

2024 Return to Work Pathways Program Grants

February 2024

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Grant Program Details	
Applications open	Monday 12 February 2024
Applications close	Monday 11 March 2024 at 11:59 pm Late applications will not be accepted
Anticipated assessment outcome date	31/05/2024
Anticipated date for Funding Deed execution (with successful applicants)	Mid-June 2024
Project delivery timeframe (for successful applicants)	30 June 2024 – 30 June 2026
Decision-maker	The Minister for Women
NSW Government Agency	Women NSW, Premier’s Department
Type of grant opportunity	Open, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	Total funding budget of \$2 million. Individual grant amounts from \$100,000 to \$250,000 (excluding GST) per applicant.
Enquiries	<p>If you have any questions about the grant that are not covered in these funding guidelines, please contact Women NSW:</p> <p>Email: WNSWGrants@premiersdepartment.nsw.gov.au</p> <p>For queries about the online grant management system, Smarty Grants, please contact the support team at:</p> <p>Email: service@smartygrants.com.au</p> <p>Phone: (03) 9320 6888</p> <p>Available to help Monday to Friday 9:00am to 5:00 (Australian Eastern Standard time).</p>

NB: The above dates are proposed only and are subject to change. Premier’s Department (Women NSW) will notify applicants of any changes to timeframes and deadlines.

1

Overview of grants program

1 Overview of grants program

Despite progress made over the last 50 years to improve outcomes for women, there are still ongoing barriers that limit women's opportunities throughout their lifetimes. While diverse cohorts of women have a range of strengths to make valuable contributions to their families, communities, and workplaces, many women experience additional barriers to economic participation.

The Return to Work Pathways Program (RTWPP) was established by the NSW Government in 2023 to support women from focus communities gain increased work readiness and to secure sustainable employment. The RTWPP delivers on NSW Government priorities including the [NSW Women's Strategy 2023 - 2026](#).

The 2024 RTWPP grant round will target focus communities which were not represented in the projects funded under the first grant round.

Women NSW encourages applicants to read all the details in these guidelines before applying. Women NSW have a responsibility to make sure projects provide value for money. It is important you are able to demonstrate how your proposed project provides outcomes and how the grant will deliver value for money.

1.1 Purpose and objectives

The primary objective of the RTWPP is to support women from focus communities, who are experiencing complex and persistent barriers to employment, to enter or re-enter the workforce.

A variety of bespoke and tailored projects will be funded, to provide wraparound supports including training, mentoring and pathways to employment. Projects will be targeted to the nominated focus communities, responding to their specific needs, life stages and circumstances.

1.2 Grant value

The Premier's Department will fund multiple projects, with total funding of \$2 million.

Funding for projects will vary within the range of \$100,000 - \$250,000 depending on the project model, the number of participants to be supported, and the level and intensity of services and supports provided to participants.

A minimum of 10% financial co-contribution is required. This can be cash or in-kind sources.

1.3 Focus communities

The target group for the 2024 RTWPP grants round is women who face enduring and complex barriers to enter or re-enter the workforce. In addition, projects must specifically target and support one of the following focus communities of women:

- Aboriginal and Torres Strait Islander women and girls
- Lesbian, gay, bisexual, trans, intersex, queer and/or asexual (LGBTIQA+) women and girls
- Women and girls with disability
- Women and girls with a mental illness
- Women and girls living in regional, rural, remote and cross-border areas areas
- Women veterans
- Women and girls in contact with the criminal justice system

1.4 Projects

RTWPP will fund a variety of models and funding will vary according to the proposed model and corresponding extent of services to be provided, in response to focus communities' needs.

Projects should provide a model delivering some or all the following components. A minimum of two service components is required. Supports can include, but are not limited to the following:

Key components	Examples of supports / services
Tailored wrap around supports	Supported referrals to services, career coaching and guidance, other activities and programs to build confidence. Time-limited support following participant's employment.
Mentoring	Provide mentoring using a suitable mentoring model, this may include peer and volunteer mentoring.
Training	Provide appropriate training programs in a variety of formats responding to participants needs. Supported referral to other training and education options as required.
Work readiness	Pre-employment training, work readiness skills training and coaching to build participant's capability and confidence.
Pathways to employment	Facilitated employment opportunities using models such as work experience, job placement, paid traineeships and other programs that offer established pipelines to employment.
Engagement of employers	Partnering with employers to facilitate employment options for participants and for employers to create supportive environments.

1.5 Intended outcomes

RTWPP program outcomes are detailed in the RTWPP Project Logic template.

Outcomes for participants will include:

- Entry or re-entry into the workforce within six months of participating in the program
- Sustained employment, after 12 months of participating in the program
- Increased skills to enter the workforce
- Improved levels of work readiness and confidence
- Improved mental health and wellbeing because of job security; reduced financial stress.

RTWPP program outcomes are detailed in the RTWPP Project Logic template.

2

Selection criteria

2 Selection criteria

Selection criteria for a grant comprises both eligibility and assessment criteria. This section should include details of the eligibility and the assessment criteria for the 2024 Return to Work Pathways Program grants.

Only one application for funding will be accepted per organisation per project.

2.1 Eligibility criteria

Eligible applicants for RTWPP are required to meet all eligibility criteria below.

Applicants must be a legally constituted Australian-based entity. This includes:

- Incorporated not-for-profit organisations, including community organisations
- Industry bodies and the private sector working in partnership with the community or government on projects directly supporting women and girls.
- Local councils and shires, including regional organisations of councils and consortia of councils
- Social enterprises, defined as a business that trades primarily for a defined social purpose consistent with a public and/or community benefit

Not-for-profit bodies are organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading, Australian Securities and Investments Commission (ASIC) or Office of the Registrar of Indigenous Corporations (ORIC). They can include:

- charities, trusts, and cooperatives that are registered with the Australian Charities and Not-for-profits Commission (ACNC)
- organisations with Deductible Gift Recipient (DGR) or Public Benevolent Institution status
- not-for-profit companies limited by guarantee and registered in NSW (these must have ACNC registration and or DGR status)
- associations (registered under the Associations Incorporation Act 2009 and with NSW Fair Trading)
- Local Aboriginal Land Councils
- religious organisations
- organisations established under an Act of Parliament.

Note: Organisations listed on the Australian Charities and Not-for-profits Commission (ACNC) Register must have a current record.

An application must be made by a single organisation that will accept responsibility for the delivery of the project if the application is successful.

The following are mandatory eligibility criteria:

- all applicants must have appropriate insurance (minimum of \$10 million),
- all applicants must address the NSW National Redress Scheme sanctions (included in these guidelines),
- applications will not be accepted from organisations that have outstanding acquittals with Women NSW.
- applications do not already receive NSW or Commonwealth Government funding for the proposed project.
- all applications must provide a budget for their project, or the application will be deemed ineligible.

- applicants must provide a budget for their project, or the application will be deemed ineligible.
- all applications must include 10 percent income from other sources (cash or in-kind).

Ineligible Applicants

Funding will not be provided to:

- individuals or groups of individuals, including sole traders
- unincorporated organisations
- for-profit commercial organisations, entities.
- NSW Government or Australian Government agencies and their entities (including public trusts)

2.2 Assessment criteria

Eligible organisations must meet the following assessment criteria to be considered for funding:

Assessment Criteria	Details
Relevant and evidence based	<p>The application has a clear and well-refined problem statement, that outlines how the project will respond to the needs of women from the focus community experiencing complex barriers to employment.</p> <p>The project approach and service delivery model are supported by evidence and / or leading practice.</p>
Effective service delivery model	<p>The project has a well-developed service delivery model that sets out the types, level, and intensity of supports to be provided to participants and provides a rationale and costings for the model.</p>
Partnerships and engagement	<p>The application outlines the partnerships and community engagement required to support the project, and clearly outlines partner contributions.</p> <p>The application demonstrates effective referral pathways with relevant services and community organisations.</p> <p>The application demonstrates partnerships with employers and businesses to support employment pathways.</p> <p>The application demonstrates well-established connections with the nominated focus community.</p>
Project plan and outcomes	<p>There is a clear project plan for delivering the project which sets out key project activities and milestones.</p> <p>The application sets out clearly defined outcomes and how they will be measured and evaluated. The application includes an evaluation strategy with metrics for measuring success in achieving outcomes.</p>

Organisational capacity	<p>Applicants must demonstrate that their organisation has the appropriate skills and expertise to deliver the project, including prior experience delivering similar project activities and outcomes.</p> <p>Projects must also demonstrate capacity to provide ongoing value beyond the funding provided under the RTWPP.</p>
Value for money	<p>Projects must represent value for money in terms of both overall costs, and the value of the outcomes and benefits that will be delivered.</p> <p>The proposal must outline the minimum number of women who will benefit from the project and how the proposed service model represents value for money.</p> <p>Applications may receive a higher score for this criterion if it delivers a benefit to a greater number of women compared to a project with similar delivery costs, that provides a similar level of benefit, but to a smaller number of women.</p> <p>Recognition of women with complex needs: Higher cost models for women with complex needs should be clearly outlined and costed, including evidence that supports the model.</p> <p>The proposal contains an accurate budget that demonstrates value for money.</p>

2.3 Evidence requirements

Projects must be evidence-based. Applicants must be able to demonstrate the evidence defining the problem, that the proposed model is fit for purpose, will effectively addresses barriers to employment for the focus community, and will achieve program outcomes.

The evidence for both the problem and intervention should be:

- Relevant: the evidence is directly related to the problem and intervention.
- Reliable: the evidence is from a source or person that has knowledge and/or experience related to the problem and intervention. The reliability of evidence is strengthened when it can be supported through different information-gathering methods.
- Current: the evidence is up to date (to provide a baseline against which change can be measured).
- Adequate: there is enough evidence to verify the existence and size of the problem, as well as the rigour and effectiveness of the intervention.

The specific problem should be articulated in terms of extent, demographics, and location.

Evidence of the problem can be demonstrated through:

- published data
- peer-reviewed published research, and/or
- independent program evaluations.

It is recognised that some innovative solutions may lack a strong evidence base, however, applicants should demonstrate and apply relevant experience, practice wisdom, and correlations with evidence from other areas.

Appendix A contains a non-exhaustive list of sources of evidence.

2.4 Project evaluation

You must include in your application how you will evaluate your project. The evaluation should include a process and outcome evaluation at a minimum.

A process evaluation looks at how a project works and whether the project activities have been implemented as intended. An outcome evaluation seeks to evaluate the extent to which a project meets its goals or objectives.

A Monitoring and Evaluation Plan will be required to be submitted as the first deliverable for the project.

Appendix B provides some guidance for preparing applications and evaluation.

3

Application process

3 Application process

3.1 How to apply

Applications are completed and submitted online via the SmartyGrants Management portal. You will receive an automated email via the when Women NSW receives your application.

If successful, the Funding Agreement and final acquittal for the grant will be managed using the SmartyGrants portal and AdobeSign.

In addition you have the option to create a [SmartyFile](#) profile for your organisation. SmartyFile allows organisations to collaborate with team members, pre-fill information into forms and manage, view, search and sort submissions across multiple funders in one spot. To learn more go to [About Smarty File](#)

Only one application for funding will be accepted per organisation per project. Submission of an application **does not** guarantee funding.

Eligible use of funding

Grant funding can only be used for expenses directly related to the delivery of the project in NSW. Applicants must clearly set out proposed expenditure in the application and outline how the project will demonstrate value for money.

Ineligible use of funds

Grants cannot be used to fund the following:

- Projects located outside of NSW
- Any activity of a commercial nature that is for-profit
- Capital works including building works or any form of capital works.
- Permanent salaries / wages
- Permanent equipment purchases, e.g., tables and computers, iPads, or other items not specific to the project.
- Business as usual costs or general operating expenses
- Retrospective costs
- Events that encourage gambling such as bingo, or the consumption of alcohol
- Activities which require participants to pay more than a nominal amount to attend. Any fee or cost should consider the resulting benefits for everyone, and their capacity to pay.
- Fundraising events designed specifically for the purpose of fundraising for charities or for the organisation. This includes prizes, competitions and awards.
- Internal staff/ organisational development - Funds cannot be used to provide staff training for the successful applicant's organisation. Funds may be used to provide training / organisational development activities for participating employers, in order to build their capability in creating supportive environments for women returning to work.
- Conferences - You cannot use the funds to organise/hold a conference or workshops, or to pay for an individual or group to attend a conference. Any project which includes a conference or workshop component as part of a wider project must fund it from an in-kind contribution. This does not include structured, time-limited courses, with practical and clear outcomes for project participants, such as a training program or educational course.
- Research

- Projects and activities coordinated by NSW Government Departments and Statutory Authorities

If you have any questions about the grants that are not covered in these funding guidelines, please contact Women NSW:

Email: WNSWGrants@premiersdepartment.nsw.gov.au

For SmartyGrants issues please contact the support team at:

Email: service@smartygrants.com.au

Phone: (03) 9320 6888

Available to help Monday to Friday 9:00am to 5:00 (Australian Eastern Standard time).

4

Assessment process

4 Assessment process

4.1 Assessment of grant applications

The assessment process is competitive. Your application must clearly demonstrate how your project addresses the assessment criteria and compares to other applications. The assessment panel will consider all elements of your project equally.

Please note that there can be no assumed knowledge. The assessment panel can only consider the information provided in your application. Successful applications will be assessed based on a scoring system drawn from the assessment criteria in these Guidelines. Consideration is made based on a distribution of projects across focus communities and geographic spread.

All applications are assessed through the staged process as outlined below:

Stage 1

All submitted applications are initially reviewed to ensure compliance with mandatory eligibility criteria and required documentation.

All submitted grant applications will be assessed against eligibility criteria, prioritisation, and assessment criteria.

Stage 2

An assessment panel will assess all eligible applications against the assessment criteria. The panel consists of qualified and experienced representatives, and may include Women NSW staff, representatives of Government agencies, and representatives from the private sector.

Stage 3

The assessment panel makes their recommendations to the decision maker, the NSW Minister for Women, who then makes the final decision.

The Minister for Women is the final decision maker in determining the successful grant recipients. Applicants will be notified in writing of the outcome of the assessment process.

4.2 Notification of application outcome

Applicants will be advised of their application outcome in writing through the SmartyGrants portal. Notification will also make clear how and when grants will be announced publicly.

Announcements should not be made regarding grants awarded before the grantee has been informed. Written advice to unsuccessful applicants (where practicable, with reasons for the application being unsuccessful) will be provided on or before the announcement.

4.3 Feedback on applications

Funding is limited and not all applications are successful. Unsuccessful applicants can request tailored feedback on their application delivered by the Women NSW team. You will be provided with a link to book in a feedback session up until 30 July 2024 in your unsuccessful notification.

5

Successful grant
applications

5 Successful grant applications

Grant recipients are required to enter into a funding agreement with the Premier's Department. Organisations funded by the Premier's Department must operate in accordance with their funding agreement and with legislation, policies, and guidelines relevant to their project funding.

Successful grantees are required to sign and return their funding agreement within two weeks of receipt. The funding agreements can only be signed by authorised officers of your organisation. An authorised officer may be a member of the executive/committee as deemed under the Articles of Association or Constitution for a not-for-profit organisation.

Please note, all applicants must provide the contact details (email address, phone number, name, and position) of the relevant authorised signatories, or their delegates, in the application form.

It is the applicant's responsibility to ensure staff availability to complete and sign documents, to carefully read the terms and conditions of their funding agreement, and for it to be signed by the correct authorised signatories.

Important terms and conditions associated with the funding are attached to the funding agreement.

As part of the funding agreement an invoice template is provided. Once the funding agreement has been executed by all relevant parties and the correct invoice received, the grant funds will be paid to the nominated bank account and a copy of the executed document will be emailed.

Grant recipients should not make public announcements about their project without prior approval from Women NSW. Once you have been notified that the grant is no longer under embargo, you can communicate the grant.

5.1 Variations to the funding agreement

Any variations to the funding agreement, including project scope or activities, location or timeframes outlined in the application form and grant program guidelines must be submitted in writing for approval from Women NSW. Failure to do so may result in the withdrawal of the grant offer.

5.2 Unspent funds

Organisations must not use the money provided for the project, nor any interest earned on the money, for any other purpose beyond what is specified in the approved submitted application.

Organisations must not carry over funds provided for the approved project, to other programs, events, or organisational operating budgets. All grant monies are required to be spent on the approved project or the funds must be returned.

5.3 Advertising and promotion

Successful grant recipients are responsible for the promotion and advertising of their project.

Grant recipients must use the official NSW Government branding on all promotional and advertising materials relating to their grant-funded activities.

Grant recipients agree to information about the project being used for evaluation, promotional and media purposes. Should your application be successful, the Premier's Department (Women NSW) may need to provide certain information to the media and Members of Parliament for promotional activities.

Grant recipients agree to obtain consent from participants for still and moving images of participants captured by project staff and provided to the Premier's Department. Appropriate consent documentation will be provided to successful grant recipients.

Grant recipients acknowledge that the information provided in the application, and any images of the project provided to the Premier's Department, may be used in media and promotional activities such as publishing case studies, social media, and website content, and/or media releases.

Successful applicants are required to acknowledge the financial support by the NSW Government.

The Premier's Department may also publish overarching information about grants awarded including the name of the grant, a description of the grant, the number of grants recipients, the total value of the grant opportunity and the decision-maker.

5.4 Reporting and acquittal requirements

A quarterly written and financial report on progress, including progress against RTWPP Key Project Indicators will be required, to support the monitoring of project delivery.

All reporting will be submitted online through SmartyGrants by the dates specified in the funding agreement.

All projects must be delivered and funds must be expended by 30 June 2026. Grant recipients must provide Women NSW with a Final Completion Report and Acquittal Statement; Women NSW will send you the form prior to the required date for you to complete and submit it online through SmartyGrants by the date specified in their funding agreement. If an acquittal is not received by the due date, Women NSW may deem may request that any funding that has been provided is repaid within 28 days.

It is a requirement that all financial records related to grant expenditure and acquittal be retained by the organisation for seven years. If the committee changes, these documents must be forwarded to the new incoming committee.

5.5 Insurance

All grant-funded events and activities must be covered by Public Liability Insurance.

If your organisation is not covered, you will need to approach another organisation to sponsor your application so that your event will be covered under their Public Liability Insurance (such as your local council).

Your organisation is required to provide a valid Certificate of Currency for Public Liability Insurance with a minimum cover of \$10 million in the name of the applicant before funding can be released.

In all sponsored grant applications, Women NSW primary relationship is with the sponsoring body, as they are responsible for the management of the grant.

5.6 NSW National Redress Scheme sanctions

The NSW Government will not award a Grant Funding Arrangement to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- Has declined to join the Scheme, or
- At the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

For further information visit the website [NSW National Redress Scheme sanctions](#).

6

Additional information and resources

6 Additional information and resources

6.1 Disclaimer

Submission of an application **does not** guarantee funding. Previous successful applications are not guaranteed funding.

Women NSW accepts no responsibility for the project, irrespective of the funding provided by the agency to support the project, and irrespective of its listing on the NSW Women's website or other Women NSW publications.

Organisations are responsible for meeting their duty of care and all other obligations to project participants, volunteers, and other stakeholders. Organisations should give due consideration to the safety of any children, young people or other vulnerable people involved in their project.

The Office of the Children's Guardian can provide advice on child safety. Organisations who do not usually work with children or young people should consider partnering with an organisation or other stakeholder who does have expertise in child safety.

6.2 Complaint handling

Any concerns about the 2024 RTWPP grants – competitive round should be submitted in writing to [Contact the Premier's Department](#)

Premier's Department is committed to responding to external complaints fairly, efficiently, and effectively. Concerns and complaints procedures for the 2024 RTWPP grants follow the processes set out in the Premier's Department external complaints handling policy available at [Contact the Premier's Department](#).

6.3 Privacy Policy

The NSW Government will collect and store the information you voluntarily provide to enable implementation of this grant program. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

The NSW Government is required to comply with the Privacy and Personal Information Protection Act 1998. The NSW Government collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application.

Applicants must ensure that people whose personal details are supplied with applications are aware that the NSW Government is being supplied with this information and how this information will be used.

6.4 Publication and Access to information

The GIPA Act provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency (which includes Ministerial offices). Access to government information is only to be restricted if there is an overriding public interest against disclosure.

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the papers – that is, the return to order. The return to order may contain privileged

and public documents. Privileged documents are available only to members of the Legislative Council.

Note that documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

Provide any relevant contact details or other sources of information for individuals seeking information from the relevant agency about the GIPA Act and/or Standing Order 52.

6.5 Conflict of Interest management

Any real or perceived conflicts of interest that may arise during the assessment process are effectively managed and disclosed. Risks are managed in accordance with Premier's Department systems for risk management. Risk is also mitigated through the guidelines. Fraud controls are in place around conflicts of interest management. Any conflicts of interest are required to be declared and managed in accordance with the Premier's Department Code of Conduct. Risk management will occur throughout the grant life cycle.

6.6 Confidentiality

Successful applicants may be required to keep the outcome of the application process confidential until the Government makes a public announcement.

Women NSW follows all requirements of confidentiality required as part of the grants administration and assessment process as outlined in the [NSW Grants Administration Guide](#).

Appendix A - Sources of evidence

Below is a non-exhaustive list of resources which can be used as a starting point to gather evidence for specific problem (i.e. the need for the intervention), as well as the evidence that the specific intervention (your project proposal) is fit for purpose and will address the identified problem.

[Australian Bureau of Statistics \(ABS\) Gender Indicators, Australia](#)

[Australian Institute of Family Studies \(AIFS\)](#)

[NSW Gender Equality Budget Statement 2023-24](#)

[NSW Gender Equality Dashboard](#)

Appendix B Guidance on preparing an application and evaluation

Below is a non-exhaustive list of sources of guidance and information to assist in developing projects for the 2024 RTW PP funding program and preparing applications.

Office for Social Impact Investment Technical Guide: Outcomes Measurement for social impact investment proposals to the NSW Government

[The Technical Guide](#) was created to support social impact investment proposals, however, it includes guidance relevant for applications under the RTW PP funding program.

At a minimum, applicants should read:

Section 2.2.1 Identifying the target population

Section 2.2.2 Expected effect of the intervention

Section 2.3.1 Defining program logic

Section 2.3.2 Key principles of program logic

Section 2.4 Outcomes

Project evaluation

Applicants should refer to the below guidance when preparing their application:

Premier's Department Evaluation Toolkit

[The Evaluation Toolkit](#) provides advice and resources for planning and conducting a program evaluation.

NSW Government Program Evaluation Guidelines

[TPG22-22 Policy and Guidelines: Evaluation | NSW Treasury](#) sets out mandatory requirements, recommendations and guidance for the planning and conduct of evaluations.

Appendix C - Example Funding Agreement

Links to example funding agreements and governance requirements are on the NSW Governments Grants Guide: [NSW Grants Administration Guide](#).