# Aged Care Collaborative Application Form for Flagship 1 v2

# **Enhancing Role Clarity, Communication and** **Career Pathways with a Flexible Leadership Model**

## Applicant Instructions

Please read and complete this application form with reference to the accompanying Project information and Application Guidelines (available [here](https://www.ariia.org.au/aged-care-collaborative/flagship-projects/flagship-project-1#application-documents)) which outlines the full project details and application process. The Grant Funding Agreement (available [here](https://www.ariia.org.au/aged-care-collaborative/flagship-projects/flagship-project-1#application-documents)) outlines the terms and conditions associated with the Grant Funding if the application is successful.

By completing and submitting this application form you consent to the collection, processing and disclosure of the personal information submitted in accordance with [ARIIA’s Privacy Policy](https://www.ariia.org.au/privacy-policy).

Application forms and supporting attachments must be lodged by **5pm ACST on Thursday 24 April 2025**. Application forms and supporting attachments are to be lodged to Aged Care Research & Industry Innovation Australia (ARIIA) via email to [agedcaredcollaborative@ariia.org.au](mailto:agedcaredcollaborative@ariia.org.au).

For queries about the guidelines, deadlines, or questions in the form, please contact us via email [agedcaredcollaborative@ariia.org.au](mailto:agedcaredcollaborative@ariia.org.au). Enquiries regarding the application can be submitted via email until **5pm ACST Thursday 17 April 2025**.

### Using this Application Form

This application form is a fillable Word form. You will be able to save a copy of the form and save as you progress. Where word limits are applicable, information will be provided below the text box.

\*Indicates a required field

The application form is supplemented by attachments to be submitted including:

* Cover Letter (no more than 800 words)
* Key Personnel List
* Other documents, as required

### Submitting Your Application

Applications must be lodged by **5pm ACST on Thursday 24 April 2025**. Applications are to be lodged to Aged Care Research & Industry Innovation Australia (ARIIA) via email to [agedcarecollaborative@org.au](https://flinders-my.sharepoint.com/personal/spar0127_flinders_edu_au/Documents/ARIIA%20Projects/AC%20Collaborative%20Fund/Flagship%20Projects/Flagship%20Projects%20Base%20Templates/agedcarecollaborative@org.au).

### By submitting your application, you are confirming that you have read and understood the above.

# Cover Letter

Please attach a Cover Letter signed by an Authorised Representative of your organisation detailing:

* + Why your organisation is interested in participating in this Flagship Project
  + Benefits to your organisation
  + How your involvement will benefit the Aged Care sector
  + How your involvement will support collaboration in the Aged Care sector
  + How you will ensure that your organisation and key personnel will genuinely commit to the Collaboration Principles (outlined in the Project information and Application Guidelines, available [here](https://www.ariia.org.au/aged-care-collaborative/flagship-projects/flagship-project-1#application-documents))
  + An endorsement of support for participation in the project by your Executive and/or Board

**No more than 800 words/4850 characters.**

Cover Letter has been completed\*

# Contact Details

Please provide relevant contact details for your organisation.

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| Business Trading Name\* |
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| ABN\* |
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| Entity Name (if different to business name) |
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| --- |
| Head Office Address\* |
| Street Address |
| Suburb |
| State |
| Post Code |

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| Postal Address\* Same as above |
| Street Address |
| Suburb |
| State |
| Post Code |

|  |  |
| --- | --- |
| Lead Contact\* | |
| First Name | Last Name |
| Position | |
| Primary Phone Number | |
| Primary Email | |

# Organisational Context

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| Organisation Description\* |
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Briefly describe your organisation, including:

* The services provided
* Size of the workforce
* Number of residents / home care package customers
* Not-for-profit/for-profit status
* Organisational structure (Org Chart may be provided as an attachment)

**No more than 200 words/1300 characters.**

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| Project Implementation Site\* |
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Briefly describe the setting in which the project will be implemented in your organisation, including:

* The location of the site/region
* Modified Monash Model (MMM) classification for the implementation site/region
* Number of residents / home care package customers for the implementation site/region
* Client demographics and other relevant information

**No more than 200 words/1300 characters.**

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| Strategic Alignment \* |
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Explain how this Flagship Project aligns with your organisation’s strategic priorities and workforce development plans.

**No more than 250 words/1600 characters.**

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| Workforce Challenges and Opportunities\* |
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Describe the current challenges and/or opportunities in your organisation that you’re hoping to address with this project. Examples may include workforce culture, staff turnover, leadership and/or communication.

**No more than 400 words/2500 characters.**

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| Workforce Changes\* |
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Explain how you anticipate your workforce structure or processes might evolve as a result of this project. Consider staffing levels, new roles, culture change or changes to responsibilities or processes.

**No more than 300 words/1900 characters.**

## People and Capabilities

### Key Project Personnel\*

Use the provided template (available [here](https://www.ariia.org.au/aged-care-collaborative/flagship-projects/flagship-project-1#application-documents)) to list details of key project personnel. See the Project Plan provided in Appendix A Detailed Project Plan (available [here](https://www.ariia.org.au/aged-care-collaborative/flagship-projects/flagship-project-1#application-documents)) for guidance regarding the anticipated roles required and commitment. Note that Project Personnel may be funded through Grant Funding and/or co-Contribution.

I have reviewed Appendix A and acknowledge the roles and FTE required are eligible for grant funding and/or co-contribution\*

The Key Personnel List has been completed\*

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| Continuity of Personnel\* |
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Explain how you will ensure the continuity and availability of key project personnel and any other required staff for the duration of the project.

**No more than 200 words/1300 characters.**

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| Other Personnel\* |
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Describe any other departments that will be involved (e.g. Corporate Services, Human Resources, IT).

**No more than 200 words/1300 characters.**

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| Organisational Readiness\* |
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Explain why your organisation is well-positioned to implement this project, or how this project will contribute to increased Organisational Readiness.

This may include a current self-assessment of your organisation’s capability and capacity in relation to factors that include but are not limited to:

* Commitment to cultural transformation
* Flexible mindset and openness to new ways of working
* Willingness to embrace change, adapt workforce structures, and redefine roles, accountabilities, and responsibilities
* Ability to secure support and engagement from management, staff, clients, and families
* Ability to foster collaboration between clinical and non-clinical leaders
* Capacity to work closely with embedded subject matter experts through workshops, mentoring, and other support mechanisms
* Commitment to authentic, dialogue-based co-design with multiple stakeholders
* Effective internal communication channels to disseminate key information

**No more than 400 words/2500 characters.**

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| Project Management Capability\* |
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Describe the current project management capability in your organisation, including a brief description of any recent examples of successful project implementation and/or management.

**No more than 400 words/2500 characters.**

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| Measuring Project Outcomes\* |
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Describe the processes and data collected that would support project evaluation. Examples may include staff feedback surveys, regular staff feedback meetings, staff turnover data and absenteeism rates.

**No more than 200 words/1300 characters.**

## Project Implementation

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| Project Sponsorship and Governance\* |
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Briefly describe the project governance structures related to the implementation location. Outline the senior leaders in your organisation who will sponsor this project and how they will support and empower staff through implementation.

**No more than 300 words/1900 characters.**

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| Challenges and Risks\* |
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Describe the anticipated challenges or risks associated with implementing this project in your organisation. Consider: operational factors, organisational culture, staffing, governance, continuity of care, organisational adaptations (if any) required and discuss how these might be mitigated.

**No more than 400 words/2500 characters.**

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| Communication Strategy\* |
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Describe the internal communication strategies will you use to ensure clarity and alignment during project implementation and support good workplace culture.

**No more than 200 words/1300 characters.**

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| Change Management |
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Describe how your organisation will gain and maintain stakeholder buy-in for this project, support staff through changes, and handle potential resistance to the changes.

**No more than 200 words/1300 characters.**

# Non-Compliance and Declarations

### Non-Compliance\*

Please see the Grant Funding Agreement template (available [here](https://www.ariia.org.au/aged-care-collaborative/flagship-projects/flagship-project-1#application-documents)).

List any matters of non-compliance with the Grant Funding Agreement below including any proposed amendments that you wish to negotiate.

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**No more than 800 words/4850 characters**.

### Declaration

I declare that the information in this application and attachments are, to the best of my knowledge, true and correct.

I will notify ARIIA of any changes to this information and any circumstances that may affect this application.

I acknowledge that ARIIA may refer this application to external experts or other departments for assessment, reporting, advice, comment of for discussions regarding alternative or collaborative Grant Funding opportunities.

I understand that this is an application only and may not necessarily result in funding approval.

By completing and submitting this application form I consent to the collection, processing and disclosure of the personal information submitted in accordance with the ARIIA Privacy Policy.

Material may be subject to the Freedom of Information Act 1991 (SA) and that if a Freedom of Information request is made, ARIIA will take all steps reasonably practice to consult with the applicant before any decision is made to release the application or supporting documentation.

**I have read and agree to the above\***

Yes

|  |  |
| --- | --- |
| Authorised representative\* | |
| First Name | Last Name |
| Position | |
| Phone Number | |
| Email | |

**I understand the following documents must be submitted with this Application in order to be considered complete: \***

|  |
| --- |
| Cover Letter  Yes |
| Key Personnel  Yes |

## More information and technical assistance

Enquiries regarding the application can be submitted via email ([agedcarecollaborative@ariia.org.au](mailto:agedcarecollaborative@ariia.org.au)) until **5pm ACST Thursday 17 2025**.