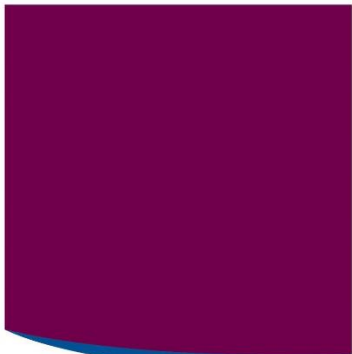
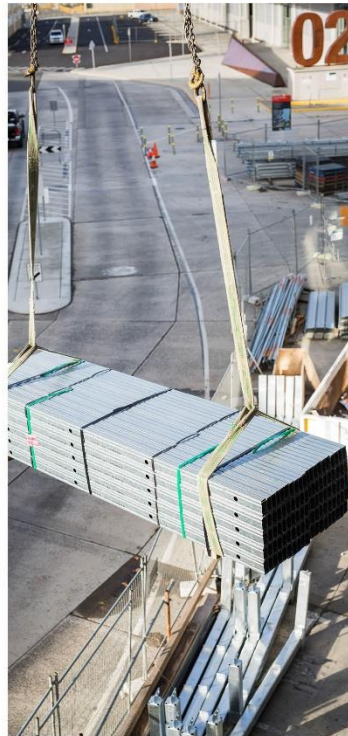
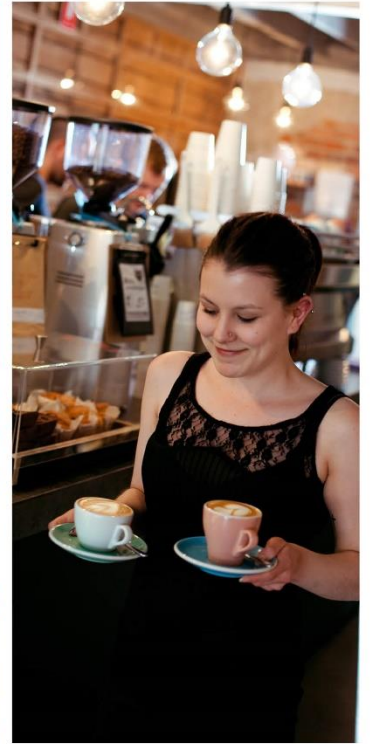


Program Guidelines



Contents

North West Agriculture Skills Delivery 2022	1
1. Eligibility Criteria	1
1.1 Ineligible applicants.....	2
2. Training Fund Advice	2
3. Assessment criteria.....	3
4. Timeframes	3
5. Application process	3
6. Appealing a decision	4
7. Grant payments.....	4
8. Taxation and financial implications	5
9. Acquittal	5
9.1 How to acquit a grant.....	5
9.2 Failure to complete an acquittal	5
10. Administration and contact details.....	5
10.1 Note.....	5
11. Publicity of grant assistance	5
12. Right to information	5
13. Confidentiality.....	5
14. Personal information protection	5
15. Disclosure.....	5
16. Disclaimer	6
17. Templates and supporting evidence to upload.....	6
Annex A: Detailed Assessment Criteria and Support Guide	7

North West Agriculture Skills Delivery 2022

The North West Job Ready Generation Package aims to develop a workforce plan and for training to be made available for up to 150 workers in the agricultural sector of north west Tasmania over two years to meet identified skills needs.

Stage 1 of project was the development of the North West Agricultural Workforce Plan (Workforce Plan) completed in October 2020 and can be found here: [North West Agriculture Workforce Plan](#).

Stage 2 of this project is The North West Agriculture Skills Delivery program. The program has been designed to identify an organisation that has the capacity to enable up to 150 workers into training over the next two years.

This stage of the project will involve the engagement of Training Coordinator services, through this grant process, to increase training in the agricultural sector in alignment with the Workforce Plan.

The successful organisation will work at an industry and business level to provide expertise and advice on Vocational Education and Training (VET) and to develop a culture of training in the agriculture sector in north west Tasmania.

A key outcome of this program is to support 150 agricultural workers into training.

The funding for this program has two components:

- I. Funding of up to \$150 000 will be offered based on merit to an organisation that can:
 - a) work with individual businesses to identify and recommend effective training opportunities for the current workforce including skill sets, apprenticeships, traineeships and bespoke training as required
 - b) facilitate increased participation in nationally recognised or non-nationally recognised training for the north west agricultural workforce
 - c) assist businesses to develop training and career pathways addressing their current and future workforce needs
 - d) support the sector more broadly in upskilling its workforce and developing a culture of training and
 - e) administer and manage a training fund.

2. A further \$150 000 will be made available to the successful applicant to deliver training to 150 workers, primarily by supporting employers to provide training to agricultural workers. Please see *Section 2 – Training Fund Advice* for further information.

The total funding available for North West Agricultural Skills Delivery is \$300 000.

Skills Tasmania will be appointing a single organisation to deliver both components. Not all eligible applicants will be successful. A consortium of organisations will require a single lead organisation to enter into the funding agreement and take responsibility for the commitments made under the grant.

All applications that address the criteria for this grant will be competitively assessed. Applicants are encouraged to ensure they answer all questions, provide well thought out supporting evidence and documentation prior to submitting their application, for the best chance of being considered receiving grant funding.

1. Eligibility Criteria

For any queries about the eligibility criteria, contact the Program Manager via email at carol.bracken@skills.tas.gov.au or on 0423 255 776. Applicants may be asked to supply documentation to support their eligibility claims, as part of the application process or as part of an audit process.

To be eligible for the grant applicants must:

- be registered tax purposes in Australia with an ABN continuously active since on or before 1 July 2020 and be registered for GST
- a business, entity or organisation that is located and will work in north west Tasmania.
- be able to enter into a grant deed with the Crown in the Right of Tasmania.
- disclose all funding utilised in relation to the project activities

and be either:

- an agricultural industry association or peak body with north west Tasmanian employers as members
- a regional development association with capacity to represent employers and industry in north west Tasmania

- an individual organisation that is a legal entity acting on behalf of a north west Tasmania regional or industry collaboration or group of individual businesses, community service organisations, Endorsed Registered Training Organisations (ERTO), Group Training Organisations (GTO) or Apprenticeship Network Providers (ANP).

1.1 Ineligible applicants

The following entities are ineligible:

- businesses or organisations who are not registered for tax purposes with an active ABN.
- businesses or organisations that do not operate in and have no relationship with or understanding of the north west Tasmanian business industries, job market or community.
- all State and Australian Government Departments, Tasmanian Government Businesses and Local Government entities.

2. Training Fund Advice

The \$150 000 training fund will be available to the successful proponent to support agricultural employers and employees to undertake training that upskills the agricultural workforce. The goal of this training fund is not to replicate funding but to encourage engagement with the training sector.

Interested employers should contact the successful applicant of the North West Agriculture Skills Delivery grant to help them access subsidised training.

To be eligible to be funded by the training fund:

- Employers must have a physical base and worksite in the eligible area – north west Tasmania.¹
- Employers must be agriculture and agriculture services businesses.
- Employers with fewer than 20 current employees (FTEs*) will make a financial co-contribution of 10% of the training cost for workers.
- Employers that have more than 20 current employees (FTEs*) will make a financial co-contribution of 20% of the training cost for workers.

- Training places per employer are capped at 20 in any one calendar year (but may be subject to negotiation and the discretion of Skills Tasmania).

Eligible Training

- Nationally recognised training is preferred, purchased from a Skills Tasmania Endorsed Register Training Organisations (ERTO) (see: <https://www.skills.tas.gov.au/providers/rtos/endorse-drtsosystem>).
- Non accredited training will be considered on a case-by-case basis. A justification for using non accredited training can be submitted. Reasonable justifications may relate to the delivery model, cohort type, resource usage, additional services and employer support.
- Alternate funding sources should be considered prior to the expenditure of training fund. For example, Skills Fund, User choice funding and JobActive / Transition To Work – employment pathway funding.
- The cost of the training purchased may be assessed against Skills Tasmania's Cost Calculator (the calculator is available for download as part of the online application process). If cost per person is higher than the base price by more than 15%, a justification for higher costs can be submitted. The justification may relate to the delivery model, cohort type, small class size, resource usage, additional services or if an ERTO delivery is from outside the north west area. On this basis, the Skills Tasmania would make a judgement based on value for money.

Other Considerations

- Additional 'wrap-around' support for new employees such as 'case management', non-accredited training, literacy and numeracy support will be considered on a case-by-case basis.
- All funding submissions must demonstrate a need and benefit to the business. For example, no training just for the sake of training or to 'make up the numbers'.
- No employee will be personally liable for any costs of training, including RTO enrolment fees, the purchase of training materials, or equipment.

Definitions

Circular Head, Waratah/Wynyard, West Coast, Latrobe, Central Coast, King Island.

¹ North west Tasmania is defined as the following Local Government Areas: Burnie City, Devonport City, Kentish,

* An FTE (Full-time equivalent) is the hours worked by one employee on a full-time basis. The concept is used to convert the hours of several part-time employees into the hours worked by full-time employees: on an annual basis, an FTE is considered to be 2 080 hours, i.e., 8 hours per day x 5 working days per week.

Nationally recognised training – any program or training that leads to vocational qualifications and credentials recognised across Australia

Apprenticeship/ traineeship – an employee and employer enter into a training contract

Skill Sets (accredited and non-accredited) – short courses, units of competency and industry recommended training, compliance and licensing

3. Assessment criteria

Meeting the eligibility criteria does not automatically mean a grant will be provided. All eligible applicants will be assessed against the criteria set out in *Annex A: Detailed Assessment Criteria and Support Guide*.

Assessment Criteria	Scoring
A. Project Plan	75%
B. Project Budget	20%
C. Financial Viability	5%

This grant program will be competitively assessed and only one eligible grant applicant will receive funding. Competitive assessment is based on the quality of information provided by the applicant at the time of submission against the assessment criteria and all other applications received. A panel comprising both Department of State Growth staff and independent panel members will assess the applications.

Applicants are encouraged to ensure that all information is included in their application at the time of submission.

A Project Plan and Budget are required and templates for these will be available for download as part of the online application process.

4. 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 encouraged to submit applications prior to the closing date and time. This will allow sufficient

time for applicants to raise any concerns before submitting their application, or to ensure they do not get distracted by other matters and miss the cut-off time. No applications will be accepted after the closing date.

Description	Date/time
Program opens	10 Jan 2022 2:00 pm
Program closes	07 Feb 2022 2:00 pm
Applicants notified (estimated date)	7 Mar 2022

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.

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application by 7 Mar 2022.

5. Application process

The Department uses the SmartyGrants 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.

- Applicants should read the guidelines carefully before starting an application.
- This is a competitive merit-based process. Meeting the eligibility criteria will not automatically result in a successful grant.
- There will be no opportunity to change an application once it has been submitted. Applicants should, therefore, ensure that all supporting documentation provided is accurate and has been attached correctly before submitting.
- Applicants should complete and lodge an application online via SmartyGrants, accessed from the Skills Tasmania website. Applicants who are unable to apply online via SmartyGrants can access a manual application by contacting the Program Manager, Carol Bracken, by phone 0423 255 776 or email carol.bracken@skills.tas.gov.au

- 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.
- Applications will be initially assessed for eligibility and compliance with the guidelines.
- Each application that is eligible and complies with the requirements will be assessed against the criteria noted in Section 4 – Assessment, and as detailed in Annex A. The assessment will include a points score against each of the criteria. The assessment will be undertaken by a panel drawn from experts within the department and from industry.
- The offer of funding to the successful applicant will be made via email. The remaining applicants will be advised of the outcome of their application via email after the successful applicant has been notified.
- The successful applicant will enter into a grant deed or a funding arrangement with the Department of State Growth.
- The grant deed will outline the project purpose, the milestones and deadlines precedent conditions specific to payment of instalments, and special terms and conditions. The special terms and conditions will include a requirement for the recipient to have, or acquire, insurance against for i) personal injury to, or death of, any personal and ii) loss or damage to the property of any person for at least the amount of \$20,000,000, and iii) professional indemnity.

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 and

- contains, where requested, quality documented evidence to support your claims against the eligibility and/or assessment criteria.

6. 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 A/Director Workforce Policy & Strategic Relations, the business unit where the application was assessed.

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 process, contact Grant Services on grantservices@stategrowth.tas.gov.au.

7. Grant payments

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 of the funds to the department.

8. 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

9. 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.

9.1 How to acquit a grant

An acquittal form will be provided to recipients, asking for information about the activities and expenditure relating to the grant. Evidence such as quotations, invoices, receipts, statements, reports, etc., are also required to support the acquittal.

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.

9.2 Failure to complete an acquittal

Failure to lodge a valid acquittal by the due date will result in the recipient being required to return the funding to the department. In this situation the department will invoice the recipient.

10. 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 carol.bracken@skills.tas.gov.au or 0423255776.

10.1 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.

11. 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.

12. 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*.

13. 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 delivery of the project for reporting purposes.

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. 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.

- Please note that all obligations under the *Personal Information Protection Act 2004* (Tas) or the *Privacy Act 1988* (Cwlth) still apply.

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.

17. Templates and supporting evidence to upload

Supporting documents available from within the SmartyGrants application forms:

- 1) Skills Tasmania Training cost calculator

Templates available for download, completion, and upload within the SmartyGrants application forms:

- 1) Project Plan
- 2) Project Budget

You will also be required to upload evidence of financial viability (see Appendix A, Section C), and will have the option to upload Letters of Support and/or a project planner Gantt chart or equivalent.

Annex A: Detailed Assessment Criteria and Support Guide

In your project plan, using the template provided, you must show how the project will be carried out, including the timeframe for, and descriptions of, core activities and key milestones such as outcomes and outputs, project stages and review points and deliverables such as a detailed Project Plan, Progress Reports and a Final Report and acquittal.

The project plan is your opportunity to demonstrate that your organisation:

- a. can work with individual businesses to identify and recommend effective training opportunities for the current workforce; including skill sets, apprenticeships, traineeships and bespoke training as required;
- b. has the ability to facilitate increased participation in nationally recognised or non-nationally recognised training for the North West (NW) agricultural workforce;
- c. can assist businesses to develop training and career pathways addressing their current and future workforce needs;
- d. supports the sector more broadly in upskilling its workforce and developing a culture of training; and
- e. has the capacity to administer and manage a training fund.

The project must be delivered within 2 years. You will have the opportunity to attach a supporting Gantt chart to visualise the timeline.

	Assessment Criteria	
A.	Project Plan (75% of total, as set out below)	Scoring
	<p>Project proposal (in no more than 500 words including sub-headings)</p> <p><i>Guidance to applicants: The purpose of this section is to provide a succinct overview of the project in plain English and with a view to communicating the project to the public.</i></p> <p>This project aims to: e.g., This project aims to support 150 workers into training by</p> <p>The project will do this by:</p> <p>1. List the steps/actions you will take to carry out this project. e.g., providing advice to employers on suitable training, skill sets, apprenticeships and traineeships and supporting RTO's by connecting them to employers.</p> <p>The outcomes envisioned are: List the outcomes you expect based on the aims of your project and the steps you intend to take. Such as:</p> <ul style="list-style-type: none"> - Increased participation in training - Improved culture of training in agriculture. 	<p>5%</p> <p>5%</p> <p>5%</p>
	<p><i>Guidance to applicants: The following section is about your plan for getting a further 150 Tasmanian workers into agriculture skills training, your implementation and organisational capacity and how you will manage risks during the project.</i></p>	
2.	<p>Objectives This is a high level single or series of statement/s of the purpose of the project.</p>	Not scored
3.	<p>Outcomes and Outputs Describe outcomes, outputs and deliverables that are measurable (where applicable), relevant and realistic including specification of the target number of participants for each stage.</p>	10%

4.	<p>Project Scope, Assumptions and Constraints</p> <p>Describe how employers and workers will be recruited to the project, what the barriers to engagement might be and how they could be overcome.</p>	10%
5.	<p>Project Schedule and Project Reporting</p> <p>Core project activities and milestones are described and planned with reference to the service delivery method for example one-to-one engagement with businesses and relevant targets.</p>	10%
6.	<p>Other Related Projects</p> <p>Applicants who already receive government funding must clearly show how any funding received under the NW Agriculture Skills Delivery program will be used and why other government-based funds could not be used to achieve the desired outcome. For example, an organisation that receives funding for the purpose of increased training, apprenticeship/traineeship commencements or similar must outline how this funding will not duplicate existing funding arrangements.</p> <p>Provide details on your organisations competency to manage and administer the training fund. e.g., experience managing other complex projects and/or grants.</p> <p>(Note: if a consortium, the project proposal must articulate what each consortium member brings to the project).</p>	5%
7.	<p>Project Governance</p> <p>Specify who will have a role in the project, the skills and experience they bring to it and their level/area of responsibility within the project</p> <p>(Note: if an organisation intends to recruit a Training Coordinator, Skills Tasmania reserves the right to form part of an assessment panel for the recruitment process).</p> <p>e.g., reference to final reports from previous projects, resumes of key staff.</p>	10%
8.	<p>Stakeholder Engagement, Management and Communications</p> <p>Provide written support from any third parties (including consortium members) that will be required to assist in the delivery of the project.</p> <p>Letters of Support must demonstrate that the third party understands their role in the project with a clear statement of in-kind contributions, such as the estimated monetary value of staff time and commitments from employers to provide staff training.</p> <p>Discuss your organisation's purpose and track record, including how it currently engages with the Tasmanian workforce, its investment in the Tasmanian community and its relationships to other stakeholders.</p> <p>e.g., mission statement, sponsorship, community involvement, examples of previous projects, support of letters.</p>	5%
9.	<p>Risk Management</p> <p>Demonstrate an understanding of potential risks to the project and/or caused by the project and how these will be mitigated. Please:</p> <ol style="list-style-type: none"> a) identify the risk; b) assess the likelihood of the risk occurring and its severity; 	10%

	<p>c) estimate the timeframe (how soon could this risk impact the project, the people involved, or the Department of State Growth); and</p> <p>d) specify steps to mitigation and who has responsibility.</p>	
B.	Budget (20% of total, as set out below)	Scoring
	<p>The applicant must show how the funds requested will be used to deliver the outcomes (project budget)</p> <p>To address this criterion, applicants must:</p> <ul style="list-style-type: none"> provide a detailed budget (with a breakdown of each budget item) and include the requested funding from the program and the value and source of any other funding for the project <p>Attach project budget template</p> <ul style="list-style-type: none"> outline how costs may be minimised by building on existing services and collaboration and a justification of costs. <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>	<p>10%</p> <p>5%</p> <p>5%</p>
C.	Financial Stability (5% of total, as set out below)	Scoring
	<p>Provide evidence of the organisation's financial stability and financial capability to deliver the project</p> <p>The businesses financial viability and trading history, demonstrated by last year's accountant prepared profit and loss statement, tax return, business bank statements, financial and credit reports (minimum 12 months).</p>	5%



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