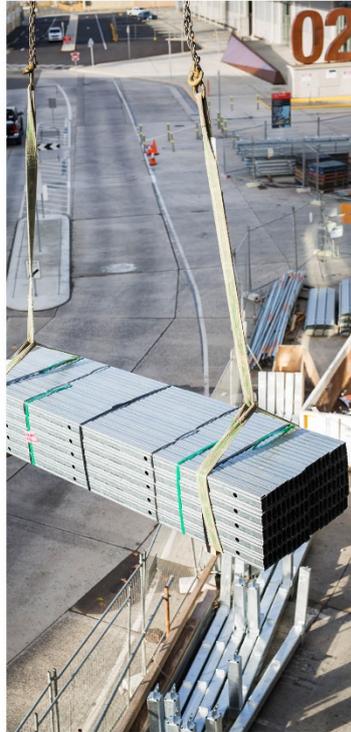


Program Guidelines



Contents

Energy and Infrastructure Workforce Development Fund	2
1. Aim.....	2
2. Eligibility criteria	4
3. Ineligible applicants	4
4. Assessment.....	5
5. Timeframes.....	8
6. Application process.....	9
What does a successful application look like?	9
7. Acquittal.....	10
What is an acquittal?	10
How to acquit for a grant	10
The acquittal form	10
Failure to complete an acquittal.....	10
8. Taxation and financial implications.....	11
9. Grant payments	11
10. Confidentiality	12
11. Administration and contact details	12
12. Publicity of grant assistance	12
13. Right to information.....	13
14. Personal information protection.....	13
15. Disclaimer	13

Energy and Infrastructure Workforce Development Fund

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 to be delivered as part of the Energising Tasmania commitment, as outlined in the [Project Agreement for Energising Tasmania](#), one of which is the establishment of a Workforce Development Fund (the WFD Fund).

The aim of the WFD Fund is to support the delivery of key recommendations identified in the [Workforce Development Plan for the Tasmanian Energy Sector \(Stage 1\)](#) and relevant key recommendations outlined in the [Civil Construction Industry Workforce Plan 2019-2025](#).

Relevant recommendations that can be supported by the WFD Fund include:

Workforce Development Plan for the Tasmanian Energy Sector (Stage 1):

- Schools work with industry and TEIWAC to develop and promote pathways into renewables.
- A plan to be developed to identify new and novel means to develop future talent. Taking into consideration the location of potential learners, their disbursement, travel and transit difficulties, and more diverse modes of training facilitated within tertiary and vocational providers in partnership with enterprises.
- Higher apprenticeship programs for paraprofessionals be developed through university/TAFE partnerships, particularly for engineering and electrical qualifications.
- Apprenticeship numbers be increased across all sectors to ensure that the industry is renewing, preparing for future demand, and providing adequate 'on the job' context for entrants into the industry.
- Leadership and mentor programs should be implemented.
- Tertiary institutions (i.e. UTAS) consider the applicability of its engineering programs to the multi stream engineering technicians required by the renewable energy sector.
- Tertiary institutions (i.e. UTAS) consider subject 'modules' in renewable and sustainability for inclusion in humanities, finance, business and engineering.

- That industry and tertiary institutions (i.e. UTAS) work together to ensure a pipeline of suitably qualified managers and professionals to meet the future needs of the sector.
- Provide business development and support activities for the renewable energy supply chain, particularly in advanced manufacturing.
- Augment existing or create a regional portal or communication hub with case studies/stories/job opportunities/training information/industry benefits and attractiveness, etc.

Civil Construction Industry Workforce Plan 2019-2025

- Support be provided to assist industry to increase engagement with school-based and apprenticeship pathways. This should include an industry wide career attraction program be developed to rebrand the industry as one with great career prospects.
- Eligible organisations or businesses consider establishing services to offer:
 - (a) Training brokerage – the aim of the service would be to aggregate industry requirements and facilitate training offering to meet this demand. Areas identified as in demand:
 - I. Continuing professional development opportunities, particularly those that support the passing and transferring of skills onto others such as a mentoring program.
 - II. To develop a general onsite industry program for TIPP projects
 - (b) providing a group training service – the aim of this service would be to stimulate apprenticeship (both trade and higher level) activity and could be delivered through a partnership or establishment of a new service.

Strategic advantage through diversity

- Projects that establish a diverse workforce employing the full spectrum of potential employees within the community, is reflective of all Tasmanians and with the creativity and innovation to strategically position Tasmania as a global leader in the renewable energy industry.

\$450 000 has been allocated to this round of the WFD Fund, with grants available for eligible businesses of up to \$150 000.

Round 2 of the WFD Fund will open on 13 August 2021 and close at 2pm, 23 September 2021.

Funding will be allocated to eligible businesses whose application(s) demonstrate the delivery of **one or more key recommendations identified above in:**

- **the *Workforce Development Plan for the Tasmanian Energy Sector (Stage 1)*,**
- **the *Civil Construction Industry Workforce Plan 2019-2025*; or**
- **Demonstrating strategic advantage through diversity.**

It is anticipated that the program will be highly competitive. To maximise the likelihood of a successful application, applicants are encouraged to include evidence to support claims wherever possible and relevant and to ensure that they have clearly addressed each of the assessment criteria.

If applications meet the eligibility criteria, they will be competitively assessed against the selection criteria listed in Section 4 within this document. Applicants are encouraged to ensure they respond to all criteria, provide thorough responses with supporting evidence and documentation prior to submitting their application for the best chance of receiving funding.

2. Eligibility criteria

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

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.

Eligibility does not automatically mean a grant will be approved.

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,
 - 2.2.1 An industry association or peak body with Tasmanian employers and representatives on the governing body or committee
 - 2.2.2 A business (or collective) with capacity to represent employers and industry in specific regions of Tasmania
 - 2.2.3 A lead business or community organisation which is a legal entity and able to demonstrate their capacity to act on behalf of a region or sector.
- 2.3 Be able to enter into a grant deed with the Crown in the Right of Tasmania.
- 2.4 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).

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.

4. Assessment

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

In order to ensure that the aim of the Energy and Infrastructure Workforce Development Fund is achieved, the selection panel will ensure that the final mix of successful applications consists of projects that meet a minimum score and together cover a range of regions, target groups and workforce development objectives and that their combined value does not exceed the available budget.

The selection panel will consist of representatives from the Department of State Growth who are independent from potentially eligible applicants.

The assessment criteria below is specific to the relevant key recommendations identified by the Tasmanian Energy and Infrastructure Workforce Advisory Committee and *Civil Construction Industry Workforce Plan 2019-2022*, as outlined in Section 1 of the Program Guidelines. Each application will be competitively assessed using the evidence provided by each applicant against the following criteria.

Assessment Criteria	Weighting
<p>4.1 Project objectives and deliverables</p> <p>The applicant must clearly outline WHY the project is needed and WHAT the project will deliver.</p> <p>To address this criterion, applicants must:</p> <ul style="list-style-type: none"> • list which key recommendation(s) from Section 1 of the Program Guidelines that will be addressed by the project and why is it needed; • refer to data or research or provide other evidence that confirms the barrier(s) and/or challenge(s) faced by the target group(s); • outline what the project will deliver in terms of specific outputs and outcomes, ensuring that each is clearly described, measurable, relevant and realistic, and that the target number of participants is included; • provide an outline of what the project will deliver for the target group(s); and • outline how each project output and outcome will address the objective(s) of the project. <p>This information must be clearly articulated in the project plan – including scope, resources, milestones, risks and a well-defined timeline for all milestones and core activities. The project must be delivered within 24 months.</p>	<p>30%</p>

<p>4.2 Project implementation and organisational capacity</p> <p>The applicant must outline HOW the project will be carried out and WHO will have a role in the project.</p> <p>To address this criterion, applicants must:</p> <ul style="list-style-type: none"> • demonstrate the capacity of the organisation to deliver the project, such as past skills and experience in similar projects, existing resources and infrastructure; • provide evidence of the organisation’s financial stability and capability to ensure 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; • provide 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 the requirements of the project; and • demonstrate how the project will be implemented, including: <ul style="list-style-type: none"> ○ expected timeframes for key steps; ○ who will manage the project with specific roles and responsibilities; ○ how participants will be recruited; and ○ specific service delivery methods. 	<p>30%</p>
<p>4.3 Tasmanian economic and social benefits</p> <p>The applicant must show how the project and the spending of funds will benefit the Tasmanian community.</p> <p>To address this criterion, applicants must:</p> <ul style="list-style-type: none"> • provide an economic and social benefits statement outlining whether their organisation currently employs or engages with the Tasmanian workforce; • demonstrate how the project will utilise the grant funding to further enhance the organisation’s investment in successful workforce development activity and outcomes for Tasmanians and the energy and/or infrastructure sector(s); • demonstrate how the applicant will ensure that the project will be inclusive to, and reflect the diversity of, all Tasmanians; 	<p>20%</p>

<ul style="list-style-type: none"> • demonstrate how the project will source Tasmanian produced goods and services; and • demonstrate investment in the Tasmanian community. <p>For applicants who are government funded or receive other government funding, they must clearly articulate how any grant funding received under this project will be utilised and why other government based funds could not be utilised for this project to achieve the desired outcome.</p>	
<p>4.4 Budget and project value (value for money)</p> <p>The applicant must show how the funds requested have been arrived at and that the project represents value for the investment requested.</p> <p>To address this criterion, applicants must:</p> <ul style="list-style-type: none"> • provide a detailed budget (with the breakdown of each budget item) and include the requested funding from the program and the value and course of any other funding for the project; • outline the expected cost per participant by the project proposed; • outline how costs may be minimised by building on existing services where relevant; and • outline the justification of costs for support services (if applicable). <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>	20%

This grant program will be competitively assessed and not all eligible grant applicants will receive funding.

Competitive 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 closing date and time. This will allow time for applicants to raise any concerns when submitting their application.

All potential applicants must read the Program Guidelines carefully to determine their eligibility for funding under the program.

Description	Target Date
Program opens	13 August 2021
Program closes	23 September 2021 2pm
Applicants notified (estimated date)	28 October 2021

During the assessment process the Department of State Growth may, at its discretion, require further information to support or clarify an application. This information must be provided within three (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 target date above.

6. Application process

The Department uses the SmartyGrant online grants management system. 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 carefully before starting an application.
- 6.2 Meeting the eligibility criteria will not automatically result in a successful grant.
- 6.3 There will be no opportunity to change an application or provide further information to support it once it has been submitted. Therefore, applicants should ensure that all supporting documentation provided is accurate and has been attached correctly before submitting.
- 6.4 Applicants should complete and lodge an application online via SmartyGrants from the Skills Tasmania website. Applicants who are unable to apply online via SmartyGrants can access a manual application by contacting the Program Manager, by phone 03 6165 5064 or email wdfund@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 initially assessed for eligibility and compliance to the requirements of these guidelines and instructions within the application form.
- 6.7 Each application that is eligible and complies with the requirements will be assessed against the criteria noted in Section 4 – Assessment. This assessment will include a point's score against each the four criteria.
- 6.8 Applicants will be advised of the outcome of their application with successful applicants offered funding via email in the first instance.
- 6.9 Successful applicants will enter into a grant deed or a funding arrangement with the Department of State Growth.

Note: The grant deed will outline the project details, terms, conditions and specific funding requirements and timeframes. This will include the recipient requirements for public liability insurance to the amount of \$20,000,000.

[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.
- 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. 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 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.

8. 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.

9. 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 your 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 applicants 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.

10. 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.

11. Administration and contact details

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 the Program Manager, wfd@skills.tas.gov.au or 03 6165 5064.

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

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.

12. 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.

13. 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*.

14. 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.

15. 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.



Department of State Growth

4 Salamanca Place
Hobart TAS 7000 Australia

Phone: 03 6165 5064

Email: wdfund@skills.tas.gov.au

Web: www.skills.tas.gov.au