

Training and Work Pathways Program 2024

Stream 1 - Pathways to training and employment

Grant Program Guidelines



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1. Aim

The Training and Work Pathways Program is a Department of State Growth (the Department) grant program jointly delivered by Skills Tasmania and Jobs Tasmania aimed at supporting better job and training outcomes for Tasmanians facing disadvantage.

The Tasmanian Government recognises the importance of providing opportunities for all Tasmanians to develop the confidence and skills they need to participate in the labour market, achieve economic independence and remain connected to their community. The Program supports this by creating opportunities for Tasmanians to gain the skills and capacity they need to overcome barriers to engaging effectively in training and employment.

Two streams of funding will be available in 2024: *Stream 1 - Pathways to training and employment* and *Stream 2 - Youth Support*. Stream 2 will be administered under separate Grant Program Guidelines and application form.

A total of \$2.2 million has been allocated for the 2024 program.

STREAM 1 - Pathways to training and employment

Stream 1 – Pathways to training and employment is a continuation of the established project-based grant for organisations to deliver 12-month projects that support individuals across the traditional target cohorts to address specific barriers or disadvantage impacting their access and participation in training and/or employment. The aims are:

1. To increase participation in training that leads to better labour force participation, work-readiness or employment outcomes.
2. To support collaborative relationships between community organisations, training providers and employers to increase access to and supported participation in training and/or employment.

The Program will support projects that clearly address barriers or disadvantages to engagement in training and/or employment faced by specific Tasmanian population groups. Examples of activities that may be funded under Stream 1 may include (but are not limited to): supported work-readiness, foundation and/or entry-level non-nationally recognised training, supported work exposure and work placement, or trialling new strategies or initiatives to support access to training or a pathway to work.

The Program will not fund research-only projects that don't deliver tangible outcomes for the relevant cohorts.

The maximum length for a project under this stream is 12-months.

2. Funding available

The budget for *Stream 1: Pathways to training and employment* is \$1 million.

Applications will be competitively assessed using the assessment criteria.

Applications that meet the eligibility criteria will not automatically receive a grant.

3. Eligibility

To be eligible for a grant you must be one of the following entities:

- community service or not-for-profit organisations
- a club, community-based association
- a charity registered with the Australian Charities and Not-for-profits Commission (ACNC)
- a trust that is an incorporated body, under a formal auspice arrangement with a community service organisation that is incorporated
- business/employer (includes Group Training Organisations)
- Regional Jobs Hubs
- Skills Tasmania endorsed RTO.

TasTAFE is not eligible to apply as a lead applicant but can partner with eligible applicants.

Organisations are also encouraged to contact TasTAFE directly to discuss options for TasTAFE to deliver training under its existing funding arrangements.

Eligible entities must be financially viable for the duration of any grant made under the Program, hold an appropriate level of public liability and professional indemnity insurance, and have appropriate provisions in place in regard to the Safe Organisations Framework.

A financially viable entity is one that is not under external administration, is not being wound up, dissolved, or trading while insolvent nor where a liquidator has been appointed. To demonstrate financial viability the applicant must be able to demonstrate the ability to generate sufficient income to meet operating costs, debt commitments and, where applicable, to allow for growth while maintaining service levels.

Applications submitted by a third party will not be accepted without evidence of permission in the application.

You may be asked to provide information or documentation to support your eligibility claims, either as part of the application process, or after you have submitted your application. The information you provide may be subject to authenticity checks using third party software.

This program has limited funding. Not all eligible applications will receive a grant.

Eligible applicants are limited to one application per stream and can submit an application under both streams.

3.1. Ineligible applicants

- Organisations that do not fall into the categories listed under the eligibility criteria outlined above are not eligible to apply.
- Previous grant recipients with outstanding reporting obligations with the Department of State Growth under this grant program, or applicants who have outstanding obligations (i.e., have not complied with relevant conditions) to other Tasmanian Government previous or existing grant programs, may also be ineligible.

- A council existing under the *Local Government Act 1993*, or a council owned business, unless operating under an auspice arrangement as a Regional Jobs Hub.
- A Tasmanian or Australian Government body, for example State Owned Company or Government Business Enterprise

3.2. Eligible expenditure

Project funds can only be expended on direct delivery of the specific project and must be identified on the budget template. Eligible project costs can include:

- Wage costs for project coordinator/manager, service delivery and administrative staff.
- The purchase of non-nationally recognised training, training materials, and associated training costs.
- Nationally recognised training is an eligible activity only where the training relates to Workplace Health and Safety requirements or licenses required to participate in the planned project. The applicant must ensure that the training is not already funded for the target group by any other means, the RTO delivering the training must have the qualification(s) and/or units of competency included on their scope of registration for delivery in Tasmania at the time of lodging the application and must be delivered by the RTO directly and not by a third party on behalf of the RTO.
- Project specific accommodation and travel (where projects are delivered outside of base location).
- Overheads directly related to project delivery, for example, costs incurred in the recruitment of participants, support for participants such as childcare or transport.
- The production of promotional material that supports increased participation of diverse or disadvantaged Tasmanians into training and/or employment.
- The production of materials and/ or resources required to provide tailored training delivery that addresses barriers for specific target groups.

3.3. Ineligible expenditure

The Program will NOT provide funding in the following instances:

- Delivery of nationally recognised training or support to currently enrolled school students. These learners are ineligible.
- Where the activity is already funded, or could be more appropriately funded, through another mechanism or under other Tasmanian or Australian government programs.
- Where delivery of nationally recognised training is the sole focus of the project.
- Where the activity does not take place in Tasmania and services the Tasmanian community.
- Capital fundraising for building or property purchase, construction and/or maintenance works.
- The purchase of motor vehicles or other forms of transport.
- Recurrent administrative, infrastructure and other organisational costs.

- Retrospective funding for projects or programs that have already started, or have been completed, including any activity undertaken prior to the notification of application outcome.
- Project overhead costs above a maximum of 15% without significant evidence.
- The payment to a third party that could constitute an incentive or wage subsidy.
- Insufficiently defined items, for example 'contingencies', 'sundries' or 'miscellaneous items'.

3.4 Eligible project participants

Target groups to be addressed by the project activities may include people:

- with low literacy and numeracy skills, including digital literacy
- with a disability
- experiencing mental illness
- facing age-related barriers
- who are parents or carers returning to work and/or people with caring responsibilities
- living on low incomes and/or in poverty or with precarious employment
- facing cross-generational under/unemployment
- from the Tasmanian Aboriginal community
- from culturally and linguistically diverse backgrounds
- living in communities with concentrations of disadvantage or facing economic downturn
- who are isolated due to living in a rural or remote locations
- with a history of offending and/or imprisonment.

4. Assessment

Applications that meet the eligibility criteria will be competitively assessed using the assessment criteria.

All applications must address four assessment criteria that are of equal weight.

The SmartyGrants application form requires the applicant to address each criterion individually and to attach relevant evidence to support claims made in addressing the criterion.

Assessment criteria	Weighting
<p>Criterion 1. Project need and planned achievement/s</p> <p><i>The applicant must clearly outline WHY the project is needed and WHAT the project will achieve.</i></p>	<p>25%</p>

<p>A. List which aims of STREAM 1 - Pathways to training and employment that will be addressed by the project. These are listed in section 1 of the Grant Program Guidelines.</p> <p>B. Provide an outline of what the project will achieve for the target group/s.</p> <p>C. Outline how the project will improve work readiness, create a pathway into education or training and/or employment for the target group/s.</p> <p>D. Explain how training will help to address the disadvantage/s faced by the target group/s if training is a feature of the project</p> <p>Employment services</p> <ul style="list-style-type: none"> • Where employment outcomes form part of the project focus, a target number of employment outcomes should be identified. This figure should be a realistic and achievable minimum target. • Letters of support from employers outlining their interest in considering participants as a recruitment source should be included. <p>Tips</p> <ul style="list-style-type: none"> • Attach relevant evidence to support claims made in addressing the criterion. 	
<p>Criterion 2. Project plan and outputs</p> <p><i>The applicant must clearly outline HOW the project will be delivered and WHO will have a role in the project.</i></p> <p>A. Provide a summary of how the project will be delivered and what the key OUTPUTS will be.</p> <p>B. Provide evidence of the applicant’s capacity to undertake this project.</p> <p>C. Complete and attach the project plan and risk management template outlining:</p> <ol style="list-style-type: none"> the specific OUTPUTS to be delivered, timeframes for delivering these outputs and who will manage delivery of the project. project risks and mitigation strategies. Ensure that all elements of risk relating to how the project will be carried out and who will have a role in the project are addressed. <p>Project Partnerships</p> <ul style="list-style-type: none"> • Attach written support from any individual /organisation that has a role in the project showing that they understand their role and commit to provide specific services for the duration of the project. <p><i>Tips:</i></p> <ul style="list-style-type: none"> • An output is a program activity, something that will be done or produced during the project. OUTPUTS should be clear, precise and measurable. 	25%

<ul style="list-style-type: none"> • Attach relevant evidence to support claims made in addressing the criterion. 	
<p>Criterion 3. Project outcomes</p> <p><i>The applicant must identify the project deliverables in terms of clear, measurable and relevant OUTCOMES.</i></p> <p>A. Outline how the project outputs will deliver specific OUTCOMES, ensuring that the target outcomes are clearly described, measurable and realistic. Where relevant, the target number of participants should be identified.</p> <p>B. Outline how each outcome will address disadvantage/s or barriers faced by the target group/s or overcome systemic barriers to training and/or employment for a target population group/s.</p> <p><i>Tips:</i></p> <ul style="list-style-type: none"> • OUTCOMES are the benefits of the project resulting from the project’s outputs. The target outcomes must have a measurable benefit and will be used to gauge the success of the project. At project conclusion, these measures will help answer questions such as, ‘What have we achieved?’, and ‘How do we know?’ • Attach relevant evidence to support claims made in addressing the criterion. 	25%
<p>Criterion 4. Budget breakdown and value for money</p> <p><i>The applicant must show how the funding request has been determined and that the project represents value for money.</i></p> <p>A. Provide a detailed budget (using the template provided) that shows the breakdown of each budget item.</p> <p>B. Outline how costs may be minimised by building on existing services or through leveraging in-kind contribution from partner organisations and quotes have been received outlining the cost of providing that service.</p> <p>C. Provide evidence to support costs where possible and relevant, e.g. where support services are provided by individuals or organisations and quotes have been received outlining the cost of providing that service.</p> <p>D. Where applicable outline the price per participant for delivering the proposed services.</p> <p><i>Tips:</i></p> <ul style="list-style-type: none"> • The Program works on a full cost attribution basis and applicants must ensure that items contained in the budget are consistent with the activities proposed. Applications must show the breakdown of costs, particularly where line items show a cost above market pricing. • Attach the required templates and relevant evidence to support claims made in addressing the criterion. 	25%

5. Timeframes

Description	Date/time
Program opens for applications	27 May 2024 2.00pm
Program closes	26 June 2024 2:00pm
Applications assessed	July 2024
Applicants notified (estimated date)	July 2024

Applications will not be accepted after the program closes.

6. Contact details

For queries about this program, contact:

- Grant Program Manager, Skills Tasmania
- twpp@skills.tas.gov.au
- 03 6165 6056

7. How to apply

Applications must be submitted using SmartyGrants.

For assistance with using SmartyGrants, please see the [applicant help guide](#).

Contact us to discuss any issue preventing you from using SmartyGrants to submit your application.

These are the steps:

1. **Prepare:** Read the grant program guidelines and the frequently asked questions (FAQs) before starting your application.
2. **Start:** The application form is available at <https://trainingandworkpathways.smartygrants.com.au/2024TWPP-S1>.
3. **Confirm:** Ensure all information and documentation is accurate and attached. You may not be able to change an application or provide additional information after you submit your application.
4. **Submit:** You will receive an email notification after you submit your application. Keep this notification as confirmation of your submission.
5. **Assessment:** Applications will be assessed by us and an independent panel.

Applicants must have addressed the assessment criteria, attached the required templates and included evidence to support claims made within their application.

All eligible applications will be assessed against the selection criteria by independent assessors and awarded a score for each of the criteria.

Incomplete applications will not be assessed and therefore will not be eligible for funding.

Grant recommendations will be made by the selection panel and presented in a report to the General Manager, Skills and Workforce to make a determination.

6. **Notification:** We will notify you with the outcome of your application.

You may be asked to provide information or documentation after you have submitted your application.

You must provide this information within three working days, unless otherwise advised. Failure to provide the information within the timeframe may result in the application being unsuccessful.

The information you provide may be subject to authenticity checks using third party software.

8. Grant funding agreement

If your application is successful, you will be required to enter a legally binding funding agreement.

The funding agreement, along with these program guidelines, provide the grant terms and conditions.

You will not receive payments until the funding agreement is completed.

9. Appealing a decision

If your application is unsuccessful, you may appeal the decision.

The appeals process ensures that all applicants have been treated fairly.

We will consider appeals that relate to administrative process issues in grants management.

All requests must be in writing and addressed to Director, Purchasing Policy and Programs, Skills Tasmania. Your request must be received within 28 days from the date of State Growth notifying you of the decision about your application.

For further information about the appeal process, contact twpp@skills.tas.gov.au or phone (03) 6165 6056.

10. Grant payments

If your application is successful, you will be asked for your bank account details to receive your grant payment.

The bank account must be in your name. You may be asked to provide a copy of your bank statement or a letter from your bank as confirmation.

Providing incorrect bank account details may result in significant delays or not receiving your grant payment. We cannot guarantee the recovery of funds paid to an incorrect bank account.

You will be required to return some or all the funds if:

- you do not complete the activities required under the funding agreement;
- you do not use any or all of the funding provided;
- your situation changes in a way that prevents completion of the grant; or
- we find that the information provided to us is false or misleading.

11. Taxation and financial implications

Grants distributed under this program may be treated as income by the Australian Tax Office (ATO).

We strongly recommend that, prior to applying, you seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

Grants distributed under this program attract Goods and Services Tax (GST).

If you are registered for GST, the grant amount will be grossed up to include GST. A valid tax invoice must be supplied by the successful applicant to State Growth.

Information on invoices can be found on our Business Tasmania website:

www.business.tas.gov.au/manage_a_business/invoices

12. Acquittal

If your application is successful, you must provide an acquittal at the conclusion of the grant.

An acquittal is a statement that confirms the grant was completed as per the funding agreement.

12.1. How to acquit your grant

We will send you an acquittal form using SmartyGrants.

Your acquittal must include:

- a report on the activities completed and their outcomes;
- a report on the income and expenditure; and
- evidence such as invoices, receipts and images.

We may ask you to provide a Statement of Expenditure certified by an independent, professional auditor. You will be responsible for the cost of obtaining the certified Statement of Expenditure.

12.2. Failure to complete an acquittal

If you do not satisfactorily acquit your grant by the due date:

- you may be required to return the funding to the State Growth; and
- you may be ineligible for other grants from State Growth.

Contact us to discuss any issue preventing you from acquitting your grant.

12.3. Additional reporting requirements

In addition to providing an acquittal form, grantees are required to report against the approved purpose, and the outputs and outcomes outlined in the grant deed through an activity report at six months after commencement, and a closure report submitted upon the completion of the project. Templates will be provided in Smarty Grants for each report type.

13. Publicity of grant assistance

State Growth is accountable for its spending of public funds, including providing grants. As part of the accountability process, State Growth may publicise, without further notice, information about the grants provided, including the level of financial assistance, the identity of the recipient, and the purpose of the financial assistance.

If you have received a grant from State Growth:

- despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party, and you consent to the disclosure of your name in this context.
- all obligations under the *Personal Information Protection Act 2004* (Tas) still apply.

14. True and accurate information

You must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, may be required to be repaid to State Growth.

15. Right to information

Information provided to State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

16. Information collection and usage

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it relates, on request to State Growth.

State Growth may use and disclose the information you provide for the purposes of discharging its functions under the Program Guidelines and otherwise for the purposes of the program and related uses. State Growth may also use information received in applications and during the delivery of the project for reporting purposes.

17. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



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