Grant Program Guidelines

Research and Development

R&D

Health & Safety Trust

Introduction

The vision of the NSW Coal Services Health and Safety Trust is to ensure a healthy and safe workforce in the coal mining industry.

Established in 1991 The Trust Deed established our role in funding grants related to the:

- The investigation and research into ways and means of identifying, measuring and ameliorating hazards in coal mines to coal mining personnel and coal mining communities and with particular reference to preventing illness, injuries and accidents, and

- The resolution of engineering, medical, geological, economic, industrial relations and general management issues which may impinge on health and safety issues in coal mines, the mining environment and mining communities.

The Trust acknowledges that the wider academic literature, some of which were funded by research grants provided by us, contains a wealth of evidence on effective strategies for mitigating health issues impacting on the coal industry workforce and communities.

However, The Trust is now keen to attract grant applications for projects that will help in transitioning evidence to practice, demonstrate innovation, drive outcomes that benefit the coal industry, involve evidence and evaluation, and include methods and approaches that can be scaled up.

We are committed to supporting applicants to plan, implement, learn and iterate their ideas and designs into action so they can share their insights, learnings and approaches with the broader coal mining community. Because of this we are keen to fund projects related to Human-Centred Design. Our applications are open to organisations, companies, researchers, not-for-profit organisations, charities, community groups, and individuals.

These guidelines provide information about the program focus, grant program approach and desired project types, application timelines and funding, application and assessment process, and grant management and reporting requirements.

Trust Grant Program

What is this program and its strategic priorities?

Our strategic approach for the years 2024-2025 is to fund projects that address significant medical and other issues that affect the health and safety of coal industry workers and local communities.

Our priorities include:

- Illnesses caused by dust and other airborne contaminants
- Mental health
- Obesity
- Musculoskeletal injuries
- Serious injury causal factors
- Fatigue

We will also accept and consider grant applications that address other significant health and safety issues in the coal industry if the proposal makes a strong case for their importance.

Our strategic approach
is to fund projects
that address significant
**medical and other health
and safety issues.**

What are the grant program objectives?

The objectives of the Trust Grant Program are to fund projects that address one or more of the following objectives (which present as opportunities or challenges within the coal industry):

- Fostering cultures that values safe and healthy staff retention, addressing concerns such as complacency, disengagement, and presenteeism
- Analysing system and job design factors, such as shift schedules, sleep patterns, and job rotation (rostering)
- Balancing mine production with worker wellbeing, including exploring the tensions that can arise between the two
- Increasing industry-wide education and awareness, targeting workers at all levels of the organisation and focusing on cultural shifts
- Expanding our horizons by seeking insights and best practices from other industries, investing in industry-wide activities, and confronting issues that challenge our business values
- Supporting peripheral businesses and contractors by sharing knowledge and providing assistance
- Applying High-Reliability Organisation (HRO) principles that emphasize behaviour,
- values, controls, and organisational factors that impact outcomes
- Conducting root cause analyses to gain an understanding of how current work practices can unintentionally affect worker's health, especially in the aforementioned areas
- Facilitating leadership and management development to ensure successful implementation of health and safety strategies.

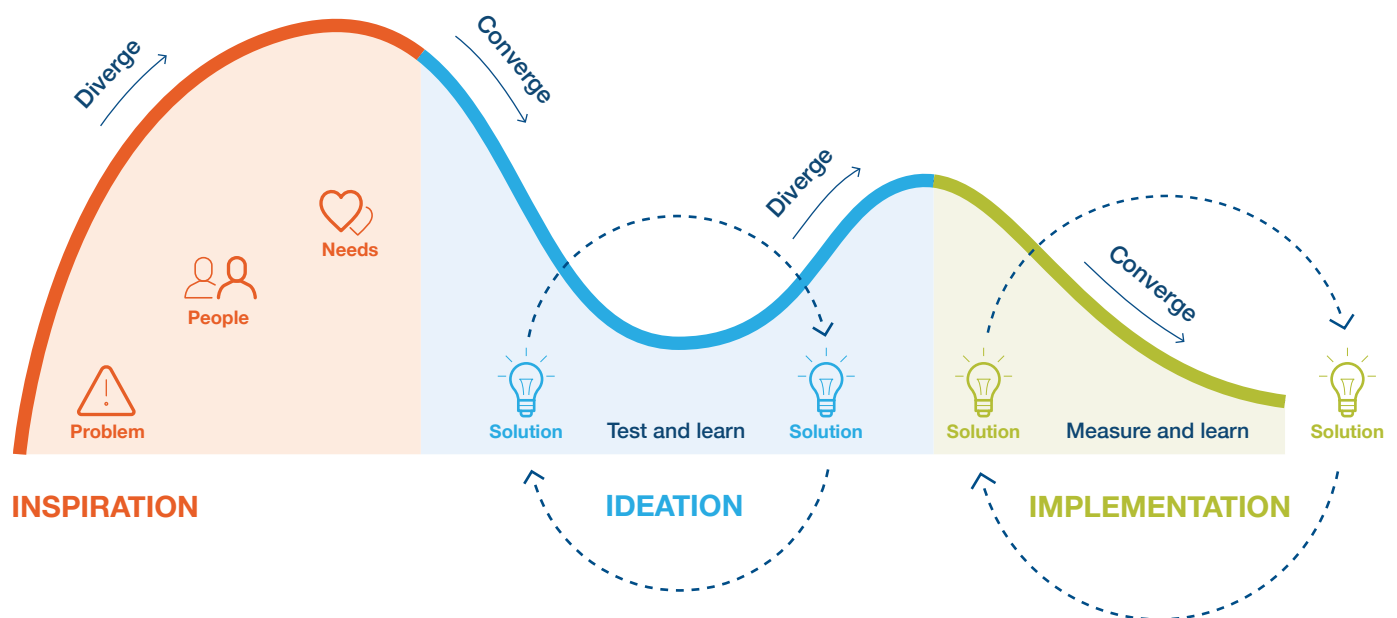# Grant Program Approach and Funded Project Types

The Human-Centered Design Approach

Our approach over the next few years will be to fund innovative ideas that cculd be scaled across the sector. To this end, we are looking for applicants who use a human-centred design (HCD) approach that puts real people at the centre of the development process, builds deep empathy with the people they are designing for and comes up with new solutions that are purpose-built to suit their needs.
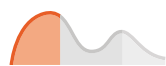
The HCD process:

1. Begins with Inspiration

2. Moves onto Ideation

3. And flows into Implementation

HCD design process by IDEO

INSPIRATION — Diverge — Problem, People, Needs — Converge — Solution — Test and learn — Solution — IDEATION — Diverge — Solution — Measure and learn — Converge — Solution — IMPLEMENTATION
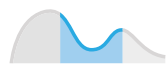
Various types of projects that could be funded may sit across the inspiration, ideation, and implementation stages of the HCD approach. **Some examples of projects that we would welcome include:**

Inspiration stage

- Literature reviews and meta-analyses that synthesize existing evidence on effective health and safety interventions in the coal mining industry.

- Needs assessments and gap analyses that identify areas where interventions are most needed.

- Environmental scans and benchmarking analyses that identify best practices and promising innovations from other industries or regions.

Ideation stage

- Hackathons or design sprints that bring together diverse stakeholders to brainstorm and develop innovative solutions to health and safety challenges in the coal mining industry.

- Incubator or accelerator programs that provide mentorship and resources to startups or social enterprises developing health and safety solutions.

- Design competitions or challenges that encourage students or early-career professionals to develop and showcase their ideas.

Implementation stage

- Pilot projects that test the feasibility and effectiveness of new interventions or solutions (e.g. findings presented in research and literature) in real-world settings.

- Development and implementation of training programs or workshops that educate and empower coal mining workers and communities to adopt safer and healthier practices.

- Community-led initiatives that leverage local knowledge and resources to address health and safety challenges in the coal mining industry.

While we support the development of innovative solutions that have commercial potential, our funding is not intended to support commercialisation efforts or product development for profit. **Therefore, we generally do not fund projects that focus solely on commercialisation or business development, such as**:

- Activities related to intellectual property protection or patent applications

- Development or refinement of prototypes or products for commercial sale

- Marketing or branding activities aimed at promoting a commercial product or service

- Legal or accounting services related to forming a business entity or structuring a commercial venture.

Instead, our focus is on funding projects that prioritise the HCD process and aim to develop solutions that can benefit the broader coal mining community, with a particular emphasis on health and safety outcomes. We encourage applicants to be transparent about their intentions for commercialisation or business development, but this should not be the primary focus of the proposed project.

Cost-effective projects approach

We place a strong emphasis on supporting applicants who can demonstrate a willingness to apply a cost-effective/ return-on-investment lens to their proposed ideas and interventions. It is important to us that the projects we fund are financially viable and sustainable in the long term.

To this end, we are particularly interested in receiving proposals that:

- show evidence of a clear understanding of the costs and resources required to implement the proposed ideas or interventions

- Consider the potential benefits and outcomes in relation to the costs and resources invested

- Incorporate measures to ensure ongoing cost-effectiveness and sustainability, such as community engagement and capacity building

- Utilise innovative and efficient approaches to maximise impact while minimising costs.
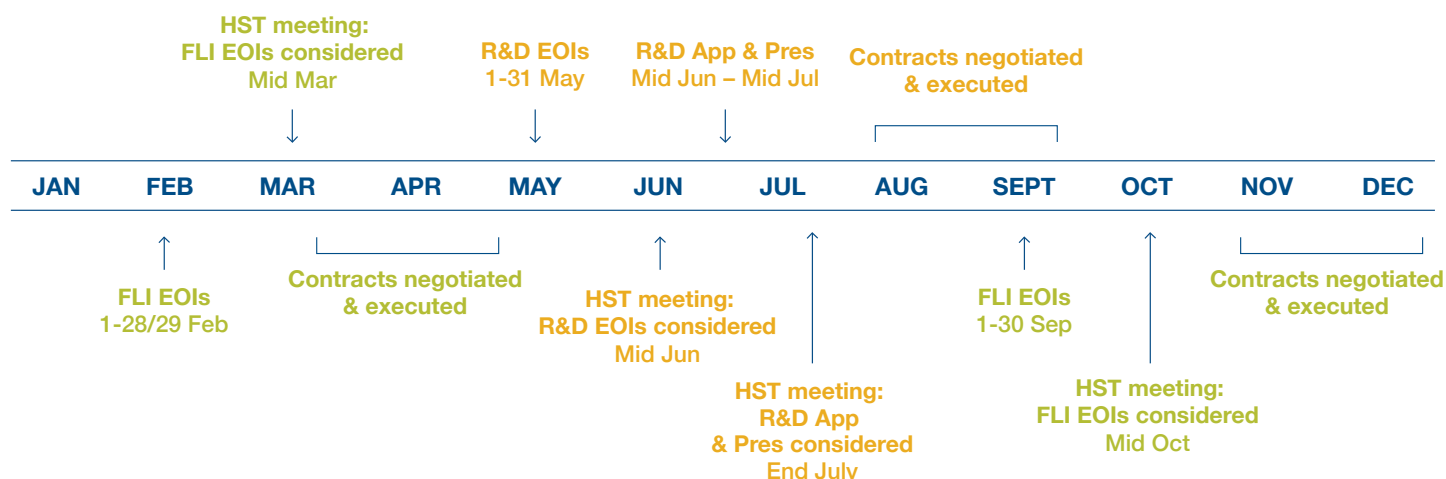
Grant Funding Overview

What funding is available?

There is no set dollar ($) limit for projects. The Trust is a charitable one that draws upon investment funds. There are set restrictions on how much can be granted each year. Each application is assessed individually and dependent on its potential impact on the improvement of health and safety within the NSW and Australian Coal Industry.

The Trust welcomes applications for single or multi-year projects, ideal for applicants in the Ideation or Implementation phases of Human Centered Design.

While the funding opportunity is open, in some cases the Trust may target particular organisations to deliver a project related to a critical need or issue emerging in the coal industry.

When does the grant round open?

The Trust offers one Research & Development grant funding round each year. Refer to the key dates table below for grant round timelines. The grant program involves two stages: Expression of Interest (EOI) and Full Application/Presentation. Applicants who submit an EOI will be assessed to determine their eligibility to progress to the Full Application/Presentation submission stage.

HST meeting:
FLI EOIs considered
Mid Mar

R&D EOIs
1-31 May

R&D App & Pres
Mid Jun – Mid Jul

Contracts negotiated & executed

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC

FLI EOIs
1-28/29 Feb

Contracts negotiated & executed

HST meeting:
R&D EOIs considered
Mid Jun

HST meeting:
R&D App & Pres considered
End July

FLI EOIs
1-30 Sep

HST meeting:
FLI EOIs considered
Mid Oct

Contracts negotiated & executed

Eligibility

Who can apply?

We welcome applications from a diverse range of individuals and organisations who are committed to improving health and safety in the coal mining industry. Some examples of potential applicants include:

- ☑ Non-profit organisations and charities focused on health and safety issues in the coal mining industry

- ☑ Academic institutions and research organisations conducting studies and developing evidence-based interventions

- ☑ Social enterprises and for-profit businesses that have developed innovative solutions to address health and safety issues in the coal mining industry

- ☑ Coal mining companies and industry associations that are committed to improving health and safety outcomes for their employees and communities

- ☑ Community organisations and advocacy groups that represent the interests and concerns of affected communities.

We encourage applications from individuals and organisations with a variety of backgrounds, perspectives, and expertise, as we believe that a collaborative and multi-disciplinary approach is essential for effectively addressing complex health and safety challenges in the coal mining industry.

If your organisation or group is unincorporated (e.g. does not have an ABN or incorporation number) or you are applying as an individual and do not have an ABN you will need an auspice. An auspice is an organisation that meets the eligibility criteria and will receive the money on behalf of the applicant. The auspice will be accountable for the expenditure of funds and responsible for reporting and delivery of the project.

What we can't fund?

- ■ Organisations and individuals outside of Australia

- ■ Political campaigns or lobbying activities

- ■ Activities that promote or support discriminatory practices or beliefs

- ■ Projects that primarily benefit a single individual or organisation, rather than the broader community

- ■ Projects that involve the exploitation or harm of animals or the environment

- ■ Basic or fundamental research that is not directly tied to practical interventions or solutions

- ■ Projects that involve significant capital investments, such as construction or equipment purchases

- ■ Ongoing operational costs that are not tied to specific project activities

- ■ Activities or expenses that fall outside the scope of the project proposal or are not aligned with our funding priorities.

Please note that this is not an exhaustive list, and we reserve the right to evaluate each proposal on a case-by-case basis. We encourage all applicants to review our grant guidelines and contact us with any questions or concerns before submitting an EOI proposal.

Applying for Funding

What does the application process involve?

Before applying, applicants must read and understand these program guidelines. The Trust may vary the grant process or documentation at any time. Any changes will be published on The Trust webpages.

Expression of Interest (EOI) Form

An applicant must submit an Expression of Interest (EOI) form before the closing date. Each EOI will be assessed, by an assessment team, against the eligibility requirements and merit criteria, outlined in the program guidelines and the EOI Form.

Ineligible applications will not progress past the EOI stage. Eligible applicants will be invited to submit a full application.

Expression of Interest (EOI) Merit Criteria

Criterion 1: Identified health issue/s related to coal sector work (50%)

- An identified need or issue related to the health, safety and wellbeing of coal industry workers and/or community.
- Evidence that the applicant has capacity to: investigate or introduce innovative practice; implement evidence-based new or emerging approaches/strategies; or transition research findings into practice.

Criterion 2: Potential of proposed project (50%)

- The proposed project has the potential to scale in the future.
- The proposed project objectives align with Trust grant program objectives.

R&D Application Form and Presentation

Eligible applicants must submit an R&D Application Form and PowerPoint Presentation before the closing date. Eligible applicants will also be invited to present to the Trust (Refer to the key dates table above for grant round timelines). During the R&D application and presentation assessment process, each R&D application will be assessed competitively against the merit criteria, outlined in the program guidelines and application form.

Applicants please note: An invitation to submit a full application is not an indication of success.

R&D Application Merit Criteria

Criterion 1: Delivery of Program Objectives (30%)

- A comprehensive project plan including activities, budgets, and deliverables that align to project and grant program priority and objectives.
- A clearly articulated approach to applying human-centred design in the delivery of the project.
- Description of anticipated project outputs (including timeline and partners).
- Description of anticipated project outcomes (including outcome measures, milestone period).

Criterion 2: Transitioning Evidence to Practice (20%)

- A clearly articulated description outlining how the proposed project will contribute to improving the health and safety of coal industry workers and communities in one or more of the following priority areas: illness caused by dust and other airborne contaminants; mental health; obesity; and/or, musculoskeletal injuries, other serious injury causal factors or fatigue.

- Evidence that the proposed project is based on previous work, adoption of relevant methodologies or findings and/or novel ethical untested strategy/practice.

- Details about any potential stakeholders and partners and their role in this project.

Criterion 3: Capability and Capacity (20%)

- Description of previous experience delivering projects or undertaking work which were directly or indirectly related to the coal industry.

- Evidence that the applicant, and potential partnership organisations, has the necessary knowledge and resources to deliver the proposed project.

- Identification of any foreseeable risk or barriers in undertaking and completing the project, including legal and ethical considerations.

Criterion 4: Project Monitoring and Evaluation (15%)

- A clear outline of evaluation design, methods and type of evidence to be collected over the course of the project.

- Evidence that the monitoring and evaluation of the program is sufficient to measure the extent which the project achieved its objectives.

- The monitoring and evaluation of the program is proportional to the size, cost and nature of the project.

Criterion 5: Innovation and Scalability (15%)

- The extent to which the proposed project is new/novel, builds upon existing capabilities and/or implements solutions using previous research findings.

- Detail as to how the project can be scaled in the future.

- Detail about how the proposed project represents good value of money and return on investment.

R&D Presentation Merit Criteria

Criterion 1: Knowledge and understanding of the subject and how it relates to the coal sector (50%)

- Subject knowledge and expertise of the presenters.

- Explanation of the health-related issues that the project seeks to prevent or control.

Criterion 2: Coal Industry knowledge and collaboration with stakeholders (30%)

- Understanding of the coal industry and its stakeholders, including possible barriers to delivery of expected outcomes, if applicable.

- Evidence of involvement of industry stakeholders in the research and development of the proposed project

Criterion 3: Articulation and Communication (20%)

- Delivery of an articulate and understandable presentation that addresses the key questions of who, how, what and why.

- Confidence and demeanour of presenters when delivering the proposal.

Assessment

Conflict of Interest

All applications are assessed individually by Trustees and relevant subject matter experts. Any conflict of interest must be declared by members of the assessment team.

Notification and Feedback

All Applicants will be informed of the outcome of their application and provided feedback via email no later than six weeks after the closing date.

Industry Support

The Health & Safety Trust is administered by Coal Services, but remains separate from the operational activities of Coal Services, including Coal Mines Insurance, CS Heath, Mines Rescue and Regulation & Compliance.

Any assistance that may be required from operational areas of Coal Services would need to be sought and agreed to separately.

When submitting an application, it is recommended that a detailed engagement plan is included that outlines any agreements with industry partners (including Coal Services) and mine sites to undertake the project.

Successful Applicants

Funding Contract

All successful Applicants will need to sign a Trust Grant Contract and agree to the Terms and Conditions. These documents outline the roles and responsibilities of the successful Applicant and The Trust. The Trust Grant Contract will detail the reporting and payment schedule.

Reporting

Reporting is required to monitor project progress and ensure projects have been delivered as agreed. All reporting will be completed and submitted via email. A presentation will be made to the Trustees upon Finalisation of the project.

Payments

The payment schedule for each successful project is outlined in their Trust Grant Contract. Payments are triggered by the execution of the Trust Grant Contract and upon receipt and acceptance of project progress report/s and final report.

Contact Us

Please email **trust@coalservices.com.au** if you have any queries about our Grant Program.

CS Health & Safety Trust