Training and Work Pathways Program

2018 Program Guidelines
These guidelines are to be used by organisations applying for funding under the Training and Work Pathways Program 2018.

LODGEMENT OF APPLICATION

All program documentation can be downloaded from the Skills Tasmania website at www.skills.tas.gov.au/funding/trainingandworkpathways.


ENQUIRIES ABOUT THIS PROGRAM SHOULD BE DIRECTED TO THE CONTACT OFFICER

Kris McCracken, (03) 6165 6037 or kris.mccracken@skills.tas.gov.au.

ISSUE DATE

Saturday 5 August 2017.

CLOSING TIME

2:00 pm Australian Eastern Standard Time (AEST), Tuesday 12 September 2017.
1. Program Overview

*Training and Work Pathways* is the Department of State Growth’s key program to address disadvantage in VET, and support innovation and quality in the accessing of training and support towards employment for Tasmanians facing disadvantage.

Projects can assist a wide variety of applicant-led innovative projects, including action research and supported foundation and entry-level training. All projects must identify the disadvantage and barriers to training and employment that will be addressed, and — where training is to be delivered — detail those support services assisting access and successful participation. Projects must also articulate a clear pathway to employment and/or further education outcomes.

Grants are available for innovative, targeted projects that support opportunities for people facing point-in-time disadvantage and experiencing barriers to participation in VET and employment. A range of organisations are eligible to apply, and projects can involve training, as well as a range of activities focused on both the supply and demand side of work and training. Projects can work with multiple stakeholders, including individual Tasmanians facing disadvantage, the organisations that support them (including RTOs), individual employers and broader industry sector organisations.

Projects that utilise targeted strategies to identify or address these themes and barriers, and thus better enable participation in training and employment will rate more highly in their responses to the relevant criteria in the assessment of applications. These themes include (but are not limited to):

- low levels of education and skill development;
- low literacy and numeracy skills, including lack of information technology knowledge and skills;
- a history of family violence;
- disability;
- mental ill health;
- age, especially being older;
- gender and caring responsibilities;
- low income and poverty;
- cross-generational under/unemployment;
- people living in communities with concentrations of disadvantage, including historical marginalisation/discrimination;
- isolation due to rural or remote location with inadequate transport and services;
- economic downturn and industry restructure;
- lack of English language fluency and minority culture background (humanitarian entrants especially); and,
- a history of offending and imprisonment.

2. Program Objectives

The following are specific program objectives sought by *Training and Work Pathways*:

- Encourage partnerships between individuals facing disadvantage, community organisations, industry, employers and training organisations to increase participation of individuals in education-related activities that will better enable individuals to secure employment.
- Enhance the profile of VET by raising awareness and understanding of the role and importance of education in securing employment.
- Identify existing barriers to engaging productively in education and finding targeted solutions and responses to those barriers.
 Expand and sustain learning opportunities by supporting innovative community-based learning of various kinds that lead towards increasing participation in education and employment.

Increase the users of VET by attracting people who have experienced barriers to learning, to build personal, social and economic capital.

Improve the quality of learning experiences and outcomes by promoting learning opportunities in new and flexible ways, especially with regard to location and delivery arrangements.

Provide a pathway to further education and employment for individuals undertaking pre-vocational, bridging, and entry-level and foundation skills programs.

Enhance the employment potential and opportunities for disadvantaged Tasmanians in areas of industry need by contributing to the skills base of people facing barriers to VET and employment.

Fostering a dynamic and competitive training market in Tasmania that meets the needs of all.

Address training priorities identified by industry, employers and other stakeholders.

3. Scope

3.1. What is eligible for funding?

Project funds can only be expended on costs directly associated with the delivery of the specific project and be identified using the budget template provided. This can include:

- Wage costs for project coordinator, service delivery and administrative support staff. Applicants will need to offer details on cost breakdowns in their project budget.
- The purchase of training (both nationally recognised and otherwise), training materials, and associated training costs.
- Accommodation (where projects are delivered outside of base location).
- Project-related travel.
- Overheads that relate to project delivery (for example, costs incurred in the recruitment of participants, wrap around support for participants such as childcare or transport etc.).
- Research or analyses that identify the training needs and/or prospective vocational pathways of a specific cohort.
- Research that leads to better information about VET for people experiencing barriers to engaging, or that explore links between training and pathways to employment.
- The production of promotional material to highlight VET options for people facing barriers or to assist or demonstrate to employers the benefits of recruiting from disadvantaged cohorts.
- The production of materials and/or resources required in order to tailor training and address barriers for specific target groups.
- The purchase of materials and/or resources that address identified barriers to VET engagement.

3.2. What is not eligible for funding?

The Program will NOT make grants in the following instances:
• Where nationally recognised training is the sole focus of the activity, or there already exists a more appropriate vehicle to support such activity (e.g. Skills Fund Jobseeker, Career Start etc.).
• Where project activities are core to the applicant’s general business, and do not demonstrate innovation or a targeting of need.
• Items or services that the applicant is contracted to provide
• Capital fund-raising for major building or property purchase, construction and maintenance works.
• General fund raising appeals.
• The purchase of motor vehicles and buses.
• 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.
• Where the activity is already funded through another mechanism.
• Projects that replicate services or programs that already exist.
• Insufficiently defined items, e.g. ‘contingencies’, ‘sundries’ or ‘miscellaneous items’.
• Projects which produce a private benefit to a specific business or person(s)
• Where it is apparent that the applicant is becoming dependent on TWPP funding.

3.3. Key Dates

Public notices: Saturday 5 August 2017
Submissions open: Monday 7 August 2017
Program information webinar 1: 1 pm (AEST), Wednesday 9 August 2017
Program information webinar 2: 10 am (AEST), Thursday 17 August 2017
Program information webinar 3: 11 am (AEST), Tuesday 22 August 2017
Closing date for submissions: 2 pm (AEST), Tuesday 12 September 2017

3.4. Program Information Sessions

The Department will provide three 45-minute program information sessions. These sessions will allow potential applicants to hear about the program design, amendments to the application form and give people the opportunity to ask questions.

The sessions will be held online via Go To Webinar. To register your attendance at one of the three sessions, please visit the following link: https://tinyurl.com/TWPPinfo18.

3.5. Program Budget

The 2017 Program budget is $2,370,000, with a minimum of $170,000 to be committed to projects that will provide supported opportunities for pathways for young Tasmanians aged 15–21 whom either:

• Are transitioning out of the criminal justice system or out of home care, and,
• Have significant barriers to learning and employment.

This program supports the Tasmanian Government’s Investing in Skills for Growth policy and the Department of State Growth’s Ministerial Priorities for Training and Workforce Development.
3.6. Relevant Legislation and Policies

Underpinning all Tasmanian Government grants is Treasurer’s Instruction 709: Grants Management Framework (TI709). An overview of TI 709 is provided at http://tinyurl.com/TI709.

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 will publicise the level of its financial assistance including the terms and conditions of that financial assistance.

Management of personal information is in accordance with the Personal Information Protection Act 2004 (Tasmania) and the Privacy Act 1988 (Commonwealth). Information provided to Skills Tasmania is subject to the provisions of the Right to Information Act 2009 (Tasmania), and may – where appropriate – be disclosed in accordance with this Act.

4. Applicant eligibility

To be eligible to apply, organisations must be:

i. a not-for-profit community service organisation, club, community-based association, charity, trusts organisation or educational institution that is an incorporated body, or under a formal auspice arrangement with a community service organisation that is incorporated;

ii. be an RTO in partnership with a community organisation. Where nationally recognised training will be delivered, the RTO partner must be a Skills Tasmania endorsed provider.

iii. be an individual or organisation carrying on business in a VET-related field that has been operating for a period of no less than two years and in partnership with a community organisation; or,

iv. Tasmanian government or government business entities (TasTAFE, LINCs, Tasmanian Prison Service etc.) may apply, but will need to address their rationale as to how projects to be delivered under this funding source differs from their core business, why it cannot be delivered under existing funding mechanisms, and how they intend to ensure project outcomes are sustainable beyond the project.

AND

v. have an Australian Business Number (ABN).

All projects must be able to meet the objectives and outcomes of the grant program, as per item 6 (e) of TI709. Thus, prior to lodging, applicants must ensure that activity meets the following mandatory eligibility criteria.

- The project must take place in Tasmania and service the Tasmanian community.
- The applicant must meet the identified criteria.
- The applicant must abide by the submission instructions in the Application Form.
- The applicant must complete the Project and Risk Plan template, and the Budget template.
- The applicant must respond to all questions in the application form, and ensure that all mandatory eligibility criteria have been met and are checked.

5. The Application Process

The application process will be open from 9 am Monday, 7 August and close at 2 pm Tuesday, 12 September 2017. It will be conducted via an online grant application service, powered by the SmartyGrants platform via your browser. The application form can be accessed at https://trainingandworkpathways.smartygrants.com.au/2018.
As the Program supports projects with varying degrees of complexity and risk, applicants will be required to complete and upload two templates – **C9 Project and Risk Management Plan** and **D1 Budget Template** – in addition to the online form. Links to these templates can be found at [http://www.skills.tas.gov.au/funding/trainingandworkpathways](http://www.skills.tas.gov.au/funding/trainingandworkpathways).

Questions in relation to the program, guidelines or potential projects should be directed to the Contact Officer identified on page 2 of this document. Questions in relation to the online form or the SmartyGrants interface can be answered via the online Help Guide, or on SmartyGrants’ Applicant FAQ page.

If this does not answer your question, please e-mail service@smartygrants.com.au or call (03) 9320 6888. Support Desk hours are 9 am – 5 pm (AEST), Monday through Friday.

Applicants must ensure that they meet all mandatory eligibility requirements prior to lodging. Where mandatory criteria are not met, the application will be deemed ineligible and will not be assessed or considered for grant funding. All applications must be submitted prior to the closing time.

### 6. The Assessment Process

All applications received will be assessed according to **TI709**, item 6 (b) where all applications are assessed in an open, transparent and consistent manner; and item 6 (d) where grant funds are allocated in accordance with publicly available eligibility and selection criteria.

All eligible applications will pass through a three-stage process consisting of:

1. Check compliance against the project guidelines.
2. A randomised distribution of applications to individual assessors.
3. An initial merit assessment of applicant responses against the selection criteria using a standardised assessment template supported by moderation meetings.
4. A selection panel review of recommendations based on the initial merit assessment.
5. A final ranking of applications, funded to the total program value available.

All applications must meet the minimum standards set out in the mandatory criteria to be considered eligible to receive grant funding.

#### 6.1. Selection Criteria

There are five selection criteria of equal weight. Applications that include examples, evidence or demonstrate deeper understanding of an issue will result in higher scores. Applications that do not include such detail, or where the information is unclear, invalidated or incomplete will score lower.

The entirety of each application is considered against each of the selection criteria, which are synergistic in nature. That is, all project activities and responses necessarily rely upon each other to be successful. Assessors will note any inconsistencies or unaddressed linkages (e.g. proposed activities that do not appear in the budget or potential risks that unaddressed in the risk management table), and this will result in a lower assessment score.

The five criteria are:

1. **WHAT** will the project achieve?

The application must have clearly articulated outcomes that are consistent with TWPP goals. Applicants must identify their anticipated outcomes and record how their anticipated outputs will contribute to achieving project goals. If successful, project managers will be required to report
against their identified target outcomes. Where training is an output, applications must provide detail as to activities, outputs and costs.

ii. **WHY is this project needed?**

The application must identify and provide evidence of need, including the identification of existing disadvantage and barriers to access and participation to further education and employment pathways. Similarly, evidence of demand and opportunity in those identified pathways is required.

There must be a clear sense of a targeted cohort who will benefit, including their needs and those barriers that are preventing access to and participation in training and employment and how the proposed activity will address this.

iii. **HOW will you carry out this activity?**

The application must demonstrate that it has appropriate strategies to achieve identified project goals. Assessors will be looking for detail around timing, duration, tasks and – if participants will be actively involved or training delivered – type and level of support. As a key program goal is employment pathways, workplace exposure and industry awareness activities are critical.

Project owners must consider the risks and costs of project activities, and ensure this is reflected in the application, providing supporting documentation where relevant.

iv. **WHO will be involved in this activity?**

The application must demonstrate the capacity to implement and administer the project effectively. If there is direct participation or training, recruitment and selection methods should be detailed, including the relationships necessary to achieve success. As TWPP targets disadvantage, demonstrable relationships or capacity to support learners is required, supported by documentation.

v. **What is the VALUE for money?**

TWPP is ‘quality sensitive’ rather than ‘price sensitive’. Value is assessed not solely on the costs of activities, but how projects address identified barriers and disadvantage. If participants are involved, value reflects the nature and type of support offered to learners, the relevance of activities to achieve project outcomes and overall costs compared to other applications.

### 6.2. Project Deliverables

The *Training and Work Pathways* Program application process allows you to quantify what your project aims to achieve. There are specific questions on project OUTPUTS and OUTCOMES that will form the basis of any Grant Deed and reporting requirements. They will also help you determine your budget.

When we talk about ‘deliverables’, we mean a product or service produced as a result of the project. A deliverable may be composed of multiple smaller deliverables. A deliverable differs from a project milestone in that a milestone is a measurement of progress toward an output, whereas the deliverable is the result of the process.

One deliverable that all projects will be required to produce under the program is a project closure report. In addition, projects must provide a financial acquittal report against your original budget. Depending upon the length or size of the project, you may be required to produce a project activity report.
6.2.1. **Target Outputs**

An output is a program activity, something that will be done or produced during the project. Outputs should be clear, precise and measurable. For example, “6 participants will complete training”, “3 focus groups will be conducted”, “25% of participants will gain employment” are all clear outputs. These activities and outputs are your ‘deliverables’, and should be precise and realistic to your targeted cohort or area. Ultimately, they serve as the project’s ‘KPIs’ and will be reported against if you are successful in securing a Deed.

6.2.2. **Target Outcomes**

Outcomes are the benefits of the project. They are achieved because of a project’s outputs. Your target outcomes should have a measurable benefit, and will be used to gauge the success of the project. At project conclusion, these measures will help answer questions like ‘what have we achieved?’ and ‘how do we know?’ Your outcomes should be clearly linked to activities and outputs, which will make it easier to evaluate. Vague outcomes or those not linked to outputs or are difficult to measure, are likely to score less highly against the selection criteria.

6.3. **Project Budget**

The budget forms an integral part of your application. To give assessors a full understanding, itemised and detailed budgets are required. Applicants must ensure that items contained in the budget are consistent with the activities proposed. As we see a significant number of applications, assessors have a strong understanding of current market rates. Applicants are encouraged to explain the context of those line items that are above market pricing. Where costs will be shared with an existing funding source, applicants should provide detail of the percentage or dollar value of each contribution where there is a shared cost item in the budget.

6.3.1. **Financial information**

It is the applicant’s responsibility to ensure that the budget and other financial information is correct, fully completed and that the budget (income and expenditure) adds up.

The Department reserves the right to reject an application that contains insufficient financial information or that contains GST or budgetary information that is incorrect. The Contact Officer is available to provide advice on budget or other financial information prior to the submission of any application.

6.3.2. **Project Budget Template**

The Department relies on the accuracy of information provided in applications, including budgets. Experience has shown that mistakes made in a project budget is often a critical component in that project not receiving funding, or failing to fulfil its promise.

Therefore, we require all applications to use the Budget Template (D1) provided. Assumptions and assertions in project design need to be reflected in your budget. These will be important when implementing your project and reviewing outcomes. Assessors will be looking at how responses in Parts B and C link to Part D.

Applicants must ensure they are providing detailed budgets. If budgets do not include sufficient information to determine how the funds would be spent, they are less likely to be approved. For instance, employment costs need to identify the position, rate of pay and FTE load. If this role is to be delivered by an existing employee, detail needs to be provided as to how costs and activities are to be split between roles, with the role separation addressed in C7 and D2.
6.3.3. Other Financial and In-kind Support

The Department encourages applicants to record as much information on financial and in-kind support as possible. Detail as to how these contributions have/ will be sourced, and what the funds will be used for should be contained in the project description and the figures should be included in the budget and value statement.

Specialist volunteer time – for example, literacy tutor, graphic designer, financial planner – should be calculated at their professional rate. General volunteer labour should be calculated at $20 per hour.

Where your project leverages off existing funded programs, projects or services, applicants are encouraged to include detail as to how these activities will complement the project, and attribute any figures as appropriate. You can talk about how this will work in C7.

6.3.4. Goods and Services Tax

There are a few simple rules to keep in mind when dealing with GST.

1. The Department will gross-up a grant by 10% for GST when the recipient is:
   - an incorporated applicant or other not-for-profit legal entity registered for GST; or,
   - an unincorporated applicant which is sponsored by an incorporated body or other not-for-profit legal entity registered for GST.

   Therefore, the amount requested should be exclusive of GST.

2. The Department has determined to include GST as part of the grant where:
   - an incorporated recipient or other not-for-profit legal entity is NOT registered for GST; or,
   - an unincorporated applicant is sponsored by an incorporated body or other not-for-profit legal entity NOT registered for GST.

   Therefore, the amount requested should be inclusive of GST.

If you require further help about GST, please contact the Australian Tax Office on 13 28 66 or www.ato.gov.au. The ATO requires all non-profit organisations with a turnover of $150,000 or more to register for GST. Non-profit organisations with a lower turnover may choose to register.

6.4. Supporting Documentation

Applicants should attach any relevant material to their project proposal. This may include, for example, data or research that support assertions of demand or need; successes of similar programs or activities that illustrate project proposals; copies of Memorandums of Understanding or contractual arrangements with project partners that address potential risks or highlight working relationships. Letters of support are welcome, but please ensure that such letters are explicitly relevant and offer detail in relation to the proposed project.

Applicants are reminded that assessors will be looking for evidence related to the proposed project activity, and superfluous material should be avoided.

6.5. General Comments

Training and Work Pathways Program releases are always very competitive, with demand consistently exceeding supply. The Department understands that preparing an application can take a significant
amount of time and effort. To assist in this, we have provided some general comments on applications received in previous releases.

Projects that best demonstrate the following will likely receive preference in funding:

- benefit to the Tasmanian community;
- innovation and proactivity;
- an integrated and collaborative approach, avoiding duplication;
- value for money;
- broad support for the project, including involvement by partners, volunteers and community;
- a good level of financial or in-kind contribution;
- the ability to build and strengthen organisational and community capacity;
- good prospects for successful implementation;
- a clear explanation of project objectives;
- research or other evidence to support the application; and,
- consideration of any risks associated with the project.

Areas where applications are typically assessed with lower scores include:

- vague, incorrect or unclear budgets;
- imprecise project proposals and delivery methodology;
- insufficient evidence of community benefit;
- little evidence of sustainable outcomes;
- lack of clarity regarding value for money;
- a duplication of responsibilities of local, State or Australian government;
- insufficient information on who will be involved in the project;
- a lack of innovation and/or replication of existing service or project; and,
- insufficient evidence of the support for the project.

Some other points to consider are:

- Applications from organisations with a proven record of working with specific communities are encouraged.
- If there are formal or informal partnerships in place to assist with the delivery of the project, the Board encourages applicants to provide written evidence of the partnership through MoUs, contractual arrangements, letters of support or financial/in-kind contributions to the project. This evidence should be specific to project proposal under consideration.
- The Department encourages applicants to include information on how the project or its impacts will continue beyond the life of the project. Question C8 been added to the application form to support your ability to do this.
- To provide a better understanding of the numbers to benefit, the applicants must ensure that participant numbers are consistent and realistic throughout the application.
- If a project has been piloted in the past, applications should demonstrate successful outcomes, provide details of how the project was previously funded and explain why that funding source is no longer available.
- The Program is designed to support target, innovative projects that address identified barriers to employment pathways for Tasmanians facing disadvantage. Often, these
barriers are due to gaps or limitations in the broader education, employment and social services system. While project monies can be used to supplement or enhance existing systems in an area normally funded by another part of government or the market – e.g. employment services, transition support etc. – applicants must provide explicit detail as to how this project will complement (rather than duplicate) those services, including how this will work in relation to the proposed budget.

6.6. Selection Process

As noted above, information provided in applications is assessed against the selection criteria. In addition, the Department considers the project mix in light of a number of broad concerns:

- The appropriateness, need and opportunities of geographical location.
- Strategies that address barriers and access to VET.
- Clarity of VET pathways on to further education and training or employment.
- Collaboration and partnerships that improve attraction, engagement and completion rates of training.
- Demand for activity.
- Industry and labour market requirements.

Preference in funding is given to projects that best demonstrate:

- Benefit to Tasmanians facing disadvantage.
- Innovation and enthusiasm.
- Integrated and collaborative approaches that avoid duplication.
- Value for money.
- Community support for the project, particularly from identified partners.
- High levels of financial or in-kind contributions.
- The ability to build and strengthen both community and individual capacities.

The selection process has a number of checks to ensure equitable outcomes:

- Individual assessors score all applications against the selection criteria.
- Scores are moderated as a group.
- A Selection Report with recommendations for funding is drafted.
- A Selection Panel is convened to consider these recommendations, ensure the efficacy of the process and endorse final recommendations.
- The Head of Agency will then approve these recommendations, with the final approval decided by the Minister for State Growth.
- Notification of successful and unsuccessful applications.

Individuals involved in the above process must declare any potential conflict of interest, and will not participate in any decisions where a potential conflict arises.

Where the Selection Panel ranks multiple applications equally, The Department will – where applicable – review past performance and consider the broader project mix to develop a final ranking of applications. Consideration is given to past reports, previous contestable funding commencement and completion results, AVETMISS reporting and ASQA compliance reporting of both lead applicants and identified partners.
Applications are monitored for excessive requests by any single organisation. If this occurs, the Department of State Growth reserves the right to reject applications or negotiate alternative arrangements.
7. Arrangements for Successful Applicants

7.1. Grant Deeds

All successful applicants will enter into a grant deed with the Department of State Growth, on behalf of the Crown in Right of Tasmania. The deed sets out the obligations of parties, and it is important to ensure that you fully understand these obligations before signing. In particular, the deed binds the recipient to:

- use the grant for the purpose in which it was provided, and for the specific items listed in the deed;
- meet any specified conditions required by the Department of State Growth;
- seek written permission from the Department of State Growth prior to any changes to the project, budget or timeframes;
- provide satisfactory project reports on time;
- return any unexpended funds; and,
- acknowledge the Department of State Growth as a source of funding for the project.

Approval of a grant does not commit the Department of State Growth to any future financial assistance to the project or organisation.

7.2. Restrictions

7.2.1. Costs

Typically, the maximum amount granted under any single TWPP 2018 project will be $80,000. However, the Department will consider applications in excess of this figure, but applicants must notify the Contact Officer of their intention to do so in advance of submissions closing. As a rule, only those applicants with a proven history of success to the satisfaction of the funding body will be considered for an alternative bid.

Project owners are eligible to receive a maximum of four funded projects in any single year. Applications are monitored for excessive requests by any single organisation. If this occurs, the Department of State Growth reserves the right to negotiate alternative arrangements.

7.2.2. Duration

Projects must be completed within 18 months of commencement, unless prior agreement is approved by the Department of State Growth.

7.2.3. Payments

Grant payments are made via electronic funds transfer to the account nominated by the Recipient upon Execution of the Deed and the receipt of a correctly rendered tax invoice. The timing and structure of these payments is determined by the final amount, nature of project activities, and level of risk involved.

All projects must fully acquit against the budget template, and unspent funds in excess of $5,000 at the project completion date are to be returned to the Department. The Grant Deed includes clawback and termination clauses in the event that services fail to be delivered in the manner approved, or in cases where the Recipient has obtained has failed to undertake the Approved Purpose in a lawful manner.
7.3. Information on Funded Projects

The Grant Deed – which serves as a funding agreement – will set out the terms and conditions of the grant funding and all successful Grantees should read the Deed carefully prior to execution of the agreement to understand their obligations, rights and responsibilities under the Deed.

The details of all successful applicants, including the funding amount received, will be publically available on the Skills Tasmania website.

7.4. Reporting Obligations

Applicants are required to identify specific target outputs and outcomes align to the program objectives (see 6.2.). These targets will inform the schedule of activity and provide the basis for part of reporting requirements.

Although there is variance according to the specifics of individual projects, the broad reporting structure incorporates:

i) Activity reporting. For larger projects, or those with distinct project phases or longer delivery periods, some projects will be required to deliver a mid-term activity report.

ii) A final project closure report, on a template provided by the Department. This report will see project owners report against their original target outcomes and outputs. All successful applicants will be required to complete a closure report as a condition of funding.

iii) Where national recognised training is to be delivered, the Department requires the names, e-mail addresses, contact phone numbers and USI numbers of all project participants to assist us with program evaluation.

iv) Where national recognised training is involved, RTOs are required to report in accordance with the AVETMISS data requirements outlined on Skills Tasmania website http://www.skills.tas.gov.au/funding/paymentandreporting. RTOs will be required – using their specific reporting software – to report activity under State funding source 71 and NAT funding source 11.

v) A financial statement acquitting actual costs against the original budget template.

vi) Where appropriate, the Department strongly encourages project owners to prepare a project report suitable for public release. This report should capture key activities, outcomes, learnings, recommendations and actions arising from the project and help sustain the program’s objectives.

Grant recipients are encouraged to include in reports any additional information that builds understanding of activities, such as photographs, newsletters, newspaper clippings, participant stories etc. Reporting documentation will be found on the Skills Tasmania website after the issuing of contracts.

Where an organisation has outstanding reporting obligations, it will not be considered for future funding until these obligations have been met. Information on organisations that submit late, incomplete or inaccurate reports will be kept, and will be used to determine any risks associated with future applications.

7.5. Financial Reporting and Audit Requirements

Successful applicants should have procedures in place to show that expenditure has been in accordance with the Deed. The Department has found that having these systems in place from the start of the project can save a significant amount of trouble and effort later on for project owners in the event of an audit.
While not all grants will be audited, if organisations are unable to demonstrate that the grant has been spent appropriately, or on the items funded, the grant (or part of the grant) will need to be returned.

The Deed of Grant does require recipients to – if the Department see fit – allow the Auditor-General of Tasmania (or his or her nominee) to audit, inspect, and to take copies of, the Recipient's accounts, records and financial statements relating to the receipt, use and expenditure of the Grant. This clause survives the termination of this Deed.

### 7.6. Acknowledging the Department of State Growth

The Recipient must include in any correspondence, promotional material, public (including media) announcement, advertising material, or other publication concerning the project, an acknowledgement that the Approved Purpose is assisted by a grant from the Department of State Growth.

### 7.7. Withdrawal of Grant

Skills Tasmania has a responsibility to ensure the management of funds is in the best interests of the Tasmanian community. As such, grant recipients must ensure public funds are properly expended.

Once awarded, the Department may withdraw the grant at any time before or after issuing if obligations have not been met. These include:

- That assessment was based on misleading or incorrect material information provided in the application.
- There are material changes – within or beyond the applicant’s control – that would significantly alter assessment.
- The Department is unable to gain appropriate information to progress the Grant Deed or any other aspect of project management.
- The recipient is unable to demonstrate to the Funder’s satisfaction that the grant has been used for its intended purpose and on the approved items.
- The recipient has not received prior written approval from the Fund for any significant changes to the project, budget or timetable.
- It becomes apparent that the project had commenced or been completed prior to the project being approved.
- The recipient fails to submit a report by the scheduled due date. Or,
- The project has not commenced within 12 months of notification of the awarding of the grant.

If payments have been made, the Department has the option of seeking the return of the funds. If the grant has not yet been paid, the grant may be cancelled.

An organisation’s record in meeting its obligations will be considered when assessing any future grant applications.
8. Advice for Applicants

- Write in clear simple English and avoid jargon wherever possible.
- Be careful when using acronyms. Always assume that assessors will not know what they mean and write them out fully the first time you use them.
- Ensure that your budget is completed and that figures balance.
- Please read the program objectives carefully to ensure your project is in with a chance!
- Write in specific terms rather than generalisations – especially regarding your record of accomplishment and previous outcomes.
- Ensure that the application is based in fact. Claims should be substantiated (for example, rather than “a large number of people will benefit” say “a minimum of 25 people aged between 15 and 19 years of age will complete the program”).
- Where possible, provide examples and evidence that support your claims. Do not assume that the assessor will know the context and history of your organisation. Remember that additional attachments can be submitted with your application.
- Outcomes should be clearly linked to activities and outputs. Vague outcomes or those not linked to outputs or those difficult to measure are likely to score less highly against selection criteria.
- If the project involves collaboration with other organisations, make sure that you identify the roles and responsibilities of each. Supporting documentation, such as MoUs, contractual/written agreements should be provided, and reflected in the project design, budget and risk table.
- If partnerships are involved, ensure that all parties have had opportunity to contribute to the application. Additionally, if a partner holds a key responsibility (e.g. named as owner of an activity in a project plan, risk strategy or making a significant contribution in a budget), this should be accompanied by supporting documentation that explicitly describes the nature of that contribution.
- If attachments are going to be included with applications, ensure that they are clearly titled and referred to in the application itself. Anything that helps an assessor do their job efficiently is to be encouraged.
- Try to be succinct. We get many applications and are keen to keep our assessment turnaround as short as possible!
- Use the checklist provided in the application form to ensure that all requirements have been met. Making sure that your proposal checks all the boxes will mean that your application can be considered for funding.
- You must clearly identify the target group and any barriers to be addressed by the project. Assessors are looking for evidence throughout your application as to how your project will assist in overcoming these barriers.
- Don’t forget that the application will be assessed against the selection criteria in its entirety. It is a good idea to get a friend or colleague not acquainted with the project to read through before submitting to ensure that your proposals are clear and make sense.