Training and Work Pathways
Program (TWPP) 2023

Grant Program Guidelines

Tasmanian
Government

Contents

1. Training and Work Pathways Program 2023

The Training and Work Pathways Program (the Program) is a Skills Tasmania, Department of State Growth (the Department) grant program aimed at supporting better job and training outcomes for Tasmanians facing disadvantage. The Program will support targeted job-readiness projects and build the capacity of registered training organisations (RTOs) to support disadvantaged learners to a successful training or employment outcome.

The Tasmanian Government recognises the importance of providing opportunities for all Tasmanians to develop the confidence and skills they need to participate in the labour market, achieve economic independence and remain connected to their community. The Program supports this by creating opportunities for Tasmanians to gain the skills and capacity they need to overcome barriers to engaging effectively in training and employment.

Skills Tasmania is expanding the scope of the Program in 2023 to include a new sector support stream that will fund projects that build the training sector's capacity to address systemic barriers impacting on people accessing and completing training and securing employment.

The Program now has two application streams:

- STREAM ONE – the *individual support stream*, provides grants to community and not-for-profit organisations, businesses, Group Training Organisations (GTOs) and regional Jobs Hubs to undertake targeted activities that address specific barriers or disadvantage that impact on people accessing and participating in training and/or employment. This stream will focus on non-nationally recognised training and other wrap-around support services.
- STREAM TWO - the *sector support stream* provides grants to Skills Tasmania endorsed registered training organisations (ERTOs) for a period of up to 24 months to address structural or systemic barriers within the training system that may make it difficult for people to access and complete training, and to trial solutions that build long-term system capabilities to support learners who face these barriers.

The Program aims to provide an equitable spread of funding across regions, target groups and categories of disadvantage.

The budget for new projects in the 2023 Program is $1,950,000.

Program Objectives

STREAM ONE – the *individual support stream* projects must undertake targeted activities that address specific barriers or disadvantage impacting people accessing and participating in training and/or employment that:

- increases participation in training and leads to better labour force participation, work-readiness or employment outcomes for Tasmanians facing disadvantage, and/or

- supports collaborative relationships between community organisations, training providers and employers to increase access to and supported participation in training and/or employment for Tasmanians facing disadvantage.

STREAM TWO - the *sector support stream* projects must build the training sector's capacity at an organisation, enterprise or sector level to address systemic barriers to people accessing and completing nationally recognised training, and gaining employment that:

- provide targeted solutions to enhance the training outcomes and employment potential of Tasmanians facing disadvantage

- create tailored training opportunities for Tasmanians facing disadvantage that address the learning needs of the target group/s and leads to increased participation in further training and in employment

- improve the quality of training experiences, retention and outcomes by developing and promoting training in new and flexible ways, especially with regard to location, training methods and the involvement of employers and/or industry bodies to support the specific needs of Tasmanians facing disadvantage.

What types of projects can be funded?

The Program will support projects that clearly address barriers or disadvantages to engagement in training and/or employment faced by specific Tasmanian population groups.

Examples of activities may include (but are not limited to):

STREAM ONE – the *individual support stream*

- supported work-readiness, foundation and/or entry-level non-nationally recognised training

- supported work exposure and work placement

- trialling new strategies or initiatives to support access to training or a pathway to work.

STREAM TWO - the *sector support stream*

- adapting proven delivery practices to the needs of a specific population group/s facing disadvantage

- systemic change initiatives that address root causes of disengagement from training and employment that include the delivery of training and/or participation in employment

- development of new training products, materials or resources that build the capacity of an RTO to deliver nationally recognised foundation skills training or other training that better meets the needs of disadvantaged population group/s

- projects delivered in partnership with industry or employers that strengthen pathways for disadvantaged Tasmanians to move from nationally recognised training into employment.

Important note

The Program will not fund research-only projects that don't deliver tangible outcomes for the relevant cohorts.

The following table outlines the differences between the two streams:

	Stream one – Individual Support	Stream two - Sector Support
1-year projects	✓	✓
2-year projects	✗	✓
Option to extend beyond the initial funding	✗	✓
Main focus on addressing needs of individual participants	✓	✗
Main focus on supported work-readiness, foundation and/or entry-level non-nationally recognised training	✓	✗
Main focus on the development, delivery and evaluation of capacity building solutions	✗	✓
Support for non-nationally recognised training	✓	✗
Support for nationally recognised training	✗	✓
Final report must include a plan to extend project outcomes more broadly (or an explanation of why it is not feasible to do so)	✗	✓

What could a STREAM TWO - sector support stream project look like?

As this is the first year for this new stream, we are keen to hear from RTOs about the structural or systemic barriers that may make it difficult for people to access and complete training, and how RTOs might work together with groups or organisations to address these on a long-term basis.

A sector support steam project could involve:

- the research, development, and delivery of a targeted pilot program, followed by comprehensive evaluation. Pilot projects could address identified barriers or provide models for wrap-around support services that could be extended, and become self-sustaining, in future years.

- expert support to develop resources, policies, and procedures that enable RTOs to provide improved services to learners who are disadvantaged.

- partnerships for RTOs to work more closely with regional Jobs Hubs, or industry/employers to develop and trial activities that assist workplaces to accommodate a learner's needs during and after they have finished their training through "normalising" the employment of specific cohorts.

- the research and development of a training product(s) or other resources that would increase the capacity of RTOs to deliver tailored training in language, literacy, numeracy and digital literacy foundation skills to support people with these types of learning needs.

Some previous TWPP projects have included elements of capability building. A brief overview of these projects can be found on our website here.

Applicants for stream two projects may apply for funding for up to 24 months, which recognises this work may take longer than 12 months to embed and evaluate.

Target groups

In both streams, target groups to be addressed by the project activities include people:

- with low literacy and numeracy skills, including digital literacy
- with a disability
- experiencing mental illness
- facing age-related barriers, particularly youth (18-25) and older Tasmanians
- who are parents or carers returning to work and/or people with caring responsibilities
- living on low incomes and in poverty or with precarious employment
- facing cross-generational under/unemployment
- from the Tasmanian Aboriginal community
- from culturally and linguistically diverse backgrounds
- living in communities with concentrations of disadvantage or facing economic downturn
- who are isolated due to living in a rural or remote locations
- with a history of offending and/or imprisonment.

2. Eligibility criteria

2.1 Applicant eligibility

Eligible applicants

To be eligible to apply, applicants must meet the criteria relevant to the stream under which they are applying:

STREAM ONE – the *individual support stream*

- community service or not-for-profit organisations
- a club, community-based association
- a charity registered with the Australian Charities and Not-for-profits Commission (ACNC)
- a trust that is an incorporated body, under a formal auspice arrangement with a community service organisation that is incorporated
- business/employer (includes Group Training Organisations)
- regional Jobs Hubs.

STREAM TWO - *the sector support stream*

- Skills Tasmania endorsed registered training organisation (ERTO)

Ineligible applicants

Organisations that do not fall into the categories listed under the eligibility criteria outlined above are not eligible to apply.

Previous grant recipients with outstanding reporting obligations with the Department of State Growth, under this grant program, are also ineligible.

Applicants may be asked to supply documentation to support their eligibility claims as part of the application process, or as part of an audit process to confirm their eligibility.

2.2 Eligible project costs

Project funds can only be expended on direct delivery of the specific project and must be identified on the budget template. Eligible project costs can include:

- Wage costs for project coordinator/manager, service delivery and administrative staff.

- The purchase of training (both nationally recognised and non-nationally recognised), training materials, and associated training costs. The applicant must ensure that the training is not already funded for the target group by any other means.

- Project related 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.

- 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.

- Costs associated with the development and deployment of new training products that increase an RTOs capacity to deliver training to disadvantaged Tasmanians.

2.3 Ineligible projects and project costs

The Program will NOT provide funding in the following instances:

- Delivery of training or support to currently enrolled school students.

- Where the activity is already funded, or more appropriately funded, through another mechanism or under other Tasmanian or Australian government programs.

- Where delivery of nationally recognised training is the sole focus of the project.

- 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.

- Insufficiently defined items, for example 'contingencies', 'sundries' or 'miscellaneous items'.

2.4 Application conditions

Applicants who are eligible to apply must also:

- Abide by the application submission instructions.

- Have addressed all assessment criteria, attached the required templates and included evidence to support claims.

- Ensure that their project takes place in Tasmania and services the Tasmanian community.
- Not submit more than three (3) applications in any funding round.
- Ensure that where there is delivery of nationally recognised training, 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. Evidence of scope must be attached to the grant application.

2.5. Project renewals

Projects funded in the 2023 Program that are successfully completed, or continue to meet their outcomes and outputs, represent value for money, and are considered by Skills Tasmania to be delivering outputs in a priority industry sector and/or a priority target cohort and align with either of the two application streams under this grant round, *may* be eligible for renewal for a period of up to 12-months.

3. Assessment Criteria

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

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.

Criterion 1 – Project need and planned achievement/s

The applicant must clearly outline WHY the project is needed and WHAT the project will achieve.

To address this criterion, applicants must:

STREAM ONE – the *individual support stream*

1. List which Training and Work Pathways Program objective/s will be addressed by the project. These are listed under the program objectives section of these guidelines.

2. Provide an outline of what the project will achieve for the target group/s.

3. Outline how the project will improve work readiness, create a pathway into education or training **and/or** employment for the target group/s.

4. Explain how training will help to address the disadvantage/s faced by the target group/s *if* training is a feature of the project.

STREAM TWO – the *sector support stream*

1. List which Training and Work Pathways Program objective/s will be addressed by the project. These are listed under the program objectives section of these guidelines.

2. Identify the project's target group/s and what "systemic" barriers prevent (or discourage or make it more difficult) for people in the target group to start or remain in training.

3. Outline the aim of the project. That is, what will be the high-level impact or benefit of this work for the project target group. This must include increased access to nationally recognised training.

4. Explain how the project will reduce or remove systemic barriers for people within the target group and make training more accessible for them on an ongoing basis.

5. Identify the factors relating to the identified barriers that are not within the scope of the project.

Criterion 2 – Project plan and stakeholder role/s

The applicant must clearly outline HOW the project will be delivered and WHO will have a role in the project.

To address this criterion, applicants must (for both Stream 1 and Stream 2):

1. Provide a summary of how the project will be delivered and what the key OUTPUTS will be.

2. Provide evidence of the applicant's capacity to successfully deliver this project.

3. 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.

4. Complete and attach the project plan template outlining the specific OUTPUTS to be delivered, timeframes for delivering these outputs and who will manage delivery of the project.

   Note: for multi-stage Stream Two projects that extend beyond 12 months, it is acceptable to provide only a broad outline for the second and subsequent stages of the project if these later stages depend on the outcomes of the first stage. However, an indicative timeline for the later stages must be included.

5. Complete and attach the risk management plan template. Ensure that all elements of risk relating to how the project will be carried out and who will have a role in the project are addressed in the risk management plan (using the mandated template).

Criterion 3 – Project impacts

The applicant must identify the project deliverables in terms of clear, measurable and relevant OUTCOMES.

To address this criterion, applicants must (for both Stream 1 and Stream 2):

1. Outline how the project outputs will deliver specific OUTCOMES, ensuring that the target outcomes are clearly described, measurable and realistic. Where relevant, the target number of participants should be identified.
2. Outline how each outcome will address disadvantage/s or barriers faced by the target group/s or overcome systemic barriers to training and/or employment for a target population group/s.

Applicants will score higher against this criterion where the project will deliver sustainable outcomes beyond the life of the project.

Criterion 4 – Budget breakdown and project value

The applicant must show how the funds requested have been arrived at and that the project represents value for the investment requested.

To address this criterion, applicants must (for both Stream 1 and 2):

1. Provide a detailed budget (using the template provided) that shows the breakdown of each budget item.

2. Outline how costs may be minimised by building on existing services or through leveraging in-kind contribution from partner organisations and quotes have been received outlining the cost of providing that service.

3. 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.

4. Where applicable (for Stream One projects) outline the price per participant for delivering the proposed services.

4. Application requirements

Project length

The maximum length for a **STREAM ONE –** *individual support stream* project is 12 months.

The maximum length for a **STREAM TWO –** *sector support stream* project is up to 24 months, with the option to extend beyond the initial funding term, subject to further assessment by Skills Tasmania.

What do applicants need to know when writing applications?

Applicants should ensure that their application contains all the information and evidence the applicant wants the assessment panel to know. An assessor's existing knowledge of the applicant's business or other projects does not form part of the assessment. Therefore, each application must clearly articulate the details of the proposed project and include all the information the applicant believes is important to support their application.

Supporting Evidence

Applicants **MUST** attach relevant evidence to their application where possible and written in clear, simple language that avoids jargon or generalisation.

Supporting evidence may include data or research that support assertions of demand or need; successes of similar programs or activities related to the project; copies of Memoranda of Understanding (MOU) or contractual arrangements with project partners that address potential risks.

Attachments must be clearly titled and referenced in the text addressing the criteria, for example, 'Attachment 1 is a schedule for delivery for the training in the two regions'.

Letters of support from individuals or organisations with an interest in the project are welcome, but they must clearly refer to the project and provide detail of their understanding of the project and, where relevant, of their role in or contribution to the project.

Outputs and Outcomes

Assessment Criterion 2 and 3 requires the applicant to outline the project target outputs and outcomes. These will form the basis of grant Deeds and progress reports for successful applications.

An output is a program activity, something that will be done or produced during the project.

OUTPUTS should be clear, precise and measurable.

> For example, '16 participants will be enrolled in the program', '3 focus groups will be conducted', '40 hours of work placement per participant', '25 organisations will be surveyed' 'a procedure manual will be written' and 'career plans will be developed for all participants' are clear outputs. These activities and outputs must be precise and realistic to the target group/s.

OUTCOMES are the benefits of the project resulting from the project's outputs.

The target outcomes must have a measurable benefit and will be used to gauge the success of the project. At project conclusion, these measures will help answer questions such as, 'What have we achieved?', and 'How do we know?'

> For example, '25% of participants gained employment', '80% of participants achieved a Statement of Attainment for …' and '20 participants completed the program, including all short courses'.

> For stream 2 projects, an outcome might be 'Five organisations adopted the procedure manual and trained a total of 150 staff in the processes'.

Outcomes should be clearly linked to activities and outputs, which will enable easier project evaluation.

Employment Outcomes

Where employment is part of a stream 1 project, a target number of jobs is required. This figure should be a realistic and achievable minimum target.

Letters of support from employers outlining their interest in considering participants as a recruitment source should be included.

Project Budget

All applicants must complete the Budget template, which must be lodged with the application. The budget forms an integral part of the application and informs the assessment of Criterion 4.

The Program works on a full cost attribution basis and applicants must ensure that items contained in the budget are consistent with the activities proposed.

Applications must show the breakdown of costs, particularly where line items show a cost above market pricing.

Financial Information

Applicants must ensure that the budget and other financial information is correct.

Applicants should record information on in-kind support. Detail as to how these contributions have/will be sourced and what the funds will be used for should be detailed in the response to criterion 4 and be reflected in the budget.

With respect to in-kind support, specialist volunteer time, for example, literacy tutor, graphic designer or financial planner, should be calculated at the professional rate. General volunteer labour should be calculated at $20 per hour.

Where the project leverages off existing funded programs, projects or services, applicants should include detail as to how these activities will complement the project and attribute any figures as appropriate.

5. Timeframes

No applications will be accepted after the closing date.

Applicants are advised to submit applications before the closing date and time. This will allow time for applicants to raise any concerns when submitting their application.

Description	Date/time
Program opens	**Friday 2 June 2023**
Program closes	**Friday 30 June 2023 5:00pm (AEST)**
Applications assessed	July 2023
Applicants notified (estimated date)	July 2023

During the assessment process the department may, at its discretion, require further information to support or clarify an application. This information must be provided within three working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

How can I find out more about the Program?

The Department will provide two program information sessions via a webinar. These sessions will be held on Wednesday 7 June and Monday 12 June 2023.

Participation in an information session is strongly encouraged. The sessions will allow potential applicants to hear how they can maximise their chances of success, how applications will be assessed and will provide an opportunity to ask questions of the Grant Program Manager.

To register, click on the links below:

- [Click here to register for the meeting](#) - Wednesday 7 June 2023 at 10:30AM (AEST)
- [Click here to register for the meeting](#) – Thursday 15 June 2023 at 2:00PM (AEST)

The Grant Program Manager is also available to answer questions by phone on 03 6165 6056 or email [TWPP@skills.tas.gov.au.](mailto:TWPP@skills.tas.gov.au)

6. Application and assessment process

6.1 Making an application

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers.

The online application form for the 2024 Training Work Pathways Program can be found here: https://trainingandworkpathways.smartygrants.com.au/2023TWPP

Questions in relation to using SmartyGrants can be answered via the online [Help Guide](#), or on the [SmartyGrants' Applicant FAQ](#) page. If these resources do not answer your question(s), you can e-mail the Smarty Grants support desk at service@smartygrants.com.au or call 03 9320 6888 between 9 am – 5 pm (AEST), Monday through Friday.

Selecting an application stream

The application form requires applicants to select either Stream One or Stream Two. The selection criteria and supporting information contained in the online application form will be conditional based on the applicant's steam selection.

Checklist - what has to be completed and lodged with an application?

All applications must be lodged in full via SmartyGrants and will consist of the following:

1. the APPLICATION form (SmartyGrants)
2. the BUDGET document (using the required template)
3. the PROJECT PLAN document (using the required template)
4. the RISK MANAGEMENT PLAN document (using the required template)
5. any EVIDENCE that is required to support claims made in the application.

The *Project Plan, Risk Management* and Budget *template* are located here:
https://www.skills.tas.gov.au/funding/training_and_work_pathways

6.2 Assessment

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

Applicants must have addressed the assessment criteria, attached the required templates and included evidence to support claims made within their application to be considered eligible to be assessed.

The assessment process is:

1. Applications will be screened for eligibility when the program closes.
2. Eligible applications will be assessed by each member of an independent selection panel against the assessment criteria using a standardised assessment tool.
3. Assessment outcomes will be moderated in a series of selection panel meetings.
4. 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.
5. Successful and unsuccessful applicants will be notified of the outcome of their applications.

The funding decision made by the General Manager, Skills and Workforce will ensure that the final mix of successful applications consists of projects that meet a minimum score and together cover a range of delivery regions, target groups and disadvantages, and that their combined value does not exceed the available budget.

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 General Manager, Skills and Workforce, Department of State Growth, 4 Salamanca Place, Hobart, TAS, 7000. The request can also be emailed to GMSkillsTas@skills.tas.gov.au.

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 (see section 11).

8. Grant Deed and payments

8.1 Grant Deed

Successful applicants will enter into a grant Deed with the Department of State Growth on behalf of the Crown in Right of Tasmania. The Deed sets out the obligations of both parties.

Successful applicants are required to report project activity and progress through the life of the project against the deed outputs and outcomes (the approved purpose) – they MUST also attend an information webinar regarding successful applications post notification of success.

Project commencement

Grant recipients are able to commence project activity from the date of execution of the grant Deed.

It is from this date that the project has either 12 months (STREAM ONE) or up to 24 months (STREAM TWO) to undertake and complete activity towards achieving the agreed upon outputs and outcomes.

The date of commencement of the project is the date the first step of the project plan commences; it is not necessarily the date, for example, when services to participants begin.

8.2 Payments

The schedule of payments will be outlined in the Deed. No payments will be made outside of this agreement.

Grant payments after the execution payment are dependent on the lodgement of reports and evidence of activity and progress showing that the project deliverables are being achieved. Only invoices submitted upon notice of approval of reports will be accepted and paid, subject to the conditions precedent.

Grantees may be required to resubmit an invoice according to the timing of report approval. Failure to meet the conditions precedent may result in payment/s being withheld.

If the contact details for the grant recipient change, the Program Manager must be notified as soon as possible.

Bank details

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.

9. Taxation and financial implications

Grants distributed under the program attract Goods and Services Tax (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 Tax Office (ATO). While grants are typically treated as assessable income for taxation purposes, how they are treated will depend on the recipient's particular circumstances.

The Department will pay GST on a grant when the recipient is:

- an incorporated applicant or other not-for-profit legal entity registered for GST, OR

- an unincorporated applicant which is sponsored by an incorporated body or other not-for-profit legal entity registered for GST.

In this case, the amount requested should be **exclusive** of GST.

The Department will not pay GST as part of the grant where:

- an incorporated recipient or other not-for-profit legal entity is NOT registered for GST, OR

- an unincorporated applicant is sponsored by an incorporated body or other not-for-profit legal entity NOT registered for GST.

In this case, the amount requested should be inclusive of GST.

It is strongly recommended that, prior to applying, potential applicants seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

10. Reporting and acquittal

10.1 Reporting

Successful applicants will be required to submit activity and closure reports during the life of their project. The report templates are available and submitted via SmartyGrants.

Activity reports

For STREAM ONE projects, one (1) project activity report will be required during the life of the project at six (6 months) after commencement.

For STREAM TWO projects, one (1) project activity report will be required during the life of the project at six (6) or twelve (12 months) after commencement, depending on the agreed duration of the project This will provide information on the progress of the project.

Closure reports

A closure report must be submitted upon the completion of a project, alongside the acquittal of grant funds form. Grantees are required to report against the approved purpose, the outputs and outcomes as outlined in the grant deed.

10.2 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.

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.

Financial acquittal must be submitted via SmartyGrants on the supplied template available from the Skills Tasmania website under Reporting Requirements:
www.skills.tas.gov.au/funding/training_and_work_pathways.

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.

11. 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. Grant recipients can contact the Program Manager for any of the following reasons:
- further information or advice on the Program
- assistance in making an application
- request for feedback on a decision made about an application

Enquiries should be directed to the Grant Program Manager via email at TWPP@skills.tas.gov.au or on (03) 6165 6056.

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.

12. 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.

13. 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.*

14. 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:

- Use information received in applications for any other departmental business.
- Use information received in applications and during the delivery of the project for reporting purposes.
- Use third party software to review information received in applications to confirm its authenticity.

15. 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.

16. 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.

17. 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.