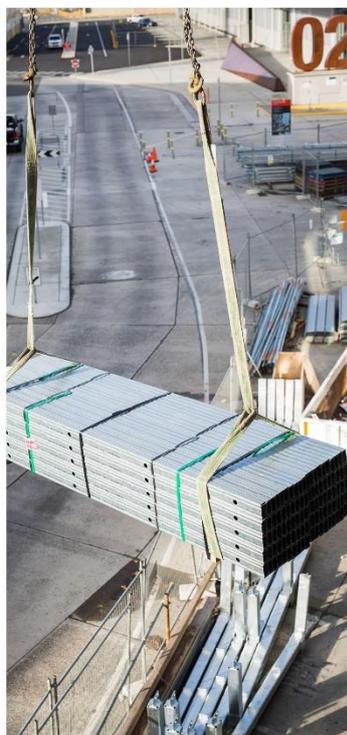


Industry Partnerships Program

November 2023

Grant Program Guidelines



Contents

1. Program aim	1
1.1. Training-related equipment and resources	1
2. Eligible activities	2
3. Eligibility criteria	3
3.1. Eligible applicants	3
3.2. Applicant conditions	4
4. Assessment criteria	4
4.1. Supporting evidence	6
5. Timeframes and application process	6
6. Application process	8
7. Appealing a decision	8
8. Taxation and financial implications	9
9. Grant payments	9
9.1. Acquittal	9
9.2. How to acquit a grant	9
9.3. Failure to complete an acquittal	10
10. Administration and contact details	10
10.1. Publicity of grant assistance	10
11. Right to information	10
12. Confidentiality	10
13. Personal information protection	11
14. Disclosure	11
15. Disclaimer	11

I. Program aim

The 2023 Industry Partnerships Program provides grant funding for nationally recognised training-related equipment and resources of up to \$50,000 for small grants and \$250,000 for large grants for Skills Tasmania endorsed registered training organisations (RTOs), employers, businesses, and industry groups.

The Program encourages partnerships, collaboration and innovation between RTOs and Tasmanian employers and industry groups to deliver:

- better quality training experiences for Tasmanian learners, and
- improved responsiveness of the training system to meet industry and business needs.

The Program supports the Tasmanian Government's commitment to develop Industry Skills Compacts that will improve industry engagement and support stronger partnerships between RTOs and industry in the training and workforce development system. The program also aligns with priorities under the *Ministerial Priorities for the Training and Workforce Development System*, including building stronger partnerships, supporting innovative training solutions and improving access to modern equipment and facilities.

There are two grant streams:

1. **Small grants** of up to \$50,000
2. **Large grants** of between \$50,000 and \$250,000.

A total of \$2 million in funding is available for allocation under the 2023-24 round of the Program.

The Program is administered by Skills Tasmania, a division in the Department of State Growth that manages the Government-funded training and workforce development system in Tasmania in partnership with industry, training providers and employers, as set out in the *Training and Workforce Development Act 2013* (the Act).

I.1. Training-related equipment and resources

The Program funds projects to facilitate access to, or use of equipment used to deliver accredited training programs.

Industry consultation highlights that training providers across several sectors lack access to contemporary equipment, facilities, resources and technology, and this issue has emerged as a key theme in Industry Skills Compacts. The issue includes trainers and training providers being skilled in and able to access and use new industry and technologies and practices.

The issue is exacerbated across industries where there is increasing use of new technologies and high-tech equipment. It is challenging for training providers to keep up with technological developments and obtain access to high-cost equipment for training purposes. Technical literacy is increasingly important, from familiarisation with industry-current software through to having understanding and experience with sophisticated equipment and machinery.

This issue impacts significantly on industry's perception of and confidence in teaching quality, the training system in general and its relevance to businesses. It also impacts learner experience.

2. Eligible activities

Eligible projects must:

1. involve an existing or new partnership arrangement between:
 - a) a Skills Tasmania endorsed RTO
 - b) other participants in the Tasmanian training and workforce development system (i.e. a Tasmanian-based employer, Tasmanian-based industry peak organisation, or peak organisation with a physical presence in Tasmania); and
2. deliver outcomes aligned with the Program:
 - a) better quality training experiences for Tasmanian learners; and
 - b) improved responsiveness of the training system to meet industry and business needs.

For more information on eligibility, see the Industry Partnerships Program – Frequently Asked Questions.

Industry Partnerships Program: training-related equipment and resources		
	Small grants	Large grants
Funding amounts	Less than \$50,000 Co-contribution optional	More than \$50,000 and Less than \$250,000 Co-contribution required ¹
Eligible expenditure ²	<ul style="list-style-type: none"> • Purchase, development or lease of specialised machinery, equipment, or technology necessary for nationally accredited training. • Costs associated with establishing shared access to privately-owned equipment (including legal costs, lease or rental costs, insurance). • Developing or upgrading teaching materials, tools or resources, including by using new technology. • Developing or upgrading promotional materials and targeted communications to attract participants to training programs. 	Contribution towards: <ul style="list-style-type: none"> • Purchase, development or lease of specialised machinery, equipment, or technology necessary for nationally accredited training. • Establishing or upgrading training facilities. • Costs associated with establishing shared access to privately-owned equipment.
Ownership of equipment or resources	<ul style="list-style-type: none"> • Equipment or resources may be owned by training provider, business/employer or industry body. 	<ul style="list-style-type: none"> • Preference is for high-cost equipment or resources to be owned by business/employer or industry body. • IPP may fund costs of establishing shared access to privately-owned equipment.

¹ Co-Contribution required for large grants. This size of the co-contribution will depend on the equipment or resources requested, and the ownership of those resources. This will be clarified with the applicant through the EoI process.

² For more information on eligible expenditure see Industry Partnerships Program - Frequently Asked Questions

Ineligible expenditure	<ul style="list-style-type: none"> • Training costs (alternative funding may be available from other Skills Tasmania programs). • Payment of wages or salaries (unless they are essential components of using or accessing the equipment or resource). • Recurrent operational costs associated with 'business as usual'. • Purchase of land or property. • Consumables or materials used for training. • Projects awarded funding through other Government funding programs. • Retrospective activities or purchases incurred prior to the execution of a Grant Deed under the Industry Partnerships Program. • Repayment of loan or debt.
------------------------	---

3. Eligibility criteria

3.1. Eligible applicants

Applications must involve an existing or new partnership arrangement between two or more participants in the Tasmanian training and workforce development system. Each application must have a lead applicant and list any partners involved. The following table summarises eligible entities.

Eligible entities	Lead applicant	Partner
Training Providers		
- Registered training organisations endorsed by Skills Tasmania	✓	✓
- Registered training organisation not endorsed by Skills Tasmania	✗	✓
- TasTAFE	✗	✓
Employers, Business and Industry		
- Tasmanian-based industry peak organisation	✓	✓
- Industry peak organisation with a physical presence in Tasmania	✓	✓
- Industry peak organisation that does not have a physical presence in Tasmania	✗	✓
- Tasmanian-based employer with turnover over \$500 000	✓	✓
- Tasmanian-based employer with turnover under \$500 000	✗	✓
- Community organisations (including Regional Jobs Hubs)	✓	✓
Other		
- Tertiary education provider	✗	✓
- Local government	✗	✓
- State government	✗	✗

Eligible entities	Lead applicant	Partner
- Government Business Enterprises (GBEs) ³ (co-contribution required)	✘	✔
- Regulatory body	✘	✘

✔ = eligible to apply; ✘ = ineligible to apply

3.2. Applicant conditions

Applicants must meet each of the following criteria to be eligible to apply:

1. Be an eligible entity

Eligible entities are outlined in the above table.

2. Be financially viable

An applicant must be financially viable for the duration of any grant made under the Program. A financially viable entity is one that is not under external administration, is not being wound up, dissolved, or trading while insolvent nor where a liquidator has been appointed.

To demonstrate financial viability the applicant must be able to demonstrate the ability to generate sufficient income to meet operating costs, debt commitments and, where applicable, to allow for growth while maintaining service levels.

Applicants must ensure that all application conditions and eligibility requirements are met prior to submitting the application. If the application conditions or eligibility criteria are not met, the application will be deemed ineligible and will not be assessed or considered for grant funding.

4. Assessment criteria

Applicants must address each of the selection criteria within their SmartyGrants application to demonstrate how their project will successfully support the aims of the Program. The information and evidence provided by the applicant will be scored by a selection panel.

³ Co-Contribution required for large grants. This size of the co-contribution will depend on the equipment or resources requested, and the ownership of those resources. This will be clarified with the applicant through the EoI process.

Criterion	Higher assessment scores when projects:
Criterion 1 – Project impact (weighting 50%) <i>How will the project deliver on the aims of the Industry Partnerships Program?</i>	
<p>A. What are you seeking funding for and who are you working with (partners, collaborators)?</p> <p>B. What is the need or problem you are seeking to address?</p> <p>C. How will the project address that need?</p> <p>D. How will it result in better quality training experiences for Tasmanian learners and how will you know?</p> <p>E. How will it (the project) better meet Tasmanian industry and business training needs and how will you know?</p> <p>F. How will the resources or equipment benefit others beyond your immediate organisation and partners?</p>	<ul style="list-style-type: none"> ✓ Demonstrate solid, formalised partnerships and collaboration between training providers and Tasmanian industry groups or employers, or the capacity to build these. Preference will be given to applications that include an industry peak body as a partner. ✓ Include clear identification and description of the need, problem or barrier relating lack of access to or use of resources and equipment. ✓ Include clear descriptions of outcomes for improved training experience for learners and better meeting industry and business needs, and how these will be measured. ✓ Demonstrate benefit beyond the applicant organisation and partners.
Criterion 2 – Organisation capability and capacity (weighting 25%)	
<p>A. What steps will you take and when? (Complete a project plan if required)</p> <p>B. Who is responsible for each step (including partners)?</p> <p>C. Who are the key personnel, and what experience and expertise do they bring?</p> <p>D. Who will own the resources and equipment and why? How will the use of the resources or equipment be shared? What legal / contractual arrangements will be required (if any)</p> <p>E. How will you ensure this project succeeds? What capacity and capability do you have to make it work?</p> <p>F. What risks are there, and what steps will you take to mitigate them?</p>	<ul style="list-style-type: none"> ✓ Have a clear plan that is realistic and achievable. ✓ Demonstrate sufficient organisational capacity and capability to implement activities outlined in the application (including, but not limited to key personnel, project management experience). ✓ Identify and addresses comprehensive risks including personnel changes / issues, legal requirements, equipment lifecycle.
Criterion 3 – Good value for money (weighting 25%)	
<p>A. How much will it cost? (Complete budget template, including co-investment amounts if required)</p> <p>B. How will you know if it has been a success? How will you measure the impact of the project?</p> <p>C. How is it innovative to the Tasmanian training system?</p>	<ul style="list-style-type: none"> ✓ Include a clear budget and supporting documentation (for example, quotes for equipment or resources, costing details) ✓ Demonstrate sharing of resources or equipment ✓ Include evidence of co-investment from the applicant and/or project partners. <i>Note that co-contribution is not mandatory for small grants but will attract higher assessment scores.</i>

D. For how long will the resources or equipment remain current and relevant? What happens when they become obsolete?	✓ Have a measurable and sustainable impact, beyond the life and funding of the project
E. How will benefits be sustained? How will you and others benefit from the resources or equipment after the first year?	✓ Have an understanding of and plan for when equipment or resources become obsolete.
	✓ Demonstrate innovative solutions.
	✓ Demonstrate value in terms of the overall cost of the project in the context of the identified need and likely benefits for learners and industry/employer

4.1. Supporting evidence

Applicants are encouraged to attach evidence to support any claims made in the application. Where there is no evidence to support claims made or information provided in the application, the assessment score will be affected.

Evidence could include:

- Documentation evidencing partnerships or collaboration
- Any other evidence supporting their application (such as quotes, costings and lease agreements).

Applicants may be asked to attach supporting documentation (there are different requirements for small and large grants). Templates are available in the application form for:

- Project plan and risk assessment (mandatory for large grants, optional for small grants)
- Budget (mandatory for both large and small grants).

5. Timeframes and application process

No applications will be accepted after the closing date.

There is a limited budget for this program. Applications will be assessed as they are received. Applications submitted late in the period may risk funds already being fully allocated.

There are different timeframes for small and large grants.

Small grants (up to \$50,000)	
Program opens	3 August 2023 10:00am
Program closes	Applications can be submitted at any time before 1 May 2024 at 5:00pm or until funds are fully allocated.
Outcomes of application	<p>Applicants will be advised of the outcome of your application within four weeks of lodgement.</p> <p>The decision will be final, and applicants will not be able to re-apply with the same request.</p> <p>Unsuccessful applicants will be provided with an opportunity to receive feedback on their application.</p>
Finalisation of projects	Projects must be completed within 12 months of execution of the Grant Deed.

There is a two-stage application process for large grants.

You are encouraged to contact Skills Tasmania to discuss your proposed application prior to submitting. To discuss your proposed application, contact the Grant Program Manager via email ipp@skills.tas.gov.au or phone (03) 6166 3403.

Large grants (\$50,000 to \$250,000)	
Program opens	3 August 2023 10.00am
Stage 1: Expressions of interest (EOI)	<p>An EOI can be submitted at any time before 1 May 2024 at 5:00pm (or until funds are fully allocated),</p> <p>A representative from Skills Tasmania will contact you to discuss your application, confirm eligibility, ownership of equipment and the amount of co-contribution required within one week of lodgement.</p> <p>Expressions of Interest from eligible applicants will be assessed against the selection criteria outlined in this guideline. During the assessment process Skills Tasmania may seek additional information or clarify details with the applicant.</p> <p>Endorsed applicants will be invited to submit a full application (see Stage 2) by either 29 September 2023 or 8 March 2024, dependent on when the applicant is notified of the endorsement. Note that budget is limited for this program and the program will only be available until funds are fully allocated.</p> <p>Unsuccessful applicants will be provided with an opportunity to receive feedback on their application. The decision will be final. Applicants will not be able to re-apply with the same request.</p>
Stage 2: Full application	<p>Endorsed Expressions of Interest will be invited to submit a full application. Full applications close on:</p> <ul style="list-style-type: none"> ○ Friday 29 September 2023 at 5:00pm, and ○ Friday 8 March 2024 at 5:00pm. <p>Applicants will be advised of the outcome of their full application within six weeks of closing date.</p> <p>Applications from eligible applicants will be assessed against the selection criteria outlined in this guideline. This is a competitive grant program and there is no guarantee an application will be successful.</p> <p>During the assessment process Skills Tasmania may seek additional information or need to clarify details with the applicant.</p>
Finalisation of projects	Projects must be completed within 24 months of execution the Grant Deed.

6. Application process

The Department of State Growth uses the SmartyGrants online grants management system to accept applications.

There is a Help Guide for Applicants available from SmartyGrants. This can be accessed via the SmartyGrants website at: <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

Application process:

1. Applicants should read the guidelines and any frequently asked questions carefully before starting an application. The application form is designed to help structure applicants' responses to the eligibility and assessment criteria.
2. This is a competitive, merit-based process. Meeting the eligibility criteria will not automatically result in a successful grant.
3. There will be no opportunity to change an application or provide further information to support it once it has been submitted. Applicants should, therefore, ensure that all supporting documentation provided is accurate and is attached correctly before submitting.
4. Applicants should complete and lodge an application online via SmartyGrants from the SmartyGrants website <https://stategrowthtas.smartygrants.com.au/industrypartnershipsprogram>.
5. Following the submission of the application via SmartyGrants, applicants will receive an automatic receipt of their application. This receipt will include details of the application and a unique application ID.
6. Applications will be assessed by a departmental assessment team and forwarded to an independent panel for final evaluation. Information supplied by applicants may be subject to authenticity checks using third party software prior being submitted to the assessment team or panel.

Applicants will be advised of the outcome of their application once considered by the independent panel.

7. 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.

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 the Grant Program Manager via email ipp@skills.tas.gov.au or phone (03) 6166 3403.

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. Grant payments

Successful 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:

- does not complete the activities or tasks required under the funding agreement,
 - does not use any or all of the funding provided,
- the recipient will be required to return some or all of the funds to the department.

Similarly, if

- the information provided to us is found to be false or misleading, or
- the recipient's situation changes in a way that prevents completion of the agreed project
- the recipient will be required to return some or all of the funds to the department.

9.1. 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.

9.2. 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.

9.3. 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 the Grant Program Manager via email ipp@skills.tas.gov.au or phone (03) 6166 3403.

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.

10.1. 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.

11. 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*.

12. 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.
3. Use third party software to review information received in applications to confirm its authenticity.

13. 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.

14. 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)* and the *Privacy Act 1988 (Cwlth)* still apply.

15. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



Skills Tasmania, Department of State Growth
4 Salamanca Place
Hobart TAS 7000 Australia

Phone: (03) 6166 3403

Email: ipp@skills.tas.gov.au

Web: www.skills.tas.gov.au/funding/industry_partnerships_program