

# Innovative Solutions Support

## Application Guide - Cultural Mentoring

Please note, there are two versions of the Cultural Mentoring Application Form. One is for Cultural Mentoring including Bilingual Support, the other is for Cultural Mentoring alone.

Please ensure that you are using the correct form.

### Barriers, Solutions and Outcomes

#### What cohort of children with additional needs does this application aim to support?

Innovative Solutions Support is available to assist educators to include children with additional needs from specific cohorts. These cohorts are explained in more detail on p.8 of the ISP Guidelines. Use the check boxes to indicate the primary cohort that your application aims to support. If other cohorts are also involved use the comment box to provide additional information.

#### What are the barriers this project will address?

Outline the barriers to inclusion for children with additional needs that this project seeks to address here. These should align with the barriers to inclusion identified in your SIP and may include child-related, educator-related and/or service and community related barriers. See the Cultural Mentoring Project Guide for further information about relevant barriers for this project type.

#### What is the impact of these barriers for children and educators?

Briefly describe how these barriers are impacting on the child/ren that this project aims to support in relation to their ability to participate in the service program and to interact with peers and on the educators' ability to be inclusive. Your response to this question should demonstrate the need for the support you are applying for.

#### What have you already done to try to address these barriers?

Briefly list other actions you have taken to address these barriers, outlining the results of these actions and why further support is now needed.

#### How will Cultural Mentoring help to address these barriers?

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

Does this project also include Bilingual Support? Yes/No

#### What are the intended outcomes of the project?

Describe the outcomes that you aim to achieve through this project i.e.: outline what will change as a result of implementing this project.

These outcomes should be specific to your service and the barriers that you have identified but must also align with the overall goals of the Inclusion Support Program i.e.: they should show how the project will lead to the genuine inclusion of child/ren with additional needs.

In relation to children, what will the project achieve in terms of increased participation in the program and interaction with peers?

In relation to educators, what new skills, knowledge and information will educators gain? How will educators/the service become more inclusive as a result of the project?

## Details of the Project

### Who is the Support Provider for this project?

Provide the name of your chosen support provider here. If the support provider is an organisation provide the name of the organisation and the name of the specific individual/s from the organisation who you will be working with (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, support provider experience and/or expertise.

See the Cultural Mentoring Project Guide for additional information about who can be an effective Cultural Mentor.

### What are their skills/expertise/qualifications in relation to the identified barriers?

Ask your support provider for a statement outlining this information to accompany their quote. Include here or attach as a separate document.

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.

### 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.

### How many care environments will be involved in the project?

Innovative Solutions projects can be developed for a whole service or some care environments within a service. Use this question to tell us how many care environments will be participating in the project.

### How many educators will participate in the project?

Use this question to tell us how many educators will participate in the project. This is the total number of educators across the entire length of the project. Use the project plan (see next question) to identify the anticipated number of educators who will participate in each component of the project.

### **Provide a Project Plan including an overview of project sessions**

A sample Project Plan is available on the IDFM website. Your plan should show when each project session or activity will occur, the hours of support to be provided on each occasion, and who will participate in each session. It should also include a summary of the content to be delivered or support to be provided at each session and an indication of whether each session is Professional Development (i.e.: formal content delivery), Mentoring, Coaching or another form of support. If a session combines these forms of support, then an indication of the hours for each should be included.

The Project Plan should provide a clear picture of the overall project and how it will be delivered.

Your support provider may be able to provide a plan based on your discussions with them or help you to write it. If the required information will not easily fit here, please attach it to your application as a separate document. There is a blank Project Plan Template available on the IDFM website for you to use.

NB: the activities outlined in the Project Plan must match the activities included in the support provider's quote.

### **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. If the project includes the supply or development of resources tick yes here and then provide a brief overview of what the resources are and why they are necessary for the implementation of the project.

### **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. This question is asking how you will do this. Your answer may refer to the project design and how it is designed to create sustainable change. It may also refer to actions you will take once a project is completed to ensure outcomes can be maintained.

### **Bilingual Support component (if applicable)**

#### **Does this project also include Bilingual Support?**

Yes/No

#### **Will you be using the same support provider for the Bilingual Support component of the project? Yes/No**

If No, who is the support provider for the Bilingual Support component of the project?

For Bilingual Support provide the name of the company or agency who will provide the Bilingual Facilitator to your service. If the Bilingual Facilitator is self-employed provide their details here.

### **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, support provider experience and/or expertise.

### **What are their skills/expertise/qualifications regarding the provision of bilingual support?**

Ask your support provider for a statement outlining this information to accompany their quote. Include here or attach as a separate document below.

### **What level of support are you applying for?**

Answer the following questions to show the level of support that you are applying for.

If the pattern of support is variable or too complex to explain here attach a project plan showing what support will be provided over the course of the project.

#### Bilingual Facilitator

Duration, frequency and intensity of support

- Number of weeks support will be provided for:
- Days per week support is required:
- Hours per day support is required:
- Total hours of support requested:

#### Other Support (e.g.: translation of written material, family meetings)

Provide details

Outline any other components of the project here, including how many hours of support will be required for each.

If you are applying for more than 12 weeks and/or 100 hours of support (see project guide for details re: typical levels of support) please provide a rationale for the additional support:

If you are applying for more than the typical level of support provide an explanation of why that is necessary here. This rationale should clearly relate to the barriers that you identified above and show why extended or additional levels of support are needed.

### **How will the Bilingual Support and Cultural Mentoring components of the project be coordinated so that they work together to achieve the intended outcomes?**

Explain how the two components of the project will work to complement each other and ensure that intended outcomes are reached.

If the project involves separate support providers for the different components of the project provide additional explanation of how you will help the support providers to work effectively together.

## Attachments

- **Support Provider quote** (required)

This is required. Support providers should consult the Information for Support Providers section of this Guide to ensure that their quote includes all necessary information.

- **Support Provider Information** (if not included above)

If you have not included information about the support provider's qualifications and experience above upload it to the IS Portal as an attachment

- **Project Plan** (if not included above)

If the support you are requesting was too complex to show above upload your project plan to the IS Portal as an attachment