2026 Workforce Participation and Training Program

Grant Program Guidelines

Skills Tasmania
Department of State Growth

Tasmanian Government

Contents

1. Aim 2
2. Funding available 2
3. Eligibility 2
4. Assessment criteria 6
5. Timeframes 9
6. Contact details 9
7. How to apply 9
8. Application assessment 10
9. Funding agreement, reporting and payments 10
10. Appealing a decision 12
11. Taxation and financial implications 12
12. Publicity of grant assistance 13
13. True and accurate information 13
14. Right to information 13
15. Information collection and usage 13
16. Disclaimer 14
Appendix 1: Assessment criteria explained 15

1. Aim

The 2026 Workforce Participation and Training Program (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 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 Employment 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 2026 grant round is $2 million.

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 or as negotiated with the Grant Program Manager.

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. Eligible Registered Training Organisation (RTO) or a TasVET Supplier

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 evidence of financial viability demonstrated through audited financial statements covering a minimum of the previous three financial years, or, where audited financial statements are not available, accountant-prepared financial statements will be accepted, provided they are prepared by a qualified accountant and include a declaration of accuracy. Skills Tasmania reserves the right to request additional documentation (e.g., ATO tax returns) or evidence of financial stability (e.g. investment holdings, term deposits) where further verification is required.

c) have evidence of $20 million public liability insurance for:

i. any single claim; and
ii. a series of claims arising from a single event.

Note: Successful applicants will be required to provide a valid Certificate of Currency for the required insurance coverage for the full duration of the project.

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 for projects outside the scope of this Program.

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 previous 2024 Training and Work Pathways grant or 2025 Workforce Participation and Training Program grant may apply under this round only where the proposed project is different, targets a different client cohort and does not duplicate, overlap with or support activities or outcomes currently funded under the previous Workforce Participation and Training Program grant round, unless there is a case clearly demonstrating 'additionality' i.e., evidence that there is both an unmet demand for the service and outcomes to date are meeting or exceeding agreed targets to date.

Different project: A project that is materially distinct in its objectives, scope, activities or outcomes from any project previously funded under the Workforce Participation and Training Program.

Different client cohort: A distinct group of participants or beneficiaries that is not the same as or similar to, those targeted by the previously funded project under the Workforce Participation and Training Program.

Applicants already in receipt of any other grants from The Department of 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 these circumstances 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 and identify multiple target cohorts and barriers it wants to address in the same application.

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 the Department of State Growth 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.
- Organisations that primarily engage in micro-financing, financial lending or enterprise funding activities.
- Organisations that primarily support participants to establish, operate or grow businesses through self-employment or entrepreneurial activities.

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 embedded in the application form 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 (for clarity, this figure is 15% of the requested amount).
- 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 (for clarity, this is 15% of the requested amount).
- 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

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

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

Criterion 1: Project need and planned intervention activities.	**Weighting**
Applicants are required to answer the following questions: A. Who is the target cohort and what specific barriers they are facing? B. What outcomes will the project help the cohort achieve? C. How do you know the project is needed in Tasmania? *Tips* • Section 3.5 of these guidelines provide a list of cohorts and barriers. • Page 2 of the WPTP Employment Outcomes Framework, lists a range of outcomes for the WPTP program. • Explain and attach the evidence, data and research used to support your project need.	25%

Criterion 2: Experience in delivering services to the target cohort and achieving employment, education and training outcomes.	
Applicants are required to answer the following questions: A. What is the organisation's experience in working with the target cohort in Tasmania (including addressing vocational and non-vocational barriers)? B. What strategies will you use and have been previously used to successfully recruit learners and keep them engaged in the service(s) being delivered (for similar projects in Tasmania)? C. How do you know what you have previously delivered has been successful? *Tip* • Focus on previous projects delivered to the target cohort in Tasmania and cover both vocational and non-vocational barriers. • Describe how you intend to attract learners and how you will ensure their ongoing participation. • Describe what was used to measure success.	25%
Criterion 3: The proposed approach to deliver services and achieve the intended outcomes.	
Applicants are required to answer the following questions: A. What services will be delivered to the target cohort, where and when? B. How will the services be delivered and by who? (administrative staff, recruiters, support staff, delivery staff). Note that any delivery partners need to be covered. C. What is the proposed delivery staff mix for this project and what are their qualifications and experience? D. How will each service help individuals achieve, any, or any combination, of the following: • become work ready • become learning ready • improve their chances of finding a job • improve their chances of keeping a job • connecting with education. E. Which 'indicators' from the WPTP Employment Outcomes Framework will be used to measure the outcomes achieved through delivery of the project? *Tips*	25%

• Detail the variety of services, the delivery schedule and location/s at which the services will be delivered. • Detail who is delivering which service/s and describe the method of delivery, including any delivery partner. • Outline the proposed staff mix and ratio to participants and the qualifications and experience of staff and the approach to learning and development • Describe how each service/s contributes to achieving the outcome/s. • Align your response directly with the quantifiable 'indicator' measures listed in the WPTP Employment Outcomes Framework.	
Criterion 4: Budget breakdown	
Applicants must clearly outline how the requested funds will be used to deliver the project. To address this criterion, applicants must: A. Provide a detailed Project Budget that shows the breakdown of each budget item B. Provide evidence to support costs 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. *Tips* • Provide sufficient commentary under the budget section to enable the reader to determine how the totals were calculated. • Provide quotations, receipts, extracts from pay scales, advertisements etc to show how each line item contributes to the overall total. • Describe how you achieve cost efficiencies through coloration or leveraging the organisations existing infrastructure • The cost per participant is usually derived from dividing the total requested funds by the number of participants.	25%

5. Timeframes

Description	Date/time
Program opens for applications	06 May 2026 – 2:00pm
Program closes	18 June 2026 2:00pm
Applications assessed	June – July 2026
Applicants notified (estimated date)	July 2026

Applications will not be accepted after the program closes.

Note successful applicant cannot commence delivery until a formal funding agreement has been properly executed between the applicant and the Skills Tasmania delegate.

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.

The application form is available at: https://stategrowthtas.smartygrants.com.au/2026wptp

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.

2. **Start:** The document Assessment Criteria Explained is included at Appendix 1 of these Guidelines to help grant applicants understand and address the assessment criteria.

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. Incomplete applications will not be assessed and therefore will not be eligible for funding.

6. **Notification:** 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. 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 will be determined by the assessment panel and include consideration of the totals allocated using the scoring rubric. 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 detailed project plan, project activity report(s) and a project closure report that includes a financial acquittal.

The Project Plan, Project Activity Report(s) and a Project Closure Report will be automatically made available to successful applicants through SmartyGrants

Project Plan: a written document detailing:

- the project outputs and outcomes
- performance indicators/measures and/or targets
- project governance
- project team experience
- project schedule
- partner contributions
- stakeholder engagement plan
- a risk management plan.

Project Activity Report: a report that clearly demonstrates progress made towards achieving the Approved Purpose since commencement, with all claims made underpinned by evidence.

Project Closure Report: a report that must clearly demonstrate that the Approved Purpose has been met at the conclusion of the grant, with all claims made underpinned by evidence.

Financial Acquittal (part of the Closure Report): a report that includes:

I. certification that all funding received was expended on the Approved Purpose in accordance with this Deed, dated and signed by a General Manager, Director or equivalent; and
II. a detailed statement of income and expenditure in respect of the Grant, which must include a definitive statement as to whether the accounts are true and fair, and attested by an appropriately qualified independent auditor.

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 your 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.

8.3.1 Acquittal

For successful recipients, Skills Tasmania will assign an acquittal form through SmartyGrants. The acquittal submission should include:

- a report on the activities completed and their outcomes
- a report on the income and expenditure, and
- evidence such as invoices, receipts, attendance records and images.

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.

Recipients must notify the Department within five business days if they become aware of any issue that may prevent them from acquitting their grant or deliver the project in accordance with the approved purpose.

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: https://www.business.tas.gov.au/running-a-business/money-tax-and-finance/invoicing

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.

Appendix 1: Assessment criteria explained

Criterion 1: Project need and planned intervention activities.

A. Who is the target cohort and what specific barriers they are facing?

Applicants are expected to:

- Select one or more relevant cohorts listed in Section 3.5 of the Guidelines and clearly describe who the project is intended to support.
- Explain the key barriers preventing participation in training, employment, or workforce pathways, and outline how these barriers have been identified (e.g. service experience, local data, research).

B. What outcomes will the project help the cohort achieve?

Applicants are expected to:

- Select one or more relevant outcomes listed in the Workforce Participation and Training Program Employment Outcomes Framework document. This document can be found on the Skills Tasmania – 2026 Workforce Participation and Training Program webpage and the SmartyGrants Application form.
- Select outcomes that are achievable within the project timeframe and can be measured or evidenced through participant progress, completion or engagement data.
- Explain how each outcome selected link to the barriers identified in Question A.

C. How do you know the project is needed in Tasmania?

Applicants are expected to:

- Explain why the project is needed in Tasmania or within a specific Tasmanian region, including how the target cohort is experiencing gaps in existing services.
- Support their explanation with reference to relevant evidence, data and research to substantiate the identified project is needed in Tasmania.

Evidence for Criterion 1:

Supporting evidence (not an exhaustive list):

- Local or regional labour market or workforce participation data.
- Tasmanian Government reports.
- Service demand or client data.
- Research or evaluation findings.
- Employer or industry feedback.
- Community consultation outcomes.
- Evidence from previous program delivery in Tasmania, including outcomes or lessons learned.
- Local/National news articles or any other publications

NB: Evidence referenced must clearly identify the source and the year of publication of the data.

Criterion 2: Experience in delivering services to the target cohort and achieving employment, education and training outcomes.

A. What is the organisation's experience in working with the target cohort in Tasmania (including addressing vocational and non-vocational barriers)?

Applicants are expected to:

- Explain relevant experience delivering services to the target cohort (identified in Criterion 1A) in Tasmania.
- Outline experience in addressing vocational barriers (e.g. skills, qualifications, work readiness) and non-vocational barriers (e.g. transport, wellbeing, confidence, caring responsibilities) – please specify the barriers addressed.
- Show understanding of the needs and challenges faced by the cohort and support it with evidence.

NB: Do not assume that assessors know your organisation, every application is assessed based on the responses provided within the applications – not prior knowledge.

B. What strategies will you use and have been previously used to successfully recruit learners and keep them engaged in the service(s) being delivered (for similar projects in Tasmania)?

Applicants are expected to:

- Outline clear recruitment strategies used to engage participants from the target cohort in Tasmania.
- Explain proven engagement and retention approaches that supported ongoing participation - such as tailored support, flexible delivery, case management, mentoring, or addressing non-vocational barriers.
- Provide an evidence-based explanation that these strategies were effective and appropriate for the cohort in Tasmanian context.

C. How do you know what you have previously delivered has been successful?

Applicants are expected to:

- Explain what parameters were used and how the success of previous delivery was measured.
- Provide reflection on what worked well and, where relevant, what was improved over time or lessons learned from previous delivery and how these inform the proposed approach.
- Submit verifiable, credible examples, results/achievements or outcomes from previous similar projects or programs.

Evidence for this Criterion 2:

Supporting evidence (not an exhaustive list):

- Reports or summaries from past projects showing what services were delivered and who they supported.
- Participation, completion or outcome data from previous programs (e.g. numbers engaged, completed training, progressed to work).
- Recruitment or engagement plans used in past projects (e.g. referral pathways, outreach approaches, community partnerships).
- Evidence of learner engagement and retention, such as attendance records, completion rates, or retention statistics.
- Sample participant feedback, surveys, or testimonials showing positive experiences or outcomes.

- Letters or statements from partners or stakeholders confirming your organisation's experience and effectiveness.
- Published articles, case studies, or media coverage highlighting success stories from previous participants.
- Flyers / Advertisement / Recruitment materials.

Criterion 3: The proposed approach to deliver services and achieve the intended outcomes.

A. What services will be delivered to the target cohort, where and when?

Applicants are expected to:

- Clearly outline what services will be delivered to the target cohort identified in Criterion 1. Include all core and supporting services.
- Explain where services will be delivered, such as physical locations, communities, regions, or online platforms.
- Outline when services will be delivered, including the overall project timeframe and frequency (delivery schedule).

B. How will the services be delivered and by who? (administrative staff, recruiters, support staff, delivery staff – note that any delivery partners need to be covered).

Applicants are expected to:

- Outline who will deliver each service including staff roles and responsibilities.
- If engaging any delivery partners, specify the role of delivery partners, including what services they will deliver and how they will be involved.
- Specify the method of delivery, such as face-to-face, online, hybrid or group/individual workshops.

C. What is the proposed delivery staff mix for this project and what are their qualifications and experience?

Applicants are expected to:

- Explain the staffing structure including roles involved in delivering the services for the proposed project.
- Provide an appropriate staff to participant ratio and why this proposed ratio will be effective.
- Outline relevant qualifications, skills, and experience of staff delivering the services and explain how this supports effective service delivery.

D. How will each service help individuals achieve, any, or any combination, of the following:

- become work ready.
- become learning ready.
- improve their chances of finding a job.
- improve their chances of keeping a job.
- connecting with education.

Applicants are expected to:

- Explain how each service listed in Criterion 3A will contribute to one or more of the above listed intended results.
- Outline how services directly support participant progression and why the identified services are appropriate for the target cohort, particularly in addressing identified barriers.

For example, *doing a hands-on workshop can provide participants hands on experience and increase their employability*.

E. Which ‘indicators’ from the WPTP Employment Outcomes Framework will be used to *measure the outcomes achieved through delivery of the project?*

Applicants are expected to:

- Select ‘potential indicators’ and outline how the indicator will be used to measure outcomes achieved through the project.
- Outline what data will be collected to measure progress against each indicator (e.g. participation, completion, progression).
- Specify when and how outcomes will be measured and reported throughout the project.

Evidence for Criterion 3:

Supporting evidence (not an exhaustive list):

- Project delivery documents including delivery plans, schedules, timetables or intake calendars showing services, timeframes, and locations.
- Delivery partner evidence, such as letters of support, agreements or MOUs outlining roles and responsibilities (where applicable).
- Staff role descriptions or staffing plans showing experience working with the cohort.
- Staff qualification and experience summaries, including relevant training, skills, or industry experience.
- Organisational charts showing delivery roles and supervision arrangements.
- Training provider or RTO confirmation, where training delivery is included.
- Past project evaluations, outcome summaries or de-identified participant feedback.
- Evidence of data collection capacity such as tracking systems, databases, or progress monitoring mechanisms.

Criterion 4: Budget breakdown

This guide outlines how applicants must complete the Project Budget section, including Planned Expenditure (Grant amount requested) and Planned Co-investment. It also provides instructions relevant to financial acquittal for successful grant recipients.

Applicants are responsible for ensuring that:

- All figures are accurate and correctly entered.
- All project costs are included, regardless of funding source.
- Budget line items are categorised correctly using the dropdown list.
- Supporting evidence is provided where applicable.
- All co-investments are fully declared.

Incomplete, inconsistent, or inaccurate budget information may result in delays or the application being deemed ineligible.

A. Provide a detailed Project Budget using the template provided that shows the breakdown of each budget item.

Planned expenditure

This will be the amount of grant funding requested under this program.

Every cost item listed here must:

- Relate directly to the project.
- Be allowable under the grant guidelines.
- Be necessary, reasonable and value for money.

The total planned expenditure amount will equal the applicant's grant amount requested under the 2026 Workforce Participation and Training Program. This figure is automatically calculated once all line items of the project costs are entered.

Project overhead costs above a maximum of 15% of the total planned expenditure / grant amount requested will not be approved unless supported by significant evidence.

Planned Co-investment

This includes all other financial and in-kind contributions supporting the project from sources other than this grant.

Cost items may include:

- Existing organisational funding.
- Other state, territory, or Commonwealth grants.
- Local government funding.
- Cash contributions from partners.
- In-kind contributions (e.g. staff time, equipment, venue hire).

In the commentary field, applicants must:

- Identify each co-investment source.
- Explain the nature of the contribution.
- Indicate whether the funding is confirmed or pending.
- Cross-reference sources if required (e.g. "Co-investment 1, Co-investment 2").

It is critical that all co-investments are declared when seeking government funding. Failure to disclose co-investment may be considered misleading information and can result in application exclusion, funding withdrawal or repayment obligations.

Total Project Cost

This represents the full cost of delivering the project. This field is automatically calculated.

Budget Line Items

Refer to the table below for guidance on completing the budget, including the appropriate description for each line item and the required cost breakdown or calculation basis.

Financial Acquittal Guidance (For Successful Recipients)

If funding is approved, recipients will be required to complete a financial acquittal and declaration in accordance with the funding agreement.

Recipients may be required to provide:

- Tax invoices or receipts.
- Proof of payment (bank statements, remittance advices).
- Payroll reports or payslips.
- Contractor invoices with service dates.

B. Provide evidence to support costs.

Planned expenditure (not an exhaustive list):

- Cost quotes (preferred).
- Invoices or pro-forma invoices.
- Staff wage summaries or payroll calculations.
- Letters of support confirming funded activities.

Planned co-investment (not an exhaustive list):

- Letters of support from organisations or project partners.
- Funding agreements or offer letters.
- Cost quotes or invoices.
- Internal budget approvals.
- Staff wage allocations for in-kind labour.

C. Outline how costs may be minimised by building on existing and planned services and future collaboration.

- Applicants are expected to explain how the project will minimise costs by building on existing services, using current resources, and working collaboratively with partners.
- Applicants are not expected to deliver the lowest-cost project, but to outline a practical and efficient approach to managing costs.
- Sample cost minimisation strategies (not an exhaustive list):
  - using current staff, facilities, systems, or programs your organisation already has in place.
  - expanding or adding to an existing program instead of creating a new one.
  - sharing venues, staff expertise, training resources, or referrals with delivery partners, employers, or community organisations.
  - coordinating with other services in the region so the same activities are not funded more than once.
  - group-based delivery, shared intake processes, or using online delivery where appropriate.

D. Outline a price per participant for delivering the proposed services.

- The cost per participant is usually calculated by dividing the total grant amount requested by the total number of participants.

Applicants are expected to:

- Explain in detail how the cost per participant was derived.
- Explain why the cost per participant represents good value for money, considering the level of support and barriers faced by the target cohort.

Budget categories and line items described			
Category	**Line item**	**Required breakdown / calculation basis**	**Instructions**
People & Staffing	Project Manager / Coordinator	Role title; hourly rate or salary; hours; % FTE; duration	Specify role and classification/level × hourly rate or salary × hours worked. Pro-rata to the project where applicable.
People & Staffing	Case Worker / Support Worker	Role title; hourly rate; hours per week; number of staff	Detail role, level and hours allocated. Avoid lump sums; show calculation clearly.
People & Staffing	Employer Liaison Officer	Role title; hourly rate; hours allocated; duration	Show staff time required to engage employers and coordinate placements.
People & Staffing	Trainer / Facilitator	Hourly or session rate; number of sessions; hours per session	Describe what the fee includes (delivery, prep, materials) and how hours are calculated.
People & Staffing	Staff On-Costs	Superannuation, payroll tax, leave loadings; percentage applied	Provide a clear on cost calculation and specify which roles are covered.
Participant Assistance	Travel Assistance	Cost per participant; number of participants	Separate participant and staff transport. Detail cost per participant and frequency.
Participant Assistance	Work Clothing & PPE	Item cost; items per participant; participants supported	Specify item type and unit cost. Multiply by number of participants supported.
Participant Assistance	Licensing & Checks	Fee per licence/check; number of participants	List licence/check type and cost per person.
Participant Assistance	Training Materials	Unit cost; quantity; learners supported	Detail learning resources provided directly to participants.
Participant Assistance	Participation Supports	Cost per session; number of sessions; participants	Note support services identified in the project plan (e.g. childcare, counselling, mentoring).
Training & Learning Activities	Accredited Training Fees	Learner numbers × cost per learner; qualification	State qualification/course and calculation per learner.
Training & Learning Activities	Non-Accredited Training	Cost per hour/session × hours; participants	Explain what the training covers and how hours are calculated.
Training & Learning Activities	Assessment & Certification	Cost per certificate or assessment; number issued	Clearly link to training outcomes.
Training & Learning Activities	Training Consumables	Unit cost; quantity	Only include consumables essential for learning activities.
Project Delivery Costs	Venue Hire	Cost per day/session × number of sessions	Only include venues directly required for delivery.

Project Delivery Costs	Program Consumables	Unit cost; quantity	Detail delivery materials not provided directly to participants.
Project Delivery Costs	IT & Systems (Pro-rata)	Licence or equipment cost × % project use	Explain who will use the IT and how it supports delivery or reporting.
Project Delivery Costs	Printing & Resources	Unit cost; quantity	Avoid broad printing costs; specify purpose.
Employer & Industry Engagement	Work Placement Coordination	Staff hours × rate; duration	Detail staff time required to organise and support placements.
Employer & Industry Engagement	Employer Support Costs	Cost per placement × number of placements	Specify purpose and ensure costs benefit participants, not business operations.
Employer & Industry Engagement	Industry Engagement Activities	Cost per event × number of events	Detail activities such as site visits or employer briefings.
Monitoring, Evaluation & Reporting	Outcome Data Collection	Tool cost × participants	Link data collection to reporting requirements.
Monitoring, Evaluation & Reporting	Evaluation Support	Daily or project rate; scope	Explain what evaluation activities are covered.
Monitoring, Evaluation & Reporting	Reporting & Acquittal	Staff role × hours	Show reporting effort separately from delivery roles.
Compliance & Risk	Insurance (Project Share)	Insurance type; coverage; % attributed	Specify insurance type and level of cover attributable to the project.
Compliance & Risk	Audit Costs	Fixed audit cost	Only include audits required for the project.
Compliance & Risk	Child & Youth Safety	Cost per check/training × staff	Detail mandatory safety checks or training.
Project Overheads	Any other costs	% of total budget; purpose	Avoid vague entries; clearly justify potential use.

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