

# Training and Work Pathways Program 2024

## Stream 2 - Youth Support

### Grant Program Guidelines



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# 1. Aim

The Training and Work Pathways Program (TWPP) 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 TWPP – Stream 2 program is aimed at young people (15-25 years) who are disengaged or at risk of disengagement, and/or more vulnerable to experiencing disadvantage and/or complex barriers to employment, education or training, are supported to engage in a pathway to participate fully in their communities, society and economy.

This includes a focus on young people experiencing unstable housing or are at risk of homelessness.

The longer-term ambition and impact of this Program is that:

***All young Tasmanians are engaged in education, training or quality work, and achieve economic independence.***

This program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania.

# 2. Funding available

The Program will support eligible organisations to provide individualised and wrap-around support to young people (in scope), to support them to engage in a pathway to work, education or training.

A total funding allocation of \$1.2 million is available to support interventions of up to 24 months in duration.

Funding will be equally allocated across three regions, i.e., **\$400,000, per region:**

- North and North East
- North West and West Coast
- South and South East

It is anticipated that there may be a high number of applications submitted under this program, and because there is limited funding, not all eligible applicants will be successful, or if so, may not receive the full funding allocation applied for.

**Demonstrated collaboration with other parts of the Tasmanian Employment, Education and Training (EET) eco-system, health and social services supports are a crucial expectation for applicants to the Program.**

The Social Ventures Australia **Outcomes Framework for Youth Employment Programs (Appendix 1)** is a key reference document and should be considered and utilised in responding to the assessment criteria.

# 3. Eligibility

To be eligible for either application stream, applicants must meet the following criteria:

- have an Australian Business Number (ABN)
- be registered for goods and services tax (GST)
- be operating in Tasmania at the time of application
- be a sole trader, partnership, company, trust or an incorporated organisation at the time of the application, or
- a charity registered with the Australian Charities and Not-for-profits Commission (CNC), or
- may be a lead organisation, as a legal entity, acting on behalf of consortia of businesses or community organisations, and
- must not be under External Administration or have had applications for orders to appoint liquidators or provisional liquidators, or to be wound up or dissolved, or any other action relating to insolvency, and
- have evidence of:
  - workers compensation for applicants who are employers
  - \$20 million public liability insurance
  - \$5 million professional indemnity insurance
  - appropriate provisions in place with regarding the Safe Organisations Framework.
- be able to commence delivery of the activity within three months of the execution of a Grant Deed.

If you are unsure about your ability to meet all aspects of the eligibility criteria, you should contact the Program Manager on [TWPP@skills.tas.gov.au](mailto:TWPP@skills.tas.gov.au)

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.

## 3.1. Ineligible applicants

Applications will not be accepted from:

- a council existing under the Local Government Act 1993, or a council owned business
- a Tasmanian or Australian Government body, for example State Owned Company or Government Business Enterprise
- applicants who have outstanding obligations (i.e., have not complied with relevant conditions) to the Tasmanian Government from a previous or existing grant program.

## 3.2. Eligible expenditure/project costs

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

- Wage costs for project coordinator/manager, service delivery and administrative staff.
- The purchase of training (both nationally recognised and non-nationally recognised), training materials, and associated training costs. The applicant must ensure that the training is not already funded for the target group by any other means.
- Project related 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/project costs

The Program will NOT provide funding in the following instances:

- Where the activity is already funded, or 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.
- 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.
- Insufficiently defined items, for example 'contingencies', 'sundries' or 'miscellaneous items'.
- The payment to a third party that could constitute an incentive or wage subsidy.

# 4. Assessment Criteria

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

There are **five** assessment criteria that all applications must address.

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

Meeting the eligibility criteria does not automatically mean a grant will be awarded.

Assessment Criteria	Weighting
<p><b>Criterion 1 - Sound organisational governance and capability.</b></p> <p>In preparing a response to this criterion, respondents should cover:</p> <ul style="list-style-type: none"> <li>a) the organisation’s structure, governance, risk management and reporting framework.</li> <li>b) the proposed staff mix and ratio to Participants.</li> <li>c) the qualifications and experience of staff and the approach to learning and development.</li> <li>d) how the organisation will monitor, review and report on the effectiveness of the Youth Transition service in terms of service quality, continuous improvement and innovation.</li> </ul>	<p><b>15%</b></p>
<p><b>Criterion 2 - Experience in delivering services to young people and achieving wellbeing, employment and education outcomes.</b></p> <p>In preparing a response to this criterion, respondents should cover:</p> <ul style="list-style-type: none"> <li>a) the organisation’s experience in working with young people, including those from vulnerable groups and the types of youth services currently/recently delivered.</li> <li>b) the organisation’s experience in supporting young people with vocational and non-vocational barriers.</li> <li>c) the strategies used to attract and engage young people in current/recent service(s) being delivered.</li> <li>d) the help provided to young people to work towards their goals and the rationale for this.</li> <li>e) the measured results (for example, outcomes achieved as a proportion of young people assisted over a specified timeframe).</li> </ul>	<p><b>25%</b></p>
<p><b>Criterion 3 - Ability to deliver youth services and achieve the intended outcomes.</b></p> <p>In preparing a response to this criterion, respondents should cover:</p> <ul style="list-style-type: none"> <li>a) the organisation’s approach to working with young people and the rationale for their service delivery design for Youth Transition to EET.</li> <li>b) where and how the services will be delivered.</li> <li>c) the strategies your organisation plans to use to attract and engage young people in transition to EET.</li> <li>d) tailoring of services to engage and meet the needs of a broad range of participant cohorts, including difficult to engage young people and those with complex barriers, from diverse backgrounds and with mental health issues who are experiencing challenges connecting to appropriate support services.</li> </ul>	<p><b>25%</b></p>

<p>e) the specific mix of services intended to help make young people EET-ready and improve their chances of finding and keeping a job, or connecting with education, and the rationale for this.</p> <p>f) identify the subset of outcomes and indicators to measure impact utilising the <b>Outcomes Framework for Youth Employment Programs</b>.</p> <p>g) the post-placement support activities you will undertake to ensure the needs of Employers are identified and acknowledged and that Outcomes are sustained.</p>	
<p><b>Criterion 4 - Demonstrated capacity to work with employers, community-based organisations and schools to create employment and education opportunities in the local community.</b></p> <p>In preparing a response to this criterion, respondents must:</p> <p>a) describe, with at least two examples, their engagement with local Employers and Employer networks in the region to create work experience and employment opportunities for young people.</p> <p>b) describe, with at least two examples, their engagement with schools and other education organisations in the region to assist young people into education.</p> <p>c) describe, with at least two examples, their engagement with community organisations to identify and assist young people into employment and education.</p> <p>d) describe how your service model and delivery approach will successfully use local resources and connections to provide a broader range of supports to young people, including those that foster and develop personal characteristics such as resilience, and those that showcase and promote what young people can do. Include recent examples or detailed case studies where the approach has been used successfully in this or a similar Employment Region/Location.</p> <p>e) detail the plans to extend local networks that support young people in the employment region or location.</p>	<p><b>25%</b></p>
<p><b>Criterion 5 - Budget breakdown and value for money</b></p> <p>The respondent must show how the funds requested will be used to deliver the outcomes (the project budget). To address this criterion, applicants must:</p> <ul style="list-style-type: none"> <li>• provide a detailed Project Budget</li> <li>• outline how costs may be minimised by building on existing services, existing and future and collaboration.</li> </ul> <p><b>Value for money</b> is derived from the weighted scoring against Criteria 1-4.</p>	<p><b>10%</b></p>

## 5. Timeframes

No applications will be accepted after the closing date.

Description	Date/time
Program applications opens	27 May 2024
Program applications close	26 June 2024
Applications assessed	July 2024
Applicants notified (estimated date)	July 2024
Activity commences	Q3 2024

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

## 6. Contact details

For queries about this program, contact:

- Grant Program Manager, Jobs Tasmania
- [twpp@skills.tas.gov.au](mailto:twpp@skills.tas.gov.au)
- 03 6165 6678

## 7. How to apply

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.

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

Applicants without internet access should contact the Program Manager, to discuss alternative methods for applying.

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-S2>.
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.

## 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.

Applicants will be asked for their bank account details to process grant payments. This bank account must be in the same name as the individual, business or organisation that applied for the grant. Applicants may be asked to provide a copy of their bank statement or a letter from their bank to confirm their bank account details.

Providing incorrect bank account details may result in funds being paid to an incorrect account. These funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays in funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

If a grant recipient's

- situation changes,
- does not complete the activities or tasks required under the funding agreement,
- does not use any or all of the funding provided, or
- the information provided to us is found to be false or misleading, the recipient will be required to return some or all the funds to the department.

## 9. Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for Department of State Growth grants. The Department will consider appeals relating to administrative process issues in grants management.

All requests must be in writing and should be addressed to the Director of the business unit where the application was assessed, in this case Jobs Tasmania.

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. For further information about the appeal process, contact the Program Manager on 6165 6678 or [TWPP@skills.tas.gov.au](mailto:TWPP@skills.tas.gov.au).

## 10. Taxation and financial implications

Grants distributed under the program attract GST. Grant payments to successful applicants, who are registered for GST, are increased to compensate for the amount of GST payable. Where GST applies to the grant funding, a valid tax invoice must be supplied by the successful applicant to the department.

The receipt of funding from this program may be treated as income by the Australian Taxation Office (ATO).

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

Information on invoices can be found on our Business Tasmania website [www.business.tas.gov.au/manage\\_a\\_business/invoices](http://www.business.tas.gov.au/manage_a_business/invoices).

## 11. Acquittal

An acquittal is a statement made by a grant recipient, confirming that the grant funding was used as per the funding agreement. Unless otherwise stated, it is a requirement that all Department of State Growth grants are acquitted.

### 11.1. How to acquit your grant

An acquittal will be required from recipients, asking for information about the activities and expenditure relating to the grant, and detailed within the grant deed for those applicants who are successful.

The Department may ask recipients to provide a Statement of Expenditure certified by an independent, professional auditor. In this situation the recipient will be responsible for the cost of obtaining the certified Statement of Expenditure.

### 11.2. 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. 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.

## 13. 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.

## 14. Right to information

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

## 15. 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.

## 16. 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 7001 Australia

Phone: 03 6265 6678

Email: [TWPP@skills.tas.gov.au](mailto:TWPP@skills.tas.gov.au)

Web: [Skills Tasmania](#)

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