

Workforce Participation and Training Program 2025

Grant Program Guidelines



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1. Aim

The Workforce Participation and Training Program 2025 (the Program) is a Department of State Growth (State Growth) grant program jointly administered by Skills Tasmania and Jobs Tasmania. The Program is aimed at supporting Tasmanians who are underrepresented in the workforce, to connect with training, and a pathway to employment and will support initiatives that clearly address barriers to engagement in training and/or employment faced by specific Tasmanian population groups.

The Program incorporates the objectives of the former Skills Tasmania Training and Work Pathways Program. The Program will not fund research-only projects that don't deliver tangible outcomes for the relevant cohorts.

The Program will fund eligible organisations to deliver 12-to-24-month projects that support individuals across the target cohorts to:

1. Increase participation in training that leads to better labour force participation, work-readiness or employment outcomes (in line with the Outcomes framework); and
2. Support collaborative relationships between community organisations, training providers and employers.

Examples of activities that may be funded include (but are not limited to): supported work-readiness, foundation and/or entry-level non-nationally recognised training, supported work exposure and work placement, or trialling new strategies or initiatives to support access to training or a pathway to work.

2. Funding available

The budget for the 2025 grant round is \$3.5 million, which includes a \$1.5 million contribution from the Government's Workforce Participation and Training Program commitment and the former Skills Tasmania Training and Work Pathways Program.

The maximum funding available per project is up to \$200,000 (per annum). Funded activity will be required to commence within 8 weeks of the funding agreement being finalised.

The Program will aim to achieve an equitable distribution of funds across the following regions:

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

This program has limited funding. Not all eligible applications will receive a grant.

3. Eligibility

3.1 Eligible applicants

To be deemed eligible, applicants must:

- a) be one of the following entities:
 - i. community service or not-for-profit organisation
 - ii. a club, community-based association
 - iii. a charity registered with the Australian Charities and Not-for-profits Commission (ACNC)
 - iv. a trust that is an incorporated body, under a formal auspice arrangement with a community service organisation that is incorporated
 - v. business/employer (includes Group Training Organisations)
 - vi. Regional Jobs Hubs
 - vii. Skills Tasmania endorsed Registered Training Organisation (RTO).
- b) 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. Note: successful applicants will be required to provide audited financial statements for the 2022 and 2023 financial years, and 2024 if available, prior to signing a funding agreement.
- c) have evidence of:
 - i. \$20 million public liability insurance
 - ii. \$5 million professional indemnity insurance.
- d) have appropriate provisions in place regarding the Child and Youth Safe Organisations Framework.

TasTAFE is not eligible to apply as a lead applicant but can partner with eligible applicants.

Organisations are also encouraged to contact TasTAFE directly to discuss options for TasTAFE to deliver training under its existing funding arrangements.

Applications submitted by a third party will not be accepted without evidence of permission in the application.

Applicants may be asked to provide information or documentation to support their eligibility claims, either as part of the application process, or after an application has been submitted. This information may be subject to authenticity checks using third party software.

3.1.1 Previous applicants

Applicants already in receipt of a grant from State Growth are eligible to apply under this grant round provided outstanding reporting obligations have been met (see *section 3.2 Ineligible applicants*).

Applicants in this circumstance are strongly encouraged to contact the Grant Program Manager to discuss their eligibility.

3.1.2 Submitting more than one application

Eligible applicants are limited to one application under this grant round. Applications can target more than one delivery region.

3.2. Ineligible applicants

- Organisations that do not fall into the categories listed under the eligibility criteria outlined in section 3.1 above are not eligible to apply.
- Previous grant recipients with outstanding reporting obligations with State Growth under this grant program, or applicants who have outstanding obligations (i.e., have not complied with relevant grant conditions) to other Tasmanian Government previous or existing grant programs, may also be ineligible.
- A council existing under the *Local Government Act 1993*, or a council owned business, unless operating under an auspice arrangement for a Regional Jobs Hub.
- A Tasmanian or Australian Government body, for example Government Agency, State Owned Company or Government Business Enterprise.
- Public, catholic and independent schools.

3.3. Eligible expenditure

Project funds can only be expended on direct delivery of the approved purpose and all expenditure of grant funding must be identified on the budget template at the time of applying. Eligible project costs can include:

- Wage costs for project coordinator/manager, service delivery and administrative staff.
- The purchase of non-nationally recognised training, training materials, and associated training costs.
 - Note: nationally recognised training may be an eligible activity only where the training relates to work-readiness training at unit or Certificate I or II levels, Workplace Health and Safety requirements or licenses required to participate in the planned project. The applicant must ensure that the training is not already funded for the target group by any other means, the RTO delivering the training must have the qualification(s) and/or units of competency included on their scope of registration for delivery in Tasmania at the time of lodging the application and must be delivered by the RTO directly and not by a third party on behalf of the RTO.
 - Note: the funding may be used to provide additional supports to people accessing nationally accredited training funded from other sources.
- Project specific accommodation and travel (where projects are delivered outside of base location).
- Overheads directly related to project delivery, for example, costs incurred in the recruitment of participants, support for participants such as childcare or transport. Project overhead costs above a maximum of 15% will not be approved unless supported by significant evidence.
- The production of promotional material that supports increased participation of diverse or disadvantaged Tasmanians into training and/or employment.
- The production of materials and/ or resources required to provide tailored training delivery that addresses barriers for specific target groups.

3.4. Ineligible expenditure

The Program will not provide funding in the following instances:

- Where delivery of nationally recognised training is the sole focus of the project.
- Delivery of nationally recognised training to currently enrolled school students.
- Where the activity is already funded, or could be more appropriately funded, through another mechanism or under other Tasmanian or Australian government programs.
- Where the activity does not take place in Tasmania and service the Tasmanian community.
- Capital fundraising for building or property purchase, construction and/or maintenance works.
- The purchase of motor vehicles or other forms of transport.
- Recurrent administrative, infrastructure and other organisational costs.
- Retrospective funding for projects or programs that have already started, or have been completed, including any activity undertaken prior to the notification of application outcome.
- Project overhead costs above a maximum of 15% without significant evidence.
- The payment to a third-party that could constitute an incentive or wage subsidy.
- Insufficiently defined items, for example 'contingencies', 'sundries' or 'miscellaneous items'.
- Research only projects with no definable outcomes for a target cohort.

3.5 Eligible project participants

Eligible project activities must target people who are disengaged from education, training or work (including young people).

The target cohort(s) may include people facing the following barriers:

- low level of education and skill development
- low literacy and numeracy skills
- disability
- physical and/or mental health issues
- long-term unemployment, including those facing cross-generational under/unemployment
- returning to (or entering) the workforce following or during caregiving, family responsibilities or change of circumstance
- living on low incomes and/or in poverty or with precarious employment
- from the Tasmanian Aboriginal community
- from culturally and linguistically diverse backgrounds, including refugees
- a history of offending and/or imprisonment.

4. Assessment criteria

Applications will initially be assessed against the eligibility criteria.

Eligible applications will then be independently assessed against the assessment criteria.

Applicants are required to apply via SmartyGrants. The SmartyGrants application form requires the applicant to address each criterion individually and to attach relevant evidence to support claims made in addressing the criterion.

All applications must address four assessment criteria that are of equal weight.

Criterion 1: Project need and planned intervention activities.	Weighting
<p><i>Applicants are required to outline:</i></p> <ul style="list-style-type: none"> A. Who is the target cohort and what are the specific barriers they are facing? B. What is the gap in service availability or quality that the intervention is looking to address? C. What will the intervention achieve for the target cohort? <p><i>Tips</i></p> <ul style="list-style-type: none"> • Ensure the intervention aligns with the objectives of the Program. • Outline evidence, data and research to support your project need and understanding about where the service gaps currently are. 	25%
Criterion 2: Experience in delivering services to the target cohort and achieving employment, education and training outcomes.	
<p><i>Applicants are required to outline:</i></p> <ul style="list-style-type: none"> A. The organisation's experience in working with the target cohort. B. The organisation's experience in addressing vocational and non-vocational barriers. C. The strategies used to attract and engage people in current/recent service(s) being delivered. D. The help provided to people to work towards their goals and the rationale for this. E. The measured results (for example, outcomes achieved as a proportion of people assisted over a specified timeframe). <p><i>Tip</i></p> <ul style="list-style-type: none"> • Outline the proposed staff mix and ratio to participants and the qualifications and experience of staff and the approach to learning and development. 	25%
Criterion 3: The proposed approach to deliver services and achieve the intended outcomes.	
<p><i>Applicants are required to outline:</i></p> <ul style="list-style-type: none"> A. The organisation's planned approach to working with the target cohort and the rationale for their service delivery design. B. Where and how the services will be delivered. C. The strategies your organisation plans to use to attract and engage cohort to the intervention. 	25%

<p>D. The specific mix of services, including partners, intended to help make people working or learning ready and improve their chances of finding and keeping a job, or connecting with education, and the rationale for this.</p> <p>E. The subset of outcomes and indicators to measure impact utilising the Workforce Participation and Training Program Employment Outcomes Framework.</p> <p><i>Tips</i></p> <ul style="list-style-type: none"> • Describe, with at least two examples, your engagement with local resources and connections to create learning, work experience and/or employment opportunities for young people or other target cohorts. • Attach written support from any individual /organisation that has a role in the project showing that they understand their role and commit to provide specific services for the duration of the project. 	
Criterion 4: Budget breakdown	
<p>Applicants must clearly outline how the requested funds will be used to deliver the project. To address this criterion, applicants must:</p> <ul style="list-style-type: none"> A. Provide a detailed Project Budget using the template provided that shows the breakdown of each budget item B. Provide evidence to support costs where possible and relevant, e.g. where support services are provided by individuals or organisations and quotes have been received outlining the cost of providing that service. C. Outline how costs may be minimised by building on existing and planned services and future collaboration. D. Outline a price per participant for delivering the proposed services (where applicable). <p>Value for money is derived from the weighted scoring against Criteria 1-4 and will consider the overall cost of the project in the context of the identified need and likely benefits for project participants.</p>	25%

5. Timeframes

Description	Date/time
Program opens for applications	7 May 2025
Program closes	11 June 2025 2:00pm
Applications assessed	June 2025
Applicants notified (estimated date)	July 2025

Applications will not be accepted after the program closes.

6. Contact details

For queries about this program, contact:

- Grant Program Manager, Skills Tasmania
- wptp@stategrowth.tas.gov.au
- 03 6166 4529

7. How to apply

Applications must be submitted using the SmartyGrants online grant management system.

Applicants must register with SmartyGrants before making an application. There is a Help Guide for Applicants available from Smarty Grants. This can be accessed via the SmartyGrants website at: <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>.

This is a competitive, merit-based process. Meeting the eligibility criteria will not automatically result in a successful outcome.

These are the steps:

1. **Prepare:** Read the Grant Program Guidelines before starting your application. The application form is designed to help structure applicants' responses to the eligibility and assessment criteria as set out in the Guidelines.
 - The Department of State Growth publishes a help guide for grant applicants which is [available here](#).
2. **Start:** The application form is available at: <https://stategrowthtas.smartygrants.com.au/2025wptp>
3. **Confirm:** Ensure all information and documentation is accurate and attached. You may not be able to change an application or provide additional information after you submit your application.
4. **Submit:** You will receive an email notification after you submit your application. Keep this notification as confirmation of your submission.

5. **Assessment:** Eligible applications will be assessed by an independent panel from within State Growth.

Applicants must have addressed the assessment criteria and included evidence to support claims made within their application. Incomplete applications will not be assessed and therefore will not be eligible for funding.

Grant recommendations will be made by the selection panel and presented in a report to the General Manager, Skills and Workforce to make a determination.

6. **Notification:** We will notify you in writing with the outcome of your application. The decision will be final, all applicants will not be able to re-apply with the same request.

You may be asked to provide information or documentation after you have submitted your application. You must provide this information within three working days, unless otherwise advised. Failure to provide the information within the timeframe may result in the application being unsuccessful. The information you provide may be subject to authenticity checks.

8. Application assessment

The assessment process is conducted by an independent assessment panel from within State Growth, using a structured framework and scoring methodology that aligns with the assessment criteria and the weightings outlined in Section 4 of these Guidelines. This process is overseen by the Grant Program Manager.

Each member of the assessment panel independently evaluates every response to the assessment criteria employing the approved methodology and data recording tools.

Following the individual assessments, the panel convenes to discuss the applications and their respective scores. The total score for each application is calculated as an average of the scores provided by all panel members.

A benchmark score, representing an acceptable minimum standard of quality determined by the scoring rubric will determine the outcome. Applications that do not meet this benchmark are unlikely to be considered for funding.

9. Funding agreement, reporting and payments

9.1 Funding agreement

Applicants that are approved for funding will be required to enter into a legally binding funding agreement on behalf of the Crown in Right of Tasmania. Breaches of a grant condition/s may lead to amendment or cancellation of the agreement.

9.2 Reporting

If your application is successful and we enter into a funding agreement, you will be required to provide a progress report(s) and a final report that includes a financial acquittal. Payment of grant instalments is subject to the submission of these reports and that each requirement is met to the satisfaction of the Department of State Growth. Templates will be provided in SmartyGrants for each report type.

9.3 Grant payments

If your application is successful, you will be asked for your bank account details to receive your grant payment. The bank account must be in the entity name. You may be asked to provide a copy of your bank statement or a letter from your bank as confirmation. Providing incorrect bank account details may result in significant delays or not receiving your grant payment. We cannot guarantee the recovery of funds paid to an incorrect bank account.

Grant payments will be paid in instalments depending on the size of the grant. Payments are tied to reporting requirements identified in the funding agreement and payments will require submission of an appropriate a tax invoice.

You will be required to return some or all the funds if:

- you do not complete the activities required under the funding agreement.
- you do not use any or all of the funding provided.
- your situation changes in a way that prevents completion of the grant.
- we find that the information provided to us is false or misleading.

9.3.1 Acquittal

We will send you an acquittal form using SmartyGrants. Your acquittal must include:

- a report on the activities completed and their outcomes
- a report on the income and expenditure.

Evidence such as invoices, receipts, attendance records and images may be required at the discretion of the grantor.

We may ask you to provide a Statement of Expenditure certified by an independent, professional auditor. You will be responsible for the cost of obtaining the certified Statement of Expenditure.

If you do not satisfactorily acquit your grant by the due date you may be required to return the funding to the State Growth; and you may be ineligible for other grants from State Growth.

Contact us to discuss any issue preventing you from acquitting your grant.

10. Appealing a decision

If your application is unsuccessful, you may appeal the decision.

The appeals process ensures that all applicants have been treated fairly.

We will consider appeals that relate to administrative process issues in grants management.

All requests must be in writing and addressed to Director, Purchasing Policy and Programs, Skills Tasmania. Your request must be received within 28 days from the date of State Growth notifying you of the decision about your application.

For further information about the appeal process, contact wptp@stategrowth.tas.gov.au or phone 03 6166 4529

11. Taxation and financial implications

Grants distributed under this program may be treated as income by the Australian Tax Office (ATO).

We strongly recommend that, prior to applying, you seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

Grants distributed under this program attract Goods and Services Tax (GST).

If you are registered for GST, the grant amount will be grossed up to include GST. A valid tax invoice must be supplied by the successful applicant to State Growth.

Information on invoices can be found on our Business Tasmania website:

www.business.tas.gov.au/manage_a_business/invoices.

12. Publicity of grant assistance

State Growth is accountable for its spending of public funds, including providing grants. As part of the accountability process, State Growth may publicise, without further notice, information about the grants provided, including the level of financial assistance, the identity of the recipient, and the purpose of the financial assistance.

If you have received a grant from State Growth:

- despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party, and you consent to the disclosure of your name in this context.
- all obligations under the *Personal Information Protection Act 2004* (Tas) still apply.

13. True and accurate information

You must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, may be required to be repaid to State Growth.

14. Right to information

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

15. Information collection and usage

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it relates, on request to State Growth.

State Growth may use and disclose the information you provide for the purposes of discharging its functions under the Program Guidelines and otherwise for the purposes of the program and related uses. State Growth may also use information received in applications and during the delivery of the project for reporting purposes.

16. Disclaimer

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

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

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



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