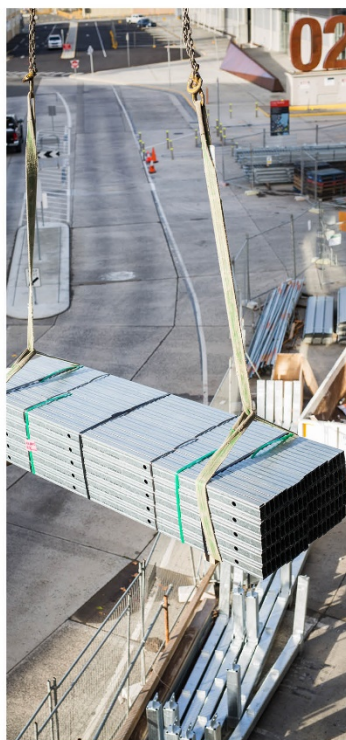


# Program Guidelines



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# Energy and Infrastructure Training Market Development Fund Round 2 - 2021-22

## 1. Aim

Energising Tasmania is a \$16.143 million funding commitment from the Australian Government administered by Skills Tasmania on behalf of the Tasmanian Government. The objective of Energising Tasmania is to support Tasmania to build a skilled workforce equipped with the expertise needed for the Battery of the Nation initiative and more broadly renewable energy and related sectors.

There are a number of key outputs that underpin the Energising Tasmania commitment, as outlined in the [Project Agreement for Energising Tasmania](#). One of which being the establishment of a Training Market Development Fund (the TMD Fund).

The objective of the TMD Fund, as outlined in the *Project Agreement*, is to support the capacity building of training providers (including trainer recruitment, upskilling trainers and supporting trainers to relocate) as well as developing new courses, programs and delivery methods that meet the needs of industry.

Applications for funding should support training organisations capacity to deliver qualifications that can be funded under the Energising Tasmanian Training Fund. Eligible qualifications are identified on the Energising Tasmania Training Fund website -

[https://www.skills.tas.gov.au/providers/rto/funding\\_programs\\_for\\_endorsed\\_rtos/energising\\_tasmania\\_training\\_fund](https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/energising_tasmania_training_fund).

### **Adding new qualifications**

RTOs who wish to have additional qualifications included in the published list, are requested to apply in writing to Skills Tasmania via the ET fund email address ([ETTF@skills.tas.gov.au](mailto:ETTF@skills.tas.gov.au)).

RTOs making applications to expand the qualification list should clearly address and provide evidence why the qualification/s will meet the needs of Tasmania's energy and infrastructure industry and what consultation with industry has occurred.

Skills Tasmania program managers will assess the application and may seek additional information, including advice of the Tasmanian Energy and Infrastructure Workforce Advisory Committee to inform their advice to the General Manager, Skills Tasmania.

Skills Tasmania program managers will provide recommendations to the General Manager, Skills Tasmania, to assist in the decision-making process whether to adjust the qualifications list and related subsidy rate under the ET Fund.

This list may be updated by the General Manager, Skills Tasmania, during the open period of the program, to ensure that the aims of the Energy and Infrastructure Training Market Development Fund to support Tasmania's energy and infrastructure is achieved.

Skill sets and single-unit development will also be considered where they align with identified qualifications or specific needs identified in the [Stage 1 Tasmanian Energy Industry Workforce Development Plan 2020 to 2027](#) or the [Civil Construction Industry Workforce Plan 2019-2025](#).

### **Available Funding**

Up to \$765 000 has been allocated to this round of the TMD Fund, with grants available for eligible businesses of up to \$150 000.

**The TMD Fund will open on 13 August 2021, and close at 2pm, 30 June 2022, unless all funds are allocated earlier.**

**Applications will be assessed, funding determined, and allocations made, as a batch for the month in which they are received. All available funding may be allocated to eligible applicants before the program closes.**

In order to ensure that the aim of the Energy and Infrastructure Training Market Development Fund is achieved, the assessment panel will ensure that the mix of successful applications consists of projects that meet a minimum score and together cover a range of priority qualifications and training market development related objectives, and that their combined value does not exceed the available budget.

As the funding of this program is limited to \$0.765 million the program will be continuously monitored to manage the program budget. Although the program is open until 30 June 2022 once the funding limit has been reached no further applications will be accepted and those applicants who were unsuccessful at that point will be notified. Applications will be assessed in batches by month, in the order of receipt against the eligibility and assessment criteria. For this reason, applicants should ensure they receive an email notification when they submit their application as confirmation that their application has been submitted. If no confirmation is received contact Senior Project Officer, Energising Tasmania, (03) 6165 5064 and [tmdfund@skills.tas.gov.au](mailto:tmdfund@skills.tas.gov.au)

## 2. Eligibility criteria

If you are unsure about your ability to meet all aspects of the eligibility criteria you should contact Skills Tasmania.

You may be asked to supply documentation to support your eligibility claims as part of the application process, or as part of an audit process to confirm your claims were true and correct.

Eligibility does not automatically mean a grant will be approved.

You will be asked to supply documentation to support your eligibility claims as part of the application process, or as part of an audit process to confirm your claims were true and correct.

Applicants who can apply must:

- 2.1 Be registered for tax purposes in Australia with an active ABN continuously since on or before 1 July 2020.

- 2.2 Be one of the following;
- (1) an [Endorsed Registered Training Organisation \(RTO\)](#) and/or an RTO who may be willing to undertake the endorsement process (and have Endorsed RTO status by the closing date of the TMD Fund) to deliver nationally recognised training under the TMD Fund,
  - (2) an organisation carrying out work in partnership with an Endorsed RTO.
- 2.3 Be able to;
- (3) enter into a grant deed with the Crown in the Right of Tasmania; or
  - (4) demonstrate that, if they are a government instrumentality, statutory authority, government business enterprise or state-owned company, how the project activities clearly do not relate to the agency's core business (for which it is already funded).
- 2.4 Address the Application Assessment Criteria
- 2.5 Complete the RTO declaration in the application
- 2.6 Be able to demonstrate:
- (1) a pathway to deliver accredited training, with the potential for ongoing delivery of training to be funded through the Energising Tasmanian Training Fund, or
  - (2) where funding for ongoing delivery is already available through other programs.

## 3. Ineligible applicants

Applicants who can't apply:

- 3.1 Businesses or organisations who are not registered for tax purposes with an active ABN.
- 3.2 Businesses or organisations who do not operate in, have no relationship with or demonstrated understanding of energy and/or infrastructure sectors in Tasmania.
- 3.3 RTOs who have not and/or are not willing to undertake the Skills Tasmania RTO endorsement process.

What is not eligible to be funded:

- Allocation for RTO business establishment.
- Where the project will duplicate the services provided under other programs, for example, an Australian Government's Employment Services Provider.
- Capital fund-raising for building or property purposes, construction and/or maintenance works.
- Items or services that the applicant is already contracted to provide.
- Training that does not clearly link to and improve opportunities for participants to access employment in the energy and infrastructure sector.
- Recurrent administrative, infrastructure and other organisational costs.



- Where the activity is already funded, or more appropriately funded through another mechanism.
- 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.
- Projects which only produce a private benefit to a specific business or person(s).

## 4. Assessment

This is a list of standards that will be used to assess your application.

Each application will be competitively assessed using the evidence provided by each applicant against the following criteria.

Assessment Criteria	Weighting
<p><b>4.1 Tasmanian Training capacity objectives and planned achievements.</b></p> <p><b>The applicant must clearly outline WHAT the project to increase training capacity will achieve.</b></p> <p><b>To address this criterion, applicants must:</b></p> <ul style="list-style-type: none"> <li>• Identify the qualification(s) from Appendix 1 (and or related units or skills sets) that the grant funding will help deliver in Tasmania. Qualifications directly related to energy projects will be rated higher;</li> <li>• demonstrate the current constraints on delivering that qualification in Tasmania that the funding will overcome. Qualifications that are not currently delivered in Tasmania will be rated higher;</li> <li>• demonstrate how the applicant will ensure that training will be inclusive to, and reflect the diversity of, all Tasmanians; and</li> <li>• outline what the funding will deliver in terms of specific Tasmanian outputs and outcomes, ensuring that each is clearly described, measurable, relevant and realistic, and that the target number of new trainers and/or training participants is included.</li> </ul> <p>This information must be clearly articulated in a project plan – including scope, resources, milestones, risks and a well-defined timeline for all milestones and core activities. <b>The project must be delivered within 24 months.</b></p>	25%

<p><b>4.2 Energy and Infrastructure Industry Engagement and Support</b></p> <p><b>The applicant must clearly demonstrate that Tasmanian employers support the development of the proposed qualification, training or program.</b></p> <p><b>To address this criterion, applicants must:</b></p> <ul style="list-style-type: none"> <li>• Identify the process they have taken to engage with employers in identifying their training need;</li> <li>• Outline the industry stakeholder engagement plan for the project; and</li> <li>• Provide letters of support for the qualification, training or program from Tasmanian employers in the energy and infrastructure sector.</li> </ul>	25%
<p><b>4.3 Project implementation and organisational capacity.</b></p> <p><b>The applicant must outline HOW the project to increase training capacity will be carried out and WHO will have a role in the project.</b></p> <p><b>To address this criterion, applicants must:</b></p> <ul style="list-style-type: none"> <li>• provide a brief summary of how the project will be carried out;</li> <li>• demonstrate the capacity of the organisation to deliver the project – most notably experience in relevant training delivery; or relevant project experience, existing resources and infrastructure;</li> <li>• provide evidence of the organisation’s financial stability and capability to ensure training or project delivery, such as previous three (3) years profit and lost statements, where available, and Business Activity Statements showing statutory financial obligations have been met;</li> <li>• provide evidence of being (or carrying out the work of) an Endorsed RTO and/or RTO willing to undertake the endorsement process (and demonstrate eligibility for Endorsed RTO status) to deliver nationally recognised training under the TMD Fund.</li> <li>• written support from any third parties that will be required to assist in the delivery of the project. This written support must demonstrate that the third party understands their role and requirements of the project; and</li> <li>• how the project (plan) will be implemented, including: <ul style="list-style-type: none"> <li>○ expected timeframes for key steps;</li> <li>○ who will manage the project with specific roles and responsibilities;</li> <li>○ how participants will be recruited; and</li> <li>○ specific service delivery methods.</li> </ul> </li> </ul>	25%

<p><b>4.4 Budget breakdown and project value (value for money).</b></p> <p><b>The applicant must show HOW the funds requested have been arrived at and that the project represents value for the investment requested.</b></p> <p><b>To address this criterion, applicants must:</b></p> <ul style="list-style-type: none"> <li>• provide a detailed budget template that shows the breakdown of each budget item; and</li> <li>• outline the expected cost per qualification, skill set and/or training participant.</li> </ul> <p>To validate budget activity costs supporting evidence such as quotes, previous invoices for similar activities or hourly rates and timeframes should be included.</p>	25%
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This grant program will be assessed in batches and applications will need to be assessed as good (meeting all criteria). Not all eligible grant applicants will receive funding.

Assessment is based on the quality of information and evidence provided by the applicant at the time of submission against the assessment criteria and all other applications received. Applicants are encouraged to ensure that all information is included in their application at the time of submission.

*Note: any application that requests funding for activities that receive or are able to receive alternate government funding, may have the funding offered reduced or funding for this project declined.*

## 5. Timeframes

To ensure everyone has an equal opportunity to apply for a grant, no late applications will be accepted after the closing date and time. For any extenuating circumstances that may prevent applicants meeting the deadline, applicants must contact us before the grant program closes to discuss further.

Applicants are advised to submit applications well before the cut-off dates and time. This will allow time for applicants to raise any concerns when submitting their application or to ensure they do not get distracted by other matters and miss the cut off time.

<b>Description</b>	<b>Date</b>
<i>Program opens</i>	<i>13 August 2021 11:00am</i>
<i>Batches close for assessment</i>	<i>Last business day of each month at 3 pm</i>
<i>Program closes</i>	<i>30 June 2022 2:00 pm*</i>



<i>Applications assessed</i>	<i>Applications will be assessed in the month following receipt,</i>
<i>Applicants notified (estimated date)</i>	<i>It is estimated that Applicants will be notified within 6 weeks of monthly batch closure</i>

*\* Unless funds are already fully allocated.*

During the assessment process the department may, at its discretion, require further information to support or clarify an application, this information must be provided within 3 working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application by the estimated date above.

## 6. Application process

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers.

The online platform allows you to apply for a grant at any time while the program is open. It also allows us to send you notifications throughout the grant application and funding process.

If you do not have internet access please contact us to discuss alternate options.

- 6.1 *Applicants should read the guidelines and any frequently asked questions carefully before starting an application. The application form will help structure applicant's responses.*
- 6.2 *Applicants are encouraged to discuss applications with the Senior Project Officer, Energising Tasmania and energy and infrastructure, employers and stakeholders. Deficiencies in engagement may be taken as limited evidence of industry engagement and support.*
- 6.3 *While meeting the eligibility criteria will generally result in a successful grant, this will not be the case if that training need is already adequately met in the Tasmanian market, or activity is already funded to meet that training need, or there is limited evidence of employer support, the project plan has risks that are not effectively managed or mitigated, or the connection to the energy and infrastructure industry needs is limited.*
- 6.4 *Applicants should ensure that all supporting documentation provided is accurate and has been attached correctly before submitting. Deficiencies in submitted documentation may be taken as evidence of limited project management capacity.*
- 6.4 *Applicants should complete and lodge an application online via SmartyGrants from the e.g. [Business Tasmania website](#). Applicants who are unable to apply online via SmartyGrants can access a manual application by emailing [tmdfund@skills.tas.gov.au](mailto:tmdfund@skills.tas.gov.au)*

- 6.5 *Following the submission of your application via SmartyGrants you will receive an automatic receipt of your application. This receipt will include details of the application and a unique application ID.*
- 6.6 *Applications will be assessed by a departmental assessment team and forwarded to the General Manager, Skills Tasmania for decision.*
- 6.7 *Applicants will be advised of the outcome of their application once considered by the General Manager, Skills Tasmania.*

What does a successful application look like?

A successful application:

- Is submitted before the closing date and time.
- Meets all aspects of the eligibility criteria.
- Demonstrates a good understanding of the purpose of the grant program.
- Shows that the activity or project to be undertaken with the grant funding aligns to the purpose of the grant program.
- Has clear well-structured answers to all the assessment criteria questions.
- Contains, where requested, quality documented evidence to support your claims against the eligibility and/or assessment criteria.

## 7. Appealing a decision

State Growth may reconsider a decision if the applicant can demonstrate a proven conflict of interest, error in process or discrimination.

If applicants have reason to believe that the proper process was not followed in assessment of an application, a request for review may be submitted.

Grounds for appeal are:

1. The persons making the decision had a direct or indirect financial interest in the outcome of the application.
2. The preparation of the application was affected adversely by incorrect advice provided by a staff member of the Department of State Growth.
3. The persons making the recommendations discriminated against the applicant on irrelevant grounds, such as cultural, religious or linguistic background; race; gender; marital status; sexual orientation; or disability.

All requests must be in writing and should be addressed to the Director or Manager of the business unit where the application was assessed (ie Director, Workforce Development).

Your request must be received within 28 days from the date of the Department of State Growth notifying you of the decision about your application

## 8. Acquittal

### What is an acquittal?

An acquittal is a statement that is required to be made by the successful grant recipient, confirming that the grant funding provided was used as it was intended and as per the statements made on the application form and funding agreement.

### How to acquit for a grant

Successful applicants will be required to provide some information about the activities and purchases made along with providing evidence such as any quotes, invoices, receipts, statements, reports, etc. as evidence to support the acquittal. This requirement may be at various stages of the grant term and will be issued to you electronically as a link to an acquittal form. The form will clearly define what is required of you to complete the acquittal process.

### The acquittal form

In addition to ensuring the funding provided was used as intended the questions on the acquittal form help us determine how successful the grant funding program was.

This success is determined by understanding what the project was able to achieve and, how well we were able to deliver the program to our clients. This helps us improve our client service and determine the best place to invest grant funding in the future.

### Failure to complete an acquittal.

The department has a requirement and responsibility to ensure that the public funding we administer is allocated fairly and spent responsibly. So, we must review the outcomes of grant funding to ensure it aligns to the intended original approved purpose.

Failure to lodge a valid acquittal by the due date will result in the grant funding being required to be repaid back to the department.

## 9. Taxation and financial implications

Grants under the program attract Goods and Services Tax (GST). Grant payments to successful applicants, who are registered for GST, are increased to compensate for the amount of GST payable. A valid tax invoice must be supplied, by the successful applicant, to the department where GST applies to the grant funding.

The receipt of funding from this program may be treated as income by the ATO. While grants are typically treated as assessable income for taxation purposes, how they are treated will depend on the recipient's particular circumstances.

It is strongly recommended that potential applicants seek independent advice about the possible tax implications for receiving the grant under the program from a tax advisor, financial advisor and/or the Australian Taxation Office (ATO), prior to submitting an application.

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

[https://www.business.tas.gov.au/manage\\_a\\_business/invoices](https://www.business.tas.gov.au/manage_a_business/invoices)

## 10. Grant payments

Applicants will be asked for your bank account details so that we can process successful grant payments. This bank account must be in the same name of the person or business who applied for the grant. You may be asked to provide a copy of your bank statement or a letter from you bank to confirm your bank account details.

For any successful applicants who provides incorrect bank account details, this may result in funds being paid to an incorrect account and then these funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays any funding being received. Additionally we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

For applicant who are successful in being awarded a grant and:

1. their situation changes,
2. they do not complete the activities or tasks required under the funding agreement,
3. they do not use any or all of the funding provided, or
4. the information provided to us is found to be false or misleading,

the applicant will be required to return the funds to the department.

## 11. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the performance of the project for reporting.

## 12. Administration and contact details

Below is the standard script to be used. Prior to publishing ensure the contact email and phone number are correct and that the contact is fully aware of the program and their involvement.

The program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact with the department for any of the following reasons can be directed to: [tmdfund@skills.tas.gov.au](mailto:tmdfund@skills.tas.gov.au) or Senior Project Manager, Energising Tasmania on (03) 6165 5064.

- Further information or advice on the program
- Assistance in making an application
- Further feedback on the decision of the application
- Request a review of the decision

### Important note

All applicants 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, will be required to be repaid to the department.

## 13. Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

## 14. Right to information

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

## 15. Personal information protection

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 related, on request to the Department of State Growth. A fee for this service may be charged.

## 16. Disclosure

The following applies to all successful applicants:

- 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.
- Nothing in this item 15. Disclosure, derogates from a party's obligations under the Personal Information Protection Act 2004 (Tas) or the Privacy Act 1988 (Cwlth).

## 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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