



A GOVERNMENT
BUSINESS ENTERPRISE

INDUSTRY
INNOVATION
GRANTS PROGRAM

Benefiting the language
services industry in Victoria

GUIDELINES FOR APPLICANTS

About VITS and the grants program

The Victorian Interpreting and Translating Service (VITS) is a Victorian Government-owned business enterprise that has offered leading-edge services to culturally and linguistically diverse Victorians for more than 30 years.

VITS has continuously explored, uncovered and implemented innovative ideas and practices throughout its operations. It is renowned for adopting the latest that technology has to offer as well as embracing exciting new training and development programs and processes that benefit its language professionals, its administrative staff, its clients and the culturally and linguistically diverse Victorians they seek to assist.

VITS plays a crucial role in the Victorian community and has a responsibility to contribute using the fundamentals of what it does best – innovate and develop the industry. To this end, VITS has developed the VITS Industry Innovation Grants Program to fund professional development and cutting-edge research initiatives that will contribute to innovation in Victoria's language services industry.

PROGRAM OBJECTIVES

The Industry Innovation Grants Program aims to achieve the following outcomes:

- The identification and adoption of new operational practices that benefit the Victorian language services industry.
- The identification and adoption of new professional development, training or skills development initiatives or human resource methodologies that benefit the Victorian language services industry.
- Initiatives that benefit the Victorian language services industry by identifying emerging industry trends that may be incorporated into future strategic planning.

AREAS OF INTEREST

- Research that identifies gaps or future needs for language services in Victoria.
- Professional development/training initiatives that help to address a demonstrated shortage of language professionals in the language services industry in Victoria.

ELIGIBILITY

The grants program is open to individuals and organisations, both public and private. VITS expects there may be particular interest from not-for-profits, educational institutions, academics, community groups and local government. Preference may be given to Victorian-based individuals and organisations whose proposals will directly benefit the Victorian language services industry.

The grants program committee will NOT consider applications seeking funding for matters such as: capital works; multi-year projects; capital equipment purchases; general fundraising; recurrent operating expenses; retrospective project costs; travel and accommodation costs; activities that are the responsibility of government; projects for private or individual benefit; projects with high administrative costs (including travel); and activities for or at private or residential premises.

FUNDING LEVEL & DURATION

The grants program has a finite sum of money to allocate each year, although it is expected that this sum will increase over time. As guidance to applicants in the program's first year, proposal budgets should be between \$2,000 and \$20,000. At this stage of its development, program grants will be one-off, not recurrent, and multi-year proposals will not be considered.

The successful applicant/s will be required to negotiate a contract based on the content of their proposal application and the program's standard contract. It is expected that the projects of successful applicants will be completed within 12-18 months (maximum) of being funded. Shorter durations are acceptable.

ASSESSMENT CRITERIA

Proposal applications will be assessed first on their eligibility for the grants program. Those deemed to be eligible will be included in the assessment process. The application must:

1. Demonstrate a clear benefit to the Victorian language services industry
2. Provide a clear budget/use of funds details
3. Provide a clear description of the proposed project
4. Provide evidence of the applicant's ability to successfully manage the proposed project
5. Demonstrate innovation within the proposed project
6. Provide clear, measurable project deliverables and outcomes.

ETHICS & CONFIDENTIALITY

There may be proposals where ethical and confidentiality considerations are applicable. Applicants must be aware whether such considerations apply and gain the relevant approvals from their institution and/or research subjects before they will be funded.

EVALUATION OF PROPOSALS

Proposals will be evaluated by a committee comprising members of VITS' executive and any external experts who may be appointed to assist. The final decision on which applications will be awarded grants will be made by the VITS Board of Directors. The decision of the Board will be final.

All applicants will be notified in writing of the outcome of their application. Grant recipients and brief details of their project will be announced on the VITS website.

TIMELINE FOR APPLICATION PROCESS

28 October 2014	Announcement of inaugural awards and applications open
5pm, 12 December 2014	Applications close
January 2015	Evaluation committee considers applications
February 2015	Applicants notified of committee's decision
Project starts when:	Grant recipient and VITS negotiate and sign contract covering the project. Once the contract is signed, full or part-payment of grant money will be deposited in the recipient's Australian bank account.

HOW TO APPLY

Individuals or organisations interested in applying for a grant must complete the official grant application form (available in Word format at www.vits.com.au) and lodge it by the due date according to the instructions on the application form.

FURTHER INFORMATION

Questions or requests for further information should be directed to Mr George Bisas, Chief Executive Officer, VITS, at george@vits.com.au



VICTORIAN INTERPRETING & TRANSLATING SERVICE

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