Pages 1-4 of this document provide services with a step-by-step guide to completing Specialised Training and Advice Project Application Form. Services must refer to this guide when completing their application. The application form is located on pages 5-6.

## Application Guide

**Application Details**

* Add the relevant service, IS Case ID and IP details.
* Urgent should only be chosen if a child’s enrolment or continued attendance is dependent on the ability of the service to access Innovative Solutions Support.
* 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

## Barriers, Solutions and Outcomes

What are the Barriers that this Project will address for child/ren?

* 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 child/ren?

* 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.
* **Solutions**

What have you already 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.

Is relevant training or advice available from professionals who are already working with the child?

For example:

* A child’s NDIS Plan.

If the answer to this question is ‘Yes’ then you should pursue this avenue of support rather than applying for Specialised Training and Advice.

How will Specialised Training and Advice help to address these Barriers?

* Outline why Specialised Training and Advice is the best option of support for the service.
* Briefly explain how Specialised Training and Advice will address the Barriers.

If the support you are requesting is too complex to show as a part of this application form,

complete, upload and attach a Project Plan to the 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)
* **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?

**Support Provider**

Who is the Support Provider for this Project?

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

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.

What skills, expertise, and qualifications do they have that make them a suitable provider to facilitate a Specialised Training and Advice Project that addresses the services identified Barriers?

* Ask your Support Provider for this information. The details provided can be entered into the text box provided.
* Ask your Support Provider for a statement outlining this information to accompany their quote.
* Ensure their qualifications and skills show their expertise in relation to the Barriers to inclusion identified in your application.
* 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.’*

**Other Supports**

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 the Project does include the supply or development of resources provide a brief overview of what the resources are and 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 Quote

* This is an essential requirement for all Specialised Training and Advice 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.
* **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 skills, experience and qualifications has been uploaded and attached to the IS Case on the IS Portal

Project Plan

* If the support you are requesting is too complex to show as a part of this application form, develop, upload and attach a Project Plan to the 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

*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

**Type of application:** [ ] Routine [ ]  Urgent

**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

**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

* **Solutions**

What actions have already been taken to try and address these Barriers?

 Click here to add a response

How will Specialised Training and Advice help to address the Barriers identified?

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 qualifications do they have that make them a suitable provider to facilitate a Specialised Training and Advice Project that addresses the services identified Barriers?

Click here to add a response

**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

Only required if details have not been provided in your application above

[ ]  Documentation about the Support Providers skills, experience and qualifications has been

 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

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