



# FUNDING SUBMISSION GUIDELINES

**2008/09**

Proposals may be submitted at any time after release of these Guidelines.

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# Funding Submission Guidelines



All project proposals must be associated with measurable outcomes.

## 1. Project Proposals

The BCIT Board invites industry organisations to submit proposals for funding of projects which relate to the Construction Training Fund's objective of increasing the number of skilled workers and improving the quality of training in the building and construction industry. Organisations in this category include industry and not for profit organisations involved in training within the building and construction industry.

Industry bodies will need to demonstrate that they have the relevant skills, expertise and backing to support their undertaking of the project.

This guideline document may be used for both program and project submissions to the Board, however those proposing programs may wish to consider other levels of information required to evaluate such proposals.

Additional information may be required by the Construction Training Fund before the Board considers a proposal. Additional information may be requested at any stage of the assessment process to assist considerations.

## 2. Project Costing Criteria

Funding for proposals may be established on the basis of partnerships with industry organisations. Proposers may be expected to contribute resources to the projects they propose, and establish the outcomes and benefits to be derived from funding.

The Construction Training Fund will cover the direct additional costs associated with undertaking approved projects and producing project deliverables or products. For example, the Construction Training Fund will support costs such as:

- verified general disbursement costs and out of pocket expense directly incurred in undertaking the project;
- tendering or other transparent and open processes of procurement;
- the cost of research where it is needed and where it cannot reasonably be undertaken by the proposer;
- special development work, where it is required, eg, computer system development or product design and production costs, including the cost of specialist skills required to produce the deliverables or products of the project;

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- the fees of specialised consultants, where they are required and justified within the proposal;
- travel expenses identified and justified that cannot be associated with other activities normally undertaken by the proposer;
- special equipment or other resources needed for the project where the proposer could not be reasonably expected to supply these, (the rider to this is that capital purchases will vest in the Board including where they are needed to maintain or achieve the outcomes of the project after its implementation); and
- the fees of external specialist resources that may be required for project evaluation and outcome measurement activities.
- The costs of employing specialist personnel such as coaches or mentors.

The Board will consider proposals where the Construction Training Fund meets project administration expenses, human resource costs, management overheads or other attendant overheads (in part or in full), however the overall cost of a proposal will be considered in forming a decision to fund or not fund the project. All such cost categories must be fully detailed.

### **3. Application Process**

Applications may be submitted to the Construction Training Fund at any time. All proposals are considered for approval by the BCIT Board of Management.

The Board meets on a regular basis. Proponents should liaise with the Construction Training Fund regarding Board meeting times and appropriate dates for lodging submissions.

To be eligible to apply for funding it is essential that the submission consist of:

1. the submission document; and
2. all other documents or attachments relevant to the proposal.

Where a proposal is not approved, project sponsors will be provided with written and verbal feedback on the reasons for decision.

### **4. Submission Requirements**

All proposals submitted to the Board should follow the general guidelines listed below. It is not critical that the proposal follows the exact order of the criteria listed below; however, it is essential that all submission requirements be addressed.

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## a) Project Title

A simple title for the project that reflects the activity and/or outcomes.

## b) General Project Definition

- i. A brief statement indicating the general type and structure of the project. For example, youth, entry level training, research and development, recognition of prior learning, skill needs or analysis, promotional and so on. Include an overview of the general purpose of the project.
- ii. A general statement regarding the industry sectors or skill streams and the trades or skills group to which the project is relevant.

## c) Background Information

This section of the submission must clearly document the need for the project in relation to training and training-related activities or needs within the industry.

## d) Statement of Support

The proposal should include documentary evidence of support from relevant persons or industry organisations (both employer and employee).

## e) A Specific and Detailed Project Specification

A precise statement of the parameters for the project, indicating:

- i. A detailed project description and statement of scope;
- ii. the project time frame;
- iii. the method of procurement of the project; and
- iv. the organisation(s) that will be responsible for project completion.

## f) Project Methodology

The proposer is to provide a project implementation methodology indicating the stages or elements of the project and how resources will be applied to project completion over the project time scale.

- i. It is suggested that these details be provided in tabular form (see Appendix A for an illustration of a sample project methodology)

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## g) Statement of Deliverables

Deliverables are the products or outputs that result from completing the project such as.

- a training course;
- a publication;
- a promotional program, strategy and/or products;
- a user tool such as a relevant manual or information kit;
- an essential representative role, locally or nationally, related to training delivery or needs in WA;
- an information report on skill needs; or
- some analysis relevant to funding decisions.

Proposals must provide a detailed description of all deliverables that will result from the project activity.

## h) Statement of Benefits

The benefits statement should clarify the specific benefits to be achieved for the building and construction industry.

Some examples of benefits may be:

- a 30% increase in the number of attendants successfully completing training course "ABC", over a specific time period;
- greater awareness in the industry of the benefits of on-line training.

## i) Proposed Budget

- Detail the budget of the project providing a breakdown of income and expenditure by item. Include the cost of any independent audit and clearly indicate all sources of funding (direct and indirect) detailing resources committed to the project by the sponsor organisation or other organisations. List cash allocations and provide \$ values for in-kind contributions.
- The total estimated cost to be funded by the Construction Training Fund.

# Funding Submission Guidelines



## 5. Special Requirements

Proposals of a strategic, marketing or promotional nature may require negotiation with the BCIT Board in regard to the final details of the project (or program) prior to its approval.

Proposals in the following categories may be subject to re-negotiation by the BCIT Board in order to create the 'best fit' with the Board's activities. The categories of project involved include:

- research and development projects;
- information projects dealing with strategic industry intelligence, skills needs and gaps or other information that may be considered decision input material for funding program decisions;
- projects or programs of a strategic nature involving the development of training delivery and associated policy, or other tasks or roles of general relevance to the industry; and
- projects of a marketing nature, whether specific or general in design.

## 6. Proposal Evaluation Criteria

The Board will have sole responsibility for evaluating proposals submitted for funding consideration. The following broad details provide guidance regarding the general terms of assessment, which will be used by the Board in establishing priorities for funding.

- The benefits to skills development in the building and construction industry.
- Construction Training Fund Operational Plan priorities as published;
- the cost effectiveness of the proposal, including:
- the overall cost of a proposal
- the contribution the proposer is making, including the costs to be met by the proposer and the partnership arrangements evident within the project proposal (including partnerships external to the Construction Training Fund);
- the degree to which the project has verifiable support from relevant or affected stakeholders; and
- any other reasonable evaluation issues that may be relevant to a particular proposal.

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## 7. Funding Agreement

Before funding is released for an approved project, a proposer will be required to enter into a form of 'funding agreement' with the Board.

As a general guide, the 'funding agreement' will include provisions covering:

- the project schedule, details of outputs and statement of outcomes proposed;
- general terms of contract appropriate to the project design and outputs and the use of public monies;
- intellectual property provisions;
- dispute resolution and contract termination provisions including provisions for default.

## 8. Project Reports

The Board requires interim report/s on the progress of the project. These will be requested in accordance with the time frame as set out in the submission. This report would be expected to briefly cover the following topics;

A final report and evaluation is required on completion of the project. The areas of information that this report is likely to cover are;

- results and levels of success achieved;
- final outcomes of the project;
- conclusions and recommendations flowing from the project.

## 9. Contact Information

Proposers may contact the Construction Training Fund for information or assistance regarding the preparation of submissions to the Board.

Contact details are as follows:

Phone	(08) 9244 0100
Fax	(08) 9244 0199
E-mail	<a href="mailto:inquiries@bcitf.org">inquiries@bcitf.org</a>
Postal Address	Construction Training Fund PO Box 746 WEMBLEY WA 6913

# Funding Submission Guidelines



Street  
Address

Suite 3, 40 Hasler Road  
OSBORNE PARK WA 6017

**Appendix A: An example illustrating one approach to documenting project methodology**

**Project Timeline\***

<b>Timeframe</b>	<b>Project Task(s)</b>	<b>Overview of Deliverables</b>	<b>Overview of Outcomes or Benefits (These should be measurable or assessable)</b>	<b>Measurement of Outcomes (How you will measure if this stage of the project has been successful).</b>
Project Phase "1": Weeks 3-4	Develop survey framework with industry stakeholders and research consultant.	The survey.	A cohesive, comprehensive approach to research the "subject matter".	The level of detail able to be developed from the respondents.
Project Phase "2": Weeks 4-10	Conduct survey and analyse results.	A detailed report analysing survey results, to be made available to industry.	An action plan and implementation recommendations based on an increase in knowledge and awareness.	An evaluation report covering the responses to the survey, the range of analysis possible and the reliability of the information.  Effectiveness of implementation of actions/recommendations (ie, what actually happened).

\* Note: The scheme given above is generic or indicative, in practice specific details would be expected.

**Project Costing**

<b>Project Team Resource Requirements</b>	<b>Brief explanation of the why the expense is necessary</b>	<b>Cost to the CONSTRUCTION TRAINING FUND (Request for funding)</b>	<b>Cost to the Proposer (Industry contribution)</b>
Staff			
Administration Resources			
Consultant			
Other Cost Centres: ♦ (as needed) ♦ ♦ ♦			
		Total	\$
			\$