



**Portable Long Service Leave Scheme for the ACT Community Sector  
Transition Fund  
APPLICATION FORM**

Community sector organisations have indicated to ACT Government that organisations may require support whilst transitioning to the new portable long service leave scheme under the *Long Service Leave (Portable Schemes) Act 2009* (the Scheme). The new legislation took effect from 1 July 2010.

The Scheme applies to all child care and community services sector organisations operating in the ACT.

Organisations are required to submit 1.67% of their total wages bill to the Long Service Leave Authority on a quarterly basis.

The ACT Government has committed to supporting organisations to transition on a needs basis during the implementation of the Scheme. The commitment was made to minimise financial hardship that may impede the effective delivery of community services.

The ACT Government is offering one off payments to eligible organisations, to a maximum of \$50,000 in 2010-11.

The ACT Government will consider applications from organisations which are recurrently funded under an ACT Government Service Funding Agreement.

**Privacy Statement**

All applications submitted are accepted in confidence. The Department of Disability, Housing and Community Services may liaise with other ACT Government funding agencies regarding your application.

By submitting this application you are agreeing to this privacy statement.

1. Organisation's Name	
2. Postal Address	
3. Phone and Fax number	Phone: Facsimile:

4. Email			
5. Primary Contact			
6. Please list the ACT Government Service Funding Agreement details?	Title of Service Funding Agreement	Program: (please list)	Amount (\$):
7. How many employees do you have registered under the Scheme? What programs are they employed/registered?			
8. What is the actual financial shortfall for your organisation as a result of the introduction of the new Scheme?			
9. Please identify the organisations provisions for long service leave in the 2008-09 and 2009-10 financial years.			
10. What was the organisation's financial surplus, if any in the last two financials year?			
11. Submit a workplan and budget that details how the organisation will make provisions for future entitlements.	Workplan / Budget Attached <input type="checkbox"/> Yes <input type="checkbox"/> No		

<p>12. Please attach a copy of your audited financial statements for the 2008-09 and 2009-10 financial year.</p>	<p>Statements attached?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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**DECLARATION BY AUTHORISED DELEGATE**

*This declaration must be completed by the applicant organisation.*

I certify that the information given in this application is true and correct to the best of my knowledge, and that I am authorised by the organisation named below to submit this application.

I accept that the information in this application may be shared with other ACT Government agencies for the purposes of assessment.

I agree that details of this proposal including a description, contact details and evidence as outlined in the application form will be used for the purpose of assessing the organisation for eligibility to access assistance through the transition fund for the Portable Long Service Leave Scheme for the ACT Community Sector.

I agree to ACT Government officers accessing my organisations financial records on request in order to assess the organisations financial viability.

I agree that if successful the transition one off funds will be used to meet the organisations Long Service Leave obligations and will provide evidence to the Department of the acquittal of monies.

Yes                      No

<b>Applicant Declaration:</b>			
Name		Position	
Signature	Date	/	/