

WORKPLACE DISABILITY INCLUSION GRANT SCHEME (WDIGS) GRANT APPLICATION PACKAGE | **DOCUMENT 1 - APPLICATION GUIDELINES**



Australia-Papua New Guinea Economic Partnership (APEP) EmployAbility Project

Application Guidelines prepared by Square Circle for APEP

30 October 2025



DOCUMENT 1: APPLICATION GUIDELINES

About This Application Package

This Application Package contains everything you need to apply for a Workplace Disability Inclusion Grant. The package includes:

1. Application Guidelines (this document)
2. Eligibility Checklist
3. Application Form
4. Budget Template
5. Project Workplan Template
6. Selection Criteria Guide
7. Supporting Documents Checklist

What is the Workplace Disability Inclusion Grant Scheme (WDIGS)?

The Workplace Disability Inclusion Grant Scheme (WDIGS) provides financial support to PNG businesses to create employment opportunities for persons with disabilities. The scheme recognises that employment is a fundamental human right and aims to reduce barriers that prevent persons with disabilities from participating in PNG's formal business sector.



Grant Tiers and Funding Levels

WDIGS offers three grant tiers:

Tier 1: Foundation Level

- **Grant Amount:** PGK 1,000 - PGK 10,000
- **Co-contribution:** 50% (you contribute at least 50% of total grant amount)
- **For:** Small businesses undertaking first inclusion initiatives
- **Typical Activities:** Basic accessibility modifications, disability inclusion audits, staff awareness training

Tier 2: Development Level

- **Grant Amount:** PGK 10,000 - PGK 25,000
- **Co-contribution:** 50% (you contribute at least 50% of total grant amount)
- **For:** Medium businesses implementing comprehensive inclusion programmes
- **Typical Activities:** Workplace modifications, assistive technology, training programmes

Tier 3: Leadership Level

- **Grant Amount:** PGK 25,000 - PGK 50,000
- **Co-contribution:** 100% (matching funds - you contribute equal amount to grant requested)
- **For:** Large businesses establishing sector leadership in disability inclusion
- **Typical Activities:** Comprehensive workplace transformation, advanced assistive technology, mentoring systems

Key Dates and Application Process

Key Dates

- **Applications Open** 1 November 2025
- **Information Session** [To be confirmed - virtual session]
- **Applications Close** 30 November 2025, 5:00 PM PNG Time
- **Assessment Period** 1-15 December 2025
- **Notification of Outcomes** January 2026
- **Contracting** From 15 January 2026
- **Project Implementation** February - April 2026 (4 months)
- **Final Reporting Due** May 2026

How to Apply

1. **Check Eligibility** Use the Eligibility Checklist (Document 2) to confirm your business meets all requirements.
2. **Attend Information Session** Attend the virtual information session to learn more about the grant and ask questions.
3. **Complete the Application Form** Use Document 3 (Application Form) to provide all required information about your business and proposed project.
4. **Complete Budget and Workplan Templates** Use Documents 4 and 5 to detail your project costs and implementation timeline.
5. **Gather Supporting Documents** Use Document 7 (Supporting Documents Checklist) to ensure you have all required attachments.
6. **Submit Complete Application** Submit your complete application package via email to: info@cufa.org.au

Submission must include:

- Completed Application Form (Document 3)
- Completed Budget Template (Document 4)
- Completed Project Workplan Template (Document 5)
- All supporting documents listed in Document 7

After Application Submission

What Happens After You Apply?

1

1. Acknowledgement

You will receive confirmation that your application was received within 2 business days.

2

2. Eligibility Screening

Your application will be checked to ensure it meets all eligibility requirements.

3

3. Assessment

A Selection Committee will evaluate your application against the selection criteria.

4

4. Notification

You will be notified whether your application has been successful or unsuccessful.

5

5. Contracting

Successful applicants will enter into a grant agreement with APEP.

6

6. Implementation

You will implement your project over 4 months with support from the APEP EmployAbility team.

7

7. Reporting

You will submit progress reports and a final report at project completion.

Need Help?

If you need assistance completing your application:

- **Contact CUFA:** info@cufa.org.au