural Mentoring Project Guide* for additional information about who can be an effective Cultural Mentor.

What skills, expertise and/or qualifications do they have that make them a suitable provider to facilitate a Cultural Support Project that addresses the services identified Barriers?

* Ask your Support Provider for a statement outlining this information to accompany their quote.
* NB: Cultural mentors do not require formal qualifications, but their statement should show that they have relevant cultural knowledge and the skills and experience to mentor adults.
* The details provided can be entered into the text box or
	+ If the Support Provider documents this information in their quote or in a written statement, you can state this in your response to this question i.e*.. ‘Please see quote or statement attached to IS Case on the IS Portal.’*

 What is their connection to the specific cultural group that is the focus of the Project?

* Your response to this question should show that the Support Provider is able to provide effective mentoring in relation to the specific cultural group that is the focus of the Project.
* For Projects that focus on Aboriginal and/or Torres Strait Islander cultures, the proposed mentor must be an Aboriginal or Torres Strait Islander person.
* **Project Plan**

A Project Plan is required for each Cultural Mentoring Project Application.

If a Project Plan has not yet been developed and you require support to create one, please contact your Inclusion Professional for assistance.

An application must not be submitted on the IS Portal until a Project Plan has been developed, uploaded and attached to the relevant IS Case.

* A copy of an Example Project Plan can be accessed [here](https://idfm.org.au/resources/innovative-solutions-support-example-project-plan)
* The Project Plan template can be accessed [here](https://idfm.org.au/resources/innovative-solutions-support-project-plan-template)

Your Project Plan needs to clearly outline the details of each Professional Development session, each coaching session and each mentoring session.

If your project is focusing on establishing connections with a specific community and/or strengthen existing connections with a specific community, your Project Plan needs to show when and how this will occur.

Have you developed a Project Plan?

* A ‘Yes’ response is required before submitting your application

Does your Project Plan clearly outline of the content that will be delivered in each Professional Development Session?

* A ‘Yes’ response is required before submitting your application

Does the Project include the supply or development of resources?

Innovative Solutions Support is not intended to be used for the purchase of resources. However, sometimes there may be resources that are necessary for the successful implementation of a Project. In these cases, the supply or development of resources can be approved provided they amount to less than 10% of the total Project cost.

* Choose Yes or No
* If Yes, please provide a brief description of the resources required and a rationale for why they are necessary for the implementation of the Project.

**Sustainability**

How will you sustain the Project outcomes once the Project is completed?

Innovative Solutions Support aims to generate lasting outcomes. It is expected that services will be able to maintain Project outcomes without the need for high levels of ongoing support. This means that you should have a plan for how your Project will lead to embedded and sustainable changes to your practice that will continue after the Project finishes.

* Your response to this question needs to include actions you will take once a Project is completed to ensure outcomes can be maintained.

**Document Requirements**

* **Required**

Support Provider Financial Quote

* This is an essential requirement for all Cultural Mentoring Projects.
* When preparing a quote, Support Providers should consult the [Guide for Support Providers](https://idfm.org.au/resources/innovative-solutions-support-projects-guide-for-support-providers) and [Price Guide](https://idfm.org.au/resources/price-guide) to ensure that their quote includes the necessary information.
* ☑ Tick the box to indicate that the Support Provider quote has been obtained, uploaded and attached to the relevant IS Case on the IS Portal.

Project Plan

* A Project Plan must be developed, upload and attached to the relevant IS Case on the IS Portal.
	+ A copy of an Example Project Plan can be accessed [here](https://idfm.org.au/resources/innovative-solutions-support-example-project-plan)
	+ The Project Plan template can be accessed [here](https://idfm.org.au/resources/innovative-solutions-support-project-plan-template)
* ☑ Tick the box to indicate that a copy of the competed Project Plan has been upload and attached to the IS Case on the IS Portal
* **Only required if details have not been provided above in your application**

Support Provider Information

* ☑ Tick the box to indicate that documentation about the Support Providers relevant cultural knowledge and their skills and experience mentoring adults has been uploaded and attached to the IS Case on the IS Portal
* ☑ Tick the box to indicate that documentation about the Support Providers connection to the specific cultural group, that is the focus of this Project, has been uploaded and attached to the IS Case on the IS Portal

*Complete the application form below and save a copy of this document as a PDF file before uploading to the IS Portal and attaching it to the relevant IS Case.*

**Application Details**

**Service Name:**  Click here to add a service name

**Name of service contact person:**  Click here to add a name

**IS Case ID:**  Click here to add an ID number

**Name of Inclusion Professional:** Click here to add a name

**Which cohort/group of children with additional needs does this application aim to support?**

Click here to choose a cohort/group of children

**How many Care Environments that will be involved in the Project?** Click here to add number

**How many educators will be participating in the Project?** Click here to add a number

**Is this a Group Project?** [ ]  Yes [ ]  No

**Barriers, Solutions and Outcomes**

* **Barriers**

What are the Barriers this Project will address for children?

 Click here to add a response

What is the impact of these Barriers for children?

 Click here to add a response

What are the Barriers this Project will address for educators?

 Click here to add a response

What is the impact of these Barriers for educators?

 Click here to add a response

What is occurring within the service and/or local community that may be impacting the inclusion of children this Project is seeking to support?

 Click here to add a response

* **Solutions**

What has already been done to try to address these Barriers?

 Click here to add a response

How will Cultural Mentoring help to address these Barriers?

Click here to add a response

* **Outcomes**

What are the intended outcomes of the Project for children?

 Click here to add a response

What are the intended outcomes of the Project for Educators?

 Click here to add a response

 **Project Details**

* **The Support Provider**

Who is the Support Provider for this project?

 Click here to identify the Support Provider

Why have you chosen them?

 Click here to add a response

What skills, expertise and/or qualifications do they have that make them a suitable provider to facilitate a Cultural Mentoring Project that will address the services identified Barriers?

 Click here to add a response

What is their connection to the specific cultural group that is the focus of the project?

 Click here to add a response

* **Project Plan**

Have you developed a Project Plan?

 [ ]  Yes [ ]  No

Does your Project Plan clearly outline the content that will be delivered in each Professional Development Session?

 [ ]  Yes [ ]  No

Does the Project include the supply or development of resources?

 [ ]  Yes Click here to briefly describe the resources required

 Click here to provide a rationale for why they are essential to the Project

 [ ]  No

**Sustainability**

How will the project outcomes be sustained once the Project is completed?

 Click here to add a response

**Document Requirements**

Required

[ ]  A Financial Quote has been obtained from our Support Provider, uploaded and attached to our IS Case on the IS Portal

[ ]  A copy of our competed Project Plan has been uploaded and attached to our IS Case on the IS Portal

Only required if details have not been provided in your application

[ ]  Documentation about the Support Providers relevant cultural knowledge and their skills and experience

 mentoring adults has been uploaded and attached to the IS Case on the IS Portal

[ ]  Documentation about the Support Providers connection to the specific cultural group, that is the focus

 of this Project, has been uploaded and attached to the IS Case on the IS Portal