

Information for Applicants

Welcome to the Inclusive Schools Fund - Round 6

The Inclusive Schools Fund (ISF) allows Victorian Government schools to apply for funding of up to \$200,000 to create new (or enhance existing) facilities that will increase student participation and improve learning outcomes of children and young people with disabilities or additional needs.

Below is some information about the Fund which you should read in conjunction with the [Program Guidelines and Frequently Asked Questions](#) before submitting your application.

Please don't hesitate to contact us by emailing inclusive.schools.fund@edumail.vic.gov.au.

Program Principles

- increase participation and improve learning outcomes for students with disabilities and or additional needs through strengthening and developing inclusive government school environments;
- promote inclusion in classroom organisation and teaching approaches that tailor to the needs of all learners on the same basis, including those with disabilities and or additional needs; and
- create innovative school environments based on inclusive best practice and Universal Design for all schools to consider in facility planning and design for students with disabilities and or additional needs.

Eligible Organisations

The Inclusive Schools Fund is open to all Victorian Government Schools operating on land owned by the Department of Education and Training.

Schools that have previously been successful in previous rounds of the ISF **are eligible to apply for funding again in round 6.**

Example of Eligible Projects

Indoor Inclusive Learning Spaces

- Funding may be provided to create learning spaces that engage all students and focus on improving the social and emotional wellbeing of students. This includes flexible areas that can cater to a number of different learners and are innovatively linked with school programs.

Outdoor Inclusive Learning Spaces

- For a number of students, an outdoor learning place may support the delivery of an educational program that addresses sensory or learning needs. These spaces are areas where students can voluntarily go to and need to be supervised at all times. Demonstration of how the outdoor area will benefit all students and connect in with teaching practices is ideal.

Accessible Playgrounds

- Happy, healthy and resilient kids is a key Education State school target. An accessible and inclusive playground means it is as easy as possible for everyone to

ROUND 6 Application

Form Preview

play, encouraging all children to be more physically active. Demonstrating how the playground is accessible by all children will enhance your application.

What will not be funded

- Modifications to make a facility compliant to the relevant disability legislation and standards, unless this is a direct result of the core aspect of the proposed project. Applications for stand-alone modifications can be made through the Accessible Buildings Program including:
 - ramps and handrails (including temporary ramps);
 - toilet and shower modifications;
 - modifications for vision or hearing impairments;
 - change tables and hoists; and
 - limited external works to improve access for the applicant.
- Significant capital works projects (e.g. demolitions, new buildings), as these are subject to the State Budget process;
- Information technology costs
- Staffing costs;
- Loose furniture and specialist disability equipment (e.g. specialty chairs and toilet frames)
- Purchase of Relocatable Buildings (including “pods”) which would extend or increase the number of school buildings
- Maintenance funding for wear and tear of existing compliant facilities and/or works; or
- Reimbursement for works already completed.
- Projects which have commenced or partially commenced.

Supporting Documentation

The following documents will be **required** to support your application:

- Marked School Asset Management System (SAMS) plan or campus map to show where the works will take place
- Cost estimates, quotations or catalogue information supporting the provided costings, which **must** include:
 - The trading name of the third party organisation providing the quote or cost estimate;
 - The Australian Business Number (ABN) of the organisation; and
 - Itemisation of individual costs to demonstrate all expenditure is eligible under the Program Guidelines
- Written confirmation of any voluntary co-contributions, which **must** include:
 - Official school letterhead;
 - Clear statement of the total amount of co-contribution; and
 - Signatures from both the School Principal and School Council President

Additional supporting documentation may be included with your application, such as:

- Technical drawings, design drawings or photographs
- Other documents to support merit criteria responses, as outlined in [Appendix A of the Program Guidelines](#)

ROUND 6 Application

Form Preview

Please note that attachments not referenced in the Assessment Responses will not be reviewed in support of your application.

Organisation Information

* indicates a required field

Applicant Organisation Details

School Name *

Organisation Name

School Trading Name as provided by the Victorian Registration and Qualifications Authority (VRQA). You can search the State Register on the VRQA website, see <https://www.vrqa.vic.gov.au/StateRegister/Search.aspx>

Applicant school's ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

School Number *

School Number as provided by the Victorian Registration and Qualifications Authority (VRQA). You can obtain the number from the State Register on the VRQA website, see <https://www.vrqa.vic.gov.au/StateRegister/Search.aspx>

Campus Number for the project *

School Number (1234) + Campus Number (01) = School Campus Number (123401). School Number as provided by the Victorian Registration and Qualifications Authority (VRQA). You can obtain the

ROUND 6 Application

Form Preview

number from the State Register on the VRQA website, see <https://www.vrqa.vic.gov.au/StateRegister/Search.aspx>.

Applicant Organisation Type *

☐ Government School

Applicant Education Sector *

☐ Government

School Local Government Area *

School DET Region *

Is this a Public-Private partnership (PPP) school? *

☐ No

☐ Yes

Number of students at the school currently recorded under the Program for Students with Disabilities (PSD) *

Must be a number.

Number of students at the school currently recorded under Nationally Consistent Collection of Data on School Students with Disability (NCCD) *

Must be a number.

Number of students currently enrolled at the school *

Must be a number.

Applicant Contact Details

Please nominate two people in your organisation who we can contact if we require further information about the project.

School Principal *

Title

First Name

Last Name

Applicant Alternate Contact Person *

Title

First Name

Last Name

Position *

Position *

Phone Number *

Must be an Australian phone number.

Phone Number *

Must be an Australian phone number.

Mobile Phone Number

Mobile Phone Number

ROUND 6 Application

Form Preview

Must be an Australian phone number.

Must be an Australian phone number.

Email Address *

Must be an email address.

Email Address *

Must be an email address.

Project Information

* indicates a required field

Key Information

Project Title *

no more than 20 words

Short project description *

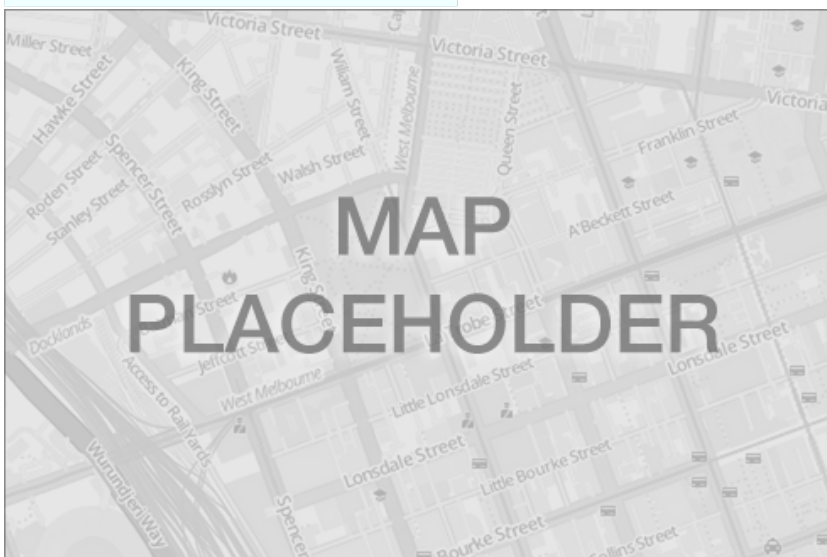
Word count:

Must be no more than 100 words.

Project Location

Physical address (where the proposed works will be undertaken) *

Address



ROUND 6 Application

Form Preview

Are there any third party agreements, licenses, or leases for the project location of the proposed works? *

☐ No

☐ Other:

If so, please provide a brief description.

Ready to Commence

Based on current conditions at the school site, when do you estimate these works could begin?

Estimated start date *

Project Funding

* indicates a required field

Total grant amount requested through the Inclusive Schools Fund (up to maximum \$200,000 GST Exclusive) *

\$

What is the total financial support you are requesting in this application?

Are there co-contributions towards this project? *

☐ Yes

☐ No

Is the school the only co-contributor? *

☐ Yes

☐ No

School contribution (up to maximum \$200,000 GST Exclusive) *

\$

What is the total funding the school is contributing to the project?

Confirmation of school funding contribution *

Attach a file:

This MUST be on school letterhead and signed by the School Principal and School Council President. The letter must explicitly state the name of this project, the funding amount committed by the school and that these funds would be immediately available to the Department to deliver this project at your school.

List the names of all third party organisations providing a co-contribution for this project. *

ROUND 6 Application

Form Preview

Where there are multiple organisations contributing, please separate each organisation name using a semi-colon (e.g. Organisation 1; Organisation 2; Organisation 3).

Total amount of all third party contributions (up to maximum \$200,000 GST Exclusive) *

\$

Must be a dollar amount and no more than 200000.

Confirmation of third party funding contribution *

Attach a file:

This MUST be on the organisation's letterhead, signed by a representative from that organisation and the School Principal. The letter must explicitly state the name of this project, the funding amount committed by the third parties, and that these funds would be immediately available to the Department to deliver this project at your school.

Summary of project cost and funding

Total grant amount requested (GST Exclusive)

\$

This number/amount is calculated.

Total co-contributions (GST Exclusive)

\$

This number/amount is calculated.

Total project cost - ISF + Contributions (GST Exclusive)

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Supporting Information

Please provide Cost Estimates supporting your application and the site plan available from the School Asset Management System. These items are mandatory.

Please note that a quote is required for the application process to provide itemisation of works and evidence for project costings.

Cost Estimate(s) *

Attach a file:

Please provide any cost estimates, quotations or other information supporting the costing provided in your application, which MUST include the trading name of the organisation, the Australian Business Number (ABN) of the organisation, and itemisation of individual costs to demonstrate all expenditure is eligible under the Program Guidelines.

MARKED Site Plan to illustrate what parts of the land or building will be changed by your project. (<https://www.eduweb.vic.gov.au/schoolfacilitiesprofile/SFPW3.aspx> - print, mark the area for proposed works, then upload here) *

Attach a file:

ROUND 6 Application

Form Preview

You can obtain a site plan from the Schools Facilities Profile website, see <https://www.eduweb.vic.gov.au/schoolfacilitiesprofile/SFPW3.aspx> . PLEASE PRINT THE SITE PLAN OUT, MARK UP WITH A PEN WHERE ON YOUR SCHOOL SITE YOU PROPOSE TO UNDERTAKE YOUR PROJECT, SCAN IT AND ATTACH IT HERE.

Recent photo(s) of the area for the proposed works. *

Attach a file:

Please provide at least one recent photo of the area for the proposed works to show what part of the school site will be changed.

Technical drawings or other design documents may be included in support of your application, but are not mandatory.

Designs, technical drawings, or concept drawings

Attach a file:

Please provide any drawings or images demonstrating the desired output of the proposed works

Assessment Criteria

* indicates a required field

Merit Assessment Criteria

Assessment Criteria Responses – General Guidance

An overview of the information that may support responses to the assessment criteria are included in Appendix A of the Program Guidelines. Please refer to the Appendix in developing your responses, noting that the list is NOT exhaustive. Any information that demonstrates the alignment of the proposed works to the program objectives will enhance your application.

Providing rationale and evidence supporting assertions made in your application will be viewed favourably. With regard to each point of your criteria response, it may be helpful to ask:

- Am I answering the question?
- Are my points clear?
- Is my evidence relevant?
- Have I linked my evidence to the proposed project?

Including Attachments

To accompany each criterion response, references statistics, policies or other relevant documents, should be included in the application – in whole or part – as an attachment to that response. Please ensure that you have:

- Referenced the name of the document in your response;
- Referenced the page(s) and/or section(s) of the document that are relevant; and

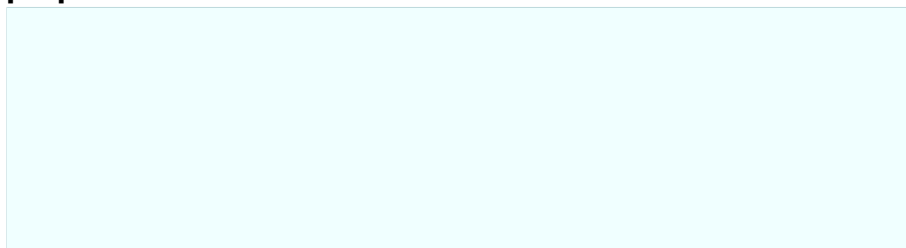
ROUND 6 Application

Form Preview

- Where possible, highlighted the sections of relevance in the attached documents.

Additional attachments that are NOT referenced in your response may not be considered during the merit assessment.

1. Demonstrate the current and future student population demand for the proposed works. *



Must be no more than 500 words.

Responses should demonstrate

Suggested key documents

Number of students recorded under PSD

Data collected for Program for Students with Disability (PSD)

Number of students for whom reasonable adjustments are made

Data collected for Nationally Consistent Collection of Data on School Students with Disability (NCCD)

Number of students overall benefiting from the proposed facility

Current enrolment list

School population trend, current figures, and future outlook

Enrolment history with future projections (5-10 years)

Geographic location of the school linked to the projected student population outlook

School zone or intake area, or evidence of localised growth trends

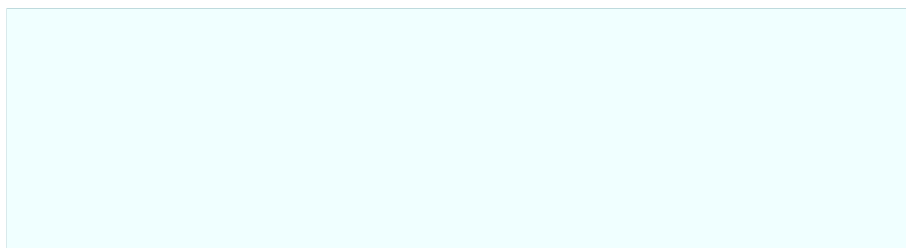
1. Supporting Documentation

Attach a file:



Please attach documentation supporting your response to Criterion 1.

2. Demonstrate the current and future infrastructure need for the proposed works. *



Must be no more than 750 words.

ROUND 6 Application

Form Preview

Responses should demonstrate

Suggested key documents

Current state of infrastructure at school
Recent photographs or video of area for proposed works
Clear and detailed accounts of how and why the current infrastructure is inadequate
Detailed description, or student experience/case studies
Benefits beyond the immediate school
Letter of support from community
Any recent major capital works at the school
DET funding history for capital works
Proposed project cannot be funded through existing school funds
Detailed description from principal, or financial documentation

2. Supporting documentation

Attach a file:

Please attach documentation supporting your response to Criterion 2.

3. Demonstrate how the proposed works will improve learning outcomes and increase participation for students with disabilities or additional needs. *

Must be no more than 750 words.

Responses should demonstrate

Suggested key documents

How the proposed works will address current inclusion issues
Student experience/case studies, staff or professional reports
How the proposed facilities will provide benefits linked to student learning outcomes
Research of intended benefits, recent studies, best-practice inclusion resources, or professional advice
Clear and detailed accounts explaining the current engagement level of school students
Student experience/case studies, staff or professional reports
Academic and non-academic benefits to students
Student testimonies, staff or professional reports, or letters of support

3. Supporting Documentation

ROUND 6 Application

Form Preview

Attach a file:

Please attach documentation supporting your response to Criterion 3.

4. Demonstrate how school strategy for inclusion drives the intent for the proposed works. *

Must be no more than 750 words.

Responses should demonstrate

Suggested key documents

Clear and comprehensive policies towards disability and additional needs inclusion

School strategic plan with SMART goals

Specific policy plans to support the wellbeing of students with disability or additional needs

Student engagement policy, school policies or plans related to inclusion

Connection between the school strategic plan and student engagement plan

Audit/report

Development opportunities for staff members specifically directed at upskilling the school's overall consideration for inclusive practices

Professional development register and/or training courses relevant to disability and additional needs and/or inclusion

Clearly articulated strategies for the continuous improvement of inclusive practices

Professional development plan that targets disability and additional needs and/or inclusion

4. Supporting Documentation

Attach a file:

Please attach documentation supporting your response to Criterion 4.

5. Demonstrate the school and community benefits of the proposed works. *

Must be no more than 500 words.

ROUND 6 Application

Form Preview

Responses should demonstrate

Suggested key documents

Teaching modification strategies with the establishment of the proposed facilities
Curriculum or policy reports, or lesson plans adapted for new spaces
Continuous improvement to enhance student learning
Audit/ policy reports
Acknowledgement from relevant stakeholders outlining their assessment of need and resources required
Letters of support from teacher, therapist or relevant staff
Support from within the school
Staff survey, or teacher testimonies
Established framework to upskill and assist staff
Change management strategy
Support from the local community
Letters of support from local community

5. Supporting Documentation

Attach a file:

Please attach documentation supporting your response to Criterion 5.

6. Demonstrate how the proposed works support the seven universal design principles. *

Must be no more than 500 words.

Responses should demonstrate

Suggested key documents

Acknowledgment of these principles
Research and/or cases studies on the seven universal design principles
Understanding of these principles
Project plans with description of how the proposed works support these seven principles
Application of these principles within the school
School policies or procedures linking to the proposed work
Benefits to the students and staff

ROUND 6 Application

Form Preview

Student wellbeing and engagement evaluations, staff or professional reports

6. Supporting Documentation

Attach a file:

Please attach documentation supporting your response to Criterion 6.

7. When did the school have its Rolling Facilities Evaluation condition assessment completed? *

Must be a date.

If the school has not yet had its Rolling Facilities Evaluation condition assessment completed, please enter 01/01/2022.

7. Demonstrate the school has been undertaking its regular maintenance. *

Word count:

Must be no more than 500 words.

If the school has had its Rolling Facilities Evaluation condition assessment completed:

Screenshot or print-out of VSBA-endorsed School Maintenance Plan through the School Maintenance Portal

If the school has not yet had its Rolling Facilities Evaluation condition assessment:

Description of how the school site is maintained and how the school engages with the Department's asset management process

7, Supporting Documentation

Attach a file:

Applicant Feedback

How long did it take you to complete this form?

- ☐ Less than 2 hours
- ☐ Between 2 - 5 hours
- ☐ Between 5 -10 hours
- ☐ More than 10 hours

How did you hear about the Inclusive Schools Fund?

- ☐ DET Website
- ☐ VSBA Website
- ☐ Grants Victoria

ROUND 6 Application

Form Preview

Any comments regarding the application process?

Any comments regarding the Inclusive Schools Fund?

Declaration - Terms and Conditions

* indicates a required field

Terms and Conditions

I consent to this application being referred to external experts or other government departments for assessment, report, advice, comment. This may include a Quantity Surveyor working with schools to reduce the scope of projects below the maximum grant amount of \$200,000 (GST Exclusive), unless a co-contribution is being provided.

I confirm that this project would be undertaken on land owned by the Department of Education Training (DET, Victorian Government).

I confirm that I am either the Principal of the school where the proposed project would take place, or I have received the authority of the Principal to submit this application on their behalf.

I state that the information in this application is to the best of my knowledge true and correct. I will notify DET of any changes to this information and any circumstances that may affect this application.

In making this application, I warrant that I will work with DET to obtain any approvals or authorities necessary and required by law to undertake the works proposed.

I understand that DET is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made, DET will consult with the applicant before any decision is made to release the application or supporting documentation.

I understand that by submitting this application I am agreeing to all the terms and conditions set out in the Inclusive Schools Fund guidelines: <http://www.education.vic.gov.au/about/department/Pages/inclusiveschoolsfund.aspx>

Privacy: The information included on this form will be handled in accordance with the Department's privacy policy. Information about the Department's privacy policy is available at: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

Declaration *

☐ I understand and agree with the Terms and Conditions as outlined above.

on behalf of School Name: *

ROUND 6 Application

Form Preview

School Trading Name as provided by the Victorian Registration and Qualifications Authority (VRQA). You can search the State Register on the VRQA website, see <https://www.vrqa.vic.gov.au/StateRegister/Search.aspx>

School Number *

School Number as provided by the Victorian Registration and Qualifications Authority (VRQA). You can obtain the number from the State Register on the VRQA website, see <https://www.vrqa.vic.gov.au/StateRegister/Search.aspx>

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Standard Field Population

The following fields are populated based on responses throughout the form.

Organisation Type

☐ Government School

Education Sector

☐ Government

In which Local Government Area is the project located?

Autogenerated based on address entered.

State Electorate Lookup

Auto generated based on address entered.