# 2025 Innovation Seed Funding Grant Application Form

Applicants must address all questions using this template and refer to the 2025 Seed Funding Grant Guidelines while doing their application.

The deadline for submission is **5pm Australian Eastern Daylight Time (AEDT) Thursday 6th March 2025.** Late submissions will not be accepted.

Please use 12pt font size throughout and adhere to the required word counts.

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| SECTION A – APPLICANT DETAILS |
| 1 | Name and details of Project Lead | Full name and title:  |
| Position:  |
| Phone:  |
| Email:  |
| Experience and role on project *(Max 50 words)*:  |
| 2 | Lead organisation name and details | Name:  |
| Address:  |
| ABN or ACN or other registration number:  |
| 3 | Lead organisation type *(Choose one only)* | Please tell us which best describes your organisation: [ ]  University, medical research institute, or research organisation[ ]  Disability policy or advocacy organisation[ ]  Health service (including Primary Health Networks and Allied Health)[ ]  Aboriginal and Torres Strait Islander community-controlled health organisation or First Nations Enterprise[ ]  Disability service [ ]  Health and clinical peak, administrator and regulatory bodies[ ]  Other (please specify):  |
| 4 | Contact in lead organisation for legal notices  | Name/Position:  |
| Address:  |
| Email:  |
| Phone:  |
| 5 | Partner organisation 1 name and details*(Insert additional rows as required; please note this is not a requirement for eligibility)* | Name of organisation 1:  |
| Please tell us if this is a new or existing partnership:[ ]  New partnership [ ]  Existing partnership  |
| Please tell us which best describes this partner organisation: [ ]  University, medical research institute, or research organisation[ ]  Disability policy or advocacy organisation[ ]  Health service (including Primary Health Networks and Allied Health)[ ]  Aboriginal and Torres Strait Islander community-controlled health organisation or First Nations Enterprise[ ]  Disability service [ ]  Health and clinical peak, administrator and regulatory bodies[ ]  Other (please specify):  |
| 6 | Partner organisation 2 name and details*(Insert additional rows as required; please note this is not a requirement for eligibility)* | Name of organisation 2:  |
| Please tell us if this is a new or existing partnership:[ ]  New partnership [ ]  Existing partnership  |
| Please tell us which best describes this partner organisation: [ ]  University, medical research institute, or research organisation[ ]  Disability policy or advocacy organisation[ ]  Health service (including Primary Health Networks and Allied Health)[ ]  Aboriginal and Torres Strait Islander community-controlled health organisation or First Nations Enterprise[ ]  Disability service [ ]  Health and clinical peak, administrator and regulatory bodies[ ]  Other (please specify):  |
| 6 | Partner organisation 3 name and details*(Insert additional rows as required; please note this is not a requirement for eligibility)* | Name of organisation 3:  |
| Please tell us if this is a new or existing partnership:[ ]  New partnership [ ]  Existing partnership  |
| Please tell us which best describes this partner organisation: [ ]  University, medical research institute, or research organisation[ ]  Disability policy or advocacy organisation[ ]  Health service (including Primary Health Networks and Allied Health)[ ]  Aboriginal community-controlled health organisation or service[ ]  Disability service [ ]  Health and clinical peak, administrator and regulatory bodies[ ]  Other (please specify):  |

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| SECTION B – PROJECT INFORMATION/OVERVIEW |
|  | Project title*(Max 15 words)* |  |
|  | Total funds being requested*(applications that are less than $20,000.00 or more than $80,000.00 excl. GST will not be reviewed)* | $ |
|  | Money available from other sources for this project |  [ ] Yes [ ]  No**If yes**, please tell us how the money requested would extend the work that has already been funded from other sources: |
|  | Centre Priorities*(Please choose one only, this will determine which Centre Team Lead for expert review)* | Please tell us which Centre Priority your project best aligns to:[ ]  Show national leadership in intellectual disability health[ ]  Improve health services, so they can meet the needs of people with intellectual disability [ ]  Improve research about intellectual disability health and ensure that research and data is used to inform and improve health care for people with intellectual disability [ ]  Ensure that people with intellectual disability, their families, disability workers, and health workers can all access high-quality health care resources |
|  | Focus area(s)*(tick all that apply, applications that do not align to a focus area will not be reviewed)* | Please tell us which focus area(s) your project is about:[ ]  Mental health [ ]  Primary and preventative health [ ]  Scope or evaluate new models of care [ ]  Care pathways, including transitions in care or complex care needs |
|  | Priority population(s)*(tick all that apply, please note this is not a requirement for eligibility)* | Please tell us if your project focuses on any of the following priority populations:[ ]  First Nations[ ]  Culturally and linguistically diverse backgrounds[ ]  Regional and remote [ ]  LGBTQI+[ ]  Justice system contact or at risk [ ]  Those experiencing homelessness[ ]  Those with complex disability  |

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| SECTION C – PROJECT PROPOSAL, BUDGET AND TIMELINEPlease clearly describe your project for reviewers who may be unfamiliar with your project area and methods.  |
| **Background, rationale and aims of the project (300 words max)** |
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| **The plan and methods (500 words max)** |
|  |
| **The expected outcomes of the seed grant funding (300 words max)** |
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| **Project timeline:** please tell use when the project will start and information about the key deliverables and/or milestones  |
| **Activity** | **Key Deliverable/Milestone** | **Due Date** |
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| **Project budget:** please tell us what you plan to spend the money on in your project |
| **Item** | **Description** | **Amount ($)** |
| Salaries |  |  |
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| Other costs |  |  |
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| In-kind contributions |  |  |
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| **Total money asked for** |  |

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| SECTION D – PROJECT TEAM |
| Full name and title: |  |
| Position and Organisation: |  |
| Email: |  |
| Phone: |  |
| Experience and role on project (50 words max): |  |

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| Full name and title: |  |
| Position and Organisation: |  |
| Email: |  |
| Phone: |  |
| Experience and role on project (50 words max): |  |

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| --- | --- |
| Full name and title: |  |
| Position and Organisation: |  |
| Email: |  |
| Phone: |  |
| Experience and role on project (50 words max): |  |

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| Full name and title: |  |
| Position and Organisation: |  |
| Email: |  |
| Phone: |  |
| Experience and role on project (50 words max): |  |

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| Full name and title: |  |
| Position and Organisation: |  |
| Email: |  |
| Phone: |  |
| Experience and role on project (50 words max): |  |

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| Full name and title: |  |
| Position and Organisation: |  |
| Email: |  |
| Phone: |  |
| Experience and role on project (50 words max): |  |

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| SECTION E –APPLICANT DECLARATION  |
| Do you or the project team members have any conflicts of interest that may occur related to or from submitting this application?  | [ ]  Yes[ ]  No |
| If “Yes”, describe any conflicts of interest: |
| Are there any circumstances that could adversely impact the Applicant’s ability to perform the project in accordance with your application? If so, please provide details.  |
| The Project Lead confirms that the information provided is correct, that all team members have reviewed and approved the submission and that they understand: * All personnel working on the project must maintain the necessary working with children checks and, where required, police checks if working with vulnerable persons (refer to the Commonwealth Grant for more details)
* Successful applicants will be asked to participate in Centre media and may be required to present at a Centre Conference or event
* Funding must be spent by 30 June 2026
* Successful applicants must submit a progress report in January 2026 and a final report in July 2026
 |
| Full Name |  |
| Date |  |

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| SECTION F –SUBMISSION CHECKLIST  |
| **Item** |  |
| Application adheres to word count  | [ ]   |
| Easy Read version of application is included in submission | [ ]  |

Completed applications are to be submitted by **5pm AEDT Thursday 6th March 2025** to **nceidhgrants@unsw.edu.au**

**National Centre of Excellence in Intellectual Disability Health**

**Innovation Seed Funding Grant 2025 – Seed Grant Terms**

In these terms, a reference to;

* ‘**we**’, ‘**our**’ or is a reference to the University of New South Wales (ABN 57 195 873 179);
* ‘**you**’ or ‘**your**’ is a reference to the lead organisation detailed in your Approved Application; and
* **‘us’** is both we and you.
1. **Background**

We entered into a grant agreement with the Commonwealth represented by the Department of Health and Aged Care on 11 July 2023 under which we, together with other consortium members, agreed to establish and operate the National Centre of Excellence in Intellectual Disability Health (the ***Centre***). We are the administering organisation for the Centre and host it.

As part of the strategic objectives of the Centre, the Centre has established a seed funding program to provide grants of various sizes for organisations to undertake projects that support the strategic objectives of the Centre and its annual workplans.

1. **When is this Agreement formed and what are its Terms?**
	* 1. If you are successful with your application for a Grant:
			1. we may award your Grant based on either:
				1. the original application you submitted; or
				2. an amended application prepared by you after we have discussed some aspects of your proposal with you and both of us agree with those amendments,

(the ***Approved Application***);

* + - 1. we will send you an offer confirming the basis of your award; and
			2. you will need a senior representative that has delegated authority to confirm in writing that you accept the Grant.
		1. On receipt of your written confirmation, this agreement is formed and consists of (in order of priority if there is any inconsistency);
			1. these Seed Grant Terms;
			2. the Seed Grant Guidelines; and
			3. your Approved Application.
1. **How long does the Seed Grant Agreement continue for?**

After this Agreement has started (see clause 2), it will continue until the earlier of:

* + 1. the date you have satisfactorily completed your obligations under this Agreement, including any final reporting; or
		2. the date this Agreement is terminated in accordance with its terms,

the ***Term***.

1. **We will pay you the Seed Grant**
	* 1. We will pay you the full amount of the Seed Grant at the start of this Agreement, unless the Approved Application specifies that we will pay you in stages on you achieving certain Milestones.
		2. You may send us a tax invoice for your Seed Grant on commencement of this Agreement (or if we will pay you in stages, at the other times specified in the Approved Application). We will pay a correctly rendered tax invoice within 30 days of receipt.
		3. Unless specified otherwise, the Seed Grant is exclusive of GST and any other applicable taxes, duties, imposts and other similar charges payable in respect of services provided.
		4. We will pay you an amount in addition to the Seed Grant on account of any applicable GST.
2. **How you must use the Seed Grant**
	* 1. You must only use the Seed Grant for the Project and the purposes detailed in your Approved Application.
		2. You cannot use the Seed Grant for the types of expenditure in excluded under the Commonwealth Grant (see clause 8(b)).
3. **How you must carry out the Project**

You must undertake the Project:

* + 1. in accordance with Approved Application;
		2. in an ethical, responsible and competent manner;
		3. using staff that:
			1. apply the skill and care exercised by duly qualified and experienced persons in the performance of comparable activities;
			2. conduct themselves with integrity;
			3. are properly qualified and adequately experienced, and being appropriately qualified, licensed or certified, and trained in work, health and safety relevant to their tasks; and
			4. do not have a criminal conviction for any crime involving children, dishonesty or injury or mistreatment of another person; and
		4. in accordance with all appliable laws and regulations including those relating to privacy, work health and safety, the employment or engagement of staff who may interact with children, and obtaining all necessary working with children checks.
1. **Timing**

You must:

* + 1. use your best efforts to achieve the Milestones by the Due Date in the Approved Application; and
		2. notify us in advance of any actual or potential delays that might impact those Milestones being achieved by those Due Dates.
1. **Making sure the Commonwealth Grant terms are complied with**
	* 1. You acknowledge that:
			1. the Project is only able to be undertaken because of the grant being provided by the Commonwealth; and
			2. we have entered into a grant agreement with the Commonwealth (the ***Commonwealth Grant***) (a copy of the grant terms can be found here: [***https://nceidh.org.au/news/2025-innovation-seed-funding-grants***](https://nceidh.org.au/news/2025-innovation-seed-funding-grants)and the Commonwealth Grant imposes obligations on us in relation to the conduct of the Centre and anyone who undertakes Centre activities.
		2. We encourage you to read the Commonwealth Grant and understand the terms as they apply to your Project, as those terms are incorporated into this Agreement to the extent they apply to your Project (with any reference to the Grantee being read as a reference to you). Without limiting this obligation, we draw to your particular attention to the following Commonwealth requirements:
* Grant Details:
	+ Item B3 and what the Seed Grant can (and cannot) be used for.
* Schedule 1 – Commonwealth Standard Grant Conditions
	+ Item 3 – Acknowledgements
	+ Item 7 – Conflicts
	+ Item 12 – Record Keeping
* Supplementary Terms
	+ Item 3 – Intellectual Property, including the need to obtain moral rights consents in CB3.4
	+ Item 7 – qualifications, licences permits and skills
	+ Item 8 – working with vulnerable persons
	+ Item 9 – child safety
	+ Item 13 – Fraud
	+ Item 15 – Andi-corruption
	+ Item 21 – Work health and Safety
		1. If there is any inconsistency between the terms of this Agreement, the terms of the Commonwealth Grant will prevail.
		2. In performing your Project, you must do all things necessary to enable us to comply with and give full effect to all of our obligations under the Commonwealth Grant and must not do anything which would cause us to be in breach of the Commonwealth Grant.
1. **Your Project Partners**
	* 1. You may only involve a third party in the Project (including subcontracting any obligations under this Agreement to a third party):
			1. if that third party is listed in the Approved Application; or
			2. if not listed, we have approved that third party in writing (and we may need to also obtain the Commonwealth’s consent),

each an ‘Approved Partner’.

* + 1. You:
			1. remain responsible for your obligations and the acts of your Approved Partners; and
			2. must ensure that you enter into an agreement with Approved Partners on terms consistent with this Agreement.
1. **You need to provide reports to us**
	* 1. You will provide us with Project status reporting at the times detailed in the Grant Guidelines (and in a format reasonably required by us).
		2. In addition to the regular reporting, if we ask for it, you will need to provide a financial acquittal statement at the end of the Project with a certification from appropriate finance staff confirming your Seed Grant has been spent in accordance with this Agreement.
2. **Intellectual Property**
	* 1. You will continue to own any intellectual property rights in any material that existed prior to the commencement of the Project (or which was developed outside of the Project) and which you may use in connection with the Project, including in any reports you might provide to us (***Your Existing IP***).
		2. We will own all of the intellectual property rights in any material created or developed in the course of carrying out the Project (the ***Project IP***).
		3. We grant you a non-exclusive, revocable, non-transferable, non-sub-licensable, royalty free licence to use and reproduce the Project IP for your non-commercial research, education or business purposes.
		4. If Your Existing IP is provided to us (for example, if it is provided as part of a report, or it is necessary for the use of the Project IP):
			1. you grant us a non-exclusive, revocable, non-transferable, sub-licensable, royalty free licence to use and reproduce the Your Existing IP, solely for:
			2. our and our consortium partner’s ongoing non-commercial educational and research purposes but only as necessary to use the Project IP; and
			3. the purposes of meeting the requirements under the Commonwealth Grant, such as obligations to make Centre material publicly available for educational purposes.
		5. We can sub-license Your Existing IP to the Commonwealth for the Commonwealth to use and reproduce, but only to the extent we are required to provide that sub-licence to the Commonwealth under the Commonwealth Grant.

**Confidentiality and Privacy**

* + 1. *Confidentiality*: Each of us will keep the other’s confidential information confidential and use such information only for the purpose of giving effect to this Agreement or the Commonwealth Grant.
		2. *Privacy*: Each of us will ensure that the collection, storage, use and disclosure of personal information received in connection with this Agreement complies with all applicable privacy laws.
1. **Public Statements**
	* 1. Neither of us will use the other’s trade mark, name, trade name, logo or other designation in any way without prior written consent.
		2. You must not make a public statement in any press release, advertising or other promotional material, including by social media or on your website, in connection with this Agreement and the Project without our prior written consent. We will not unreasonably withhold our consent (and it won’t be unreasonable for us to withhold if the Commonwealth needs to provide its consent, and it hasn’t done so). We may require you to acknowledge the financial support provided by the Commonwealth in order to meet our obligations under the Commonwealth Grant.
2. **Indemnity and limitations on liability**
	1. Excluded Loss

You will bear full responsibility and risk in relation to your Project and we will have no liability to you in connection with this Agreement other than our obligation to pay you the Seed Grant.

* 1. Indemnity
		1. You indemnify us and our staff against all loss, liability and damage suffered or incurred as a result of a negligent or unlawful act or omission by you or your staff when undertaking the Project.
		2. Your liability to indemnify us and our staff will be reduced proportionally to the extent that any negligent act or omission by us or our staff caused or contributed to our loss.
1. **We may bring this Agreement to an end**
	1. If:
		1. you breach a material term of this Agreement not capable of remedy; or
		2. you breach any term of this Agreement capable of remedy and fail to remedy the breach within 30 days after receiving written notice from us requiring you to do so;
		3. your staff are the subject of any misconduct or criminal allegations or if a Government agency has commenced (or has threatened to commence) an investigation or proceedings against you or your staff and we (acting reasonably) believe those circumstances will have an adverse impact on our (or the Commonwealth’s) reputation or the integrity of the outcomes of the Project; or
		4. you become insolvent or a similar event happens to you,

then we may terminate this Agreement immediately by written notice.

* 1. On termination or expiration of this Agreement for any reason:
		1. you will be entitled to retain the Seed Grant unless you have not used the Seed Grant in accordance with the requirements of this Agreement (in which case you must promptly return to us an amount equal to the portion of the Seed Grant that has not been spent properly);
		2. you must use any remaining Seed Grant on the Project or for another purpose as closely aligned to the intent of the original Project as possible;
		3. each of us will return any confidential information in its possession or control belonging to the other; and
		4. if required by us, you will need to prepare a final report on the Project and submit to us within 60 days of the date of termination.
1. **GIPA Right of Access to Information and Protection for Public Interest Disclosures**
	1. The following provisions will apply if your Project involves you providing services to the public on our behalf (including exercising a function of ours) (***Services***).

GIPA

* 1. We have obligations under the *Government Information (Public Access) Act 2009* (NSW) (***GIPA Act***) to include provisions in our contracts that provide for an immediate right of access to certain information held by contractors, where those contractors are providing services to the public on behalf of us.
	2. Accordingly, you must, within 7 days of receiving a written request by us, provide us with immediate access to (and if requested by us, copies of (at your cost) the following information contained in your records:
		1. information that relates directly to the performance of the Project;
		2. information collected by you from members of the public to whom you provide, or offer to provide, Services as part of the Project (if relevant); and
		3. information received by you from us to enable you to perform the Project.
	3. The information to be disclosed does not include:
		1. information that discloses or would tend to disclose your financing arrangements, financial modelling, cost structure or profit margin;
		2. information that you are prohibited from disclosing to us by provision made by or under any Act, whether of any State or Territory, or of the Commonwealth; or
		3. information that, if disclosed to us, could reasonably be expected to place you at a substantial commercial disadvantage in relation to us, whether at present or in the future.
	4. If you do not comply with our request, we may issue you with a notice to comply under clause 15 and if you don’t rectify that failure, we can terminate this Agreement.

Protection for Public Interest Disclosures

* 1. We promote an environment where speaking up is actively encouraged. Any person involved in providing Services in connection with the Project will be given the same protections as if they were our employee should they wish to speak up. You must inform any person involved in providing Services under this Agreement that: (i) they are a public official for the purposes of the *Public Interest Disclosures Act 2022* (NSW) (**PID Act**), which means that they can make a voluntary public interest disclosure (**PID**) and (ii) the processes to be followed to make a voluntary PID are set out in UNSW’s Public Interest Disclosure Policy (**PID Policy**), as available at [https://www.unsw.edu.au/governance/
	policy/browse-a-z](https://www.unsw.edu.au/governance/policy/browse-a-z). If the person is dissatisfied with how we have dealt with their PID, they may be entitled to take further action under the PID Policy, PID Act or another Act or law.
	2. You must notify us where (i) serious wrongdoing is committed or alleged to be committed by any person providing Services under this Agreement, or (ii) a PID is made that relates to us or the maker of the disclosure is known to be a public official associated with us, which you become aware of.
	3. Where there is an investigation into the serious wrongdoing, you will use its best endeavours to assist in the investigation if requested to do so by us. You acknowledge that we have an obligation to take corrective action under the PID Act.
1. **General**
	1. Capitalised words have the meanings given in these core terms and the Approved Application.
	2. Neither of us can assign, novate, or otherwise deal with this Agreement without the prior written consent of the other.
	3. Each of us will use best endeavours to resolve in a confidential manner any dispute that may arise under or relating to this Agreement within 30 calendar days of it arising.
	4. Each of us must promptly at its own cost do all things (including executing and delivering all documents) necessary to give full effect to this Agreement.
	5. Nothing in this Agreement may be construed as creating a relationship of partnership, joint venture, employment, principal and agent or trustee and beneficiary between the parties.
	6. The failure by one of us to require performance of an obligation under this Agreement by the other will not operate as a waiver of the obligation and the other still remains liable to perform all its obligations under this Agreement.
	7. Any variation to this Agreement is not valid unless it is in writing and signed by both of us.
	8. The laws of New South Wales, Australia govern this Agreement and the parties irrevocably and unconditionally submit to the exclusive jurisdiction of the courts of New South Wales and of the Commonwealth of Australia.
	9. Any term of this Agreement that is wholly or partially unenforceable, illegal or void is severed to the extent that it is void or unenforceable, and the rest of this Agreement is not affected and remains in force.