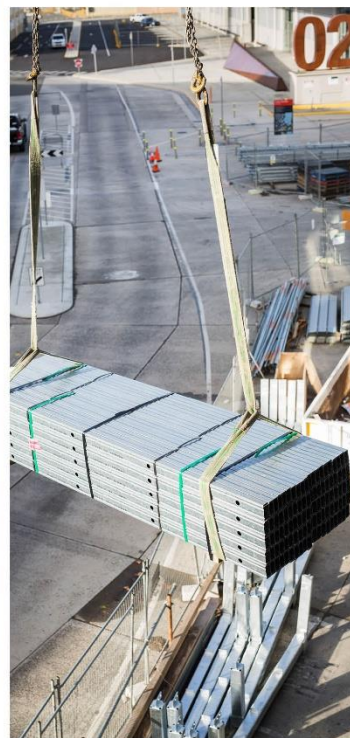
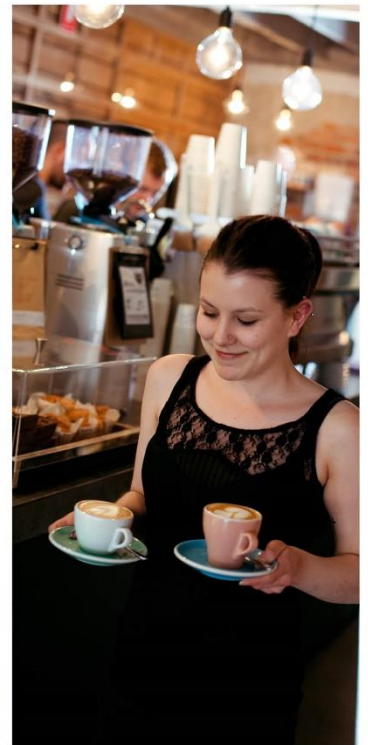


Program Guidelines



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Energising Tasmania - Training Market Development Fund

1. Aims and overview

Energising Tasmania is a \$16.143 million funding commitment from the Australian Government administered by Skills Tasmania on behalf of the Tasmanian Government. The objective of Energising Tasmania is to support Tasmania to build a skilled workforce equipped with the expertise needed for the Battery of the Nation initiative and more broadly renewable energy and related sectors.

There are a number of key outputs that underpin the Energising Tasmania commitment, as outlined in the [Project Agreement for Energising Tasmania](#). One of which is the establishment of a Training Market Development Fund (the TMD Fund).

The objective of the TMD Fund, as outlined in the Project Agreement, is to support the capacity building of training providers (including increasing supply of trainers (TAE), trainer recruitment, upskilling trainers and supporting trainers to relocate) as well as developing new courses, programs and delivery methods that meet the needs of industry.

Up to \$450,000 has been allocated to this round of the TMD Fund, with grants available for eligible businesses of up to \$150,000.

The priority areas that have been identified for this round are:

- Global Wind Organisation certified training
- advanced electrical training (including Renewables and Transmission)
- hydrogen skills development
- electrotechnology and engineering pathways
- advanced technology for civil construction.

Applications for funding should support training organisations' capacity to deliver qualifications that can be funded under the Energising Tasmanian Training Fund. Current eligible qualifications are identified on the Energising Tasmania Training Fund website - https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/energising_tasmania_training_fund

Additional qualifications may be added to the list on the basis of evidence provided in applications.

Skill sets and single-unit development will also be considered where they align with identified qualifications or specific needs identified.

To ensure that the aim of the Energising Tasmania Training Market Development Fund is achieved, the assessment panel will ensure that the mix of successful applications consists of projects that meet a minimum score, together cover a range of training market development related objectives, and that their combined value does not exceed the available budget.

Applications will be assessed at the close of the program round against the eligibility and assessment criteria. Applicants should ensure they receive an email notification when they submit their application as confirmation that their application has been submitted. If no confirmation is received contact the Project Director, Energising Tasmania, (03) 6165 6015 and tmdfund@skills.tas.gov.au

2. Eligibility criteria

For any queries about the eligibility criteria, contact Peta Sugden, Director, Workforce Development and Strategic Relations by emailing tmdfund@skills.tas.gov.au or phoning (03) 6165 6015.

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

To be eligible for the grant applicants must:

- a) be registered for tax purposes in Australia with an ABN.
- b) be one of the following:
 - (i) an [Endorsed Registered Training Organisation \(RTO\)](#) and/or an RTO who may be willing to undertake the endorsement process (and have a plan to achieve Endorsed RTO status at the completion of the project) to deliver nationally recognised training, or
 - (ii) an organisation carrying out work in partnership with an Endorsed RTO.
- c) be able to:
 - (i) enter into a grant deed with the Crown in the Right of Tasmania; or
 - (ii) demonstrate that, if they are a government instrumentality, statutory authority, government business enterprise or state-owned company, how the project activities

clearly do not relate to the agency's core business (for which it is already funded).

- d) address the Application Assessment Criteria
- e) complete the RTO declaration in the application
- f) be able to demonstrate:
 - (i) a pathway to deliver nationally recognised training, with the potential for ongoing delivery of training to be funded through the Energising Tasmanian Training Fund; or
 - (ii) where funding for ongoing delivery is already available through other programs or private funding, such as employer support.
- g) TasTAFE is not eligible to apply for this program. Organisations that meet the eligibility criteria may apply and partner with TasTAFE. Organisations are also encouraged to contact TasTAFE directly to discuss options for TasTAFE to deliver under its existing funding arrangements.

- f) Recurrent administrative, infrastructure and other organisational costs.
- g) Activity that is already, or more appropriately, funded through another mechanism.
- h) 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.
- i) Projects which only produce a private benefit to a specific business or person(s).

2.1 Ineligible applicants

- a) Businesses or organisations who are not registered for tax purposes with an ABN.
- b) Businesses or organisations who do not operate in, have no relationship with, or demonstrated understanding of energy and/or infrastructure sectors in Tasmania.
- c) RTOs who have not and/or are not willing to undertake the Skills Tasmania RTO endorsement process.

2.2 What is not eligible to be funded:

- a) Allocation for RTO business establishment.
- b) Where the project will duplicate the services provided under other programs, for example, an Australian Government's Employment Services Provider.
- c) Capital fund-raising for building or property purposes, construction and/or maintenance works.
- d) Items or services that the applicant is already contracted to provide.
- e) Training that does not clearly link to and improve opportunities for participants to access employment in the energy and infrastructure sector.

3. Assessment criteria

Applications will be competitively assessed against the following criteria. Not all eligible grant applicants will receive funding.

Assessment Criteria

3.1 Tasmanian Training capacity objectives and planned achievements.

Weighting: 30%

The applicant must clearly explain WHAT the project to increase training capacity will achieve.

To address this criterion, applicants must:

- a) identify the qualification(s) (and/or related units or skills sets) that the grant funding will help deliver in Tasmania and alignment with the identified priorities:
 - Global Wind Organisation certified training
 - advanced electrical training (including Renewables and Transmission)
 - hydrogen industry development
 - electrotechnology pathways
 - advanced technology for civil construction
- b) demonstrate the current constraints on delivering that qualification in Tasmania that the funding will overcome. Qualifications that are not currently delivered in Tasmania will be rated higher;
- c) demonstrate how the applicant will ensure that training will be inclusive to, and reflect the diversity of, all Tasmanians; and
- d) detail what the funding will deliver in terms of specific Tasmanian outputs and outcomes, ensuring that each is clearly described, measurable, relevant and realistic, and that the target number of new trainers and/or training participants is included.

This information must be clearly articulated in a project plan, which must include scope, resources, milestones, risks and a well-defined timeline for all milestones and core activities. **The project to increase training capacity must be delivered within 24 months.**

3.2 Energy and Infrastructure Industry Engagement and Support

Weighting 25%

The applicant must clearly demonstrate that Tasmanian employers support the development of the proposed qualification, training or program.

To address this criterion, applicants must:

- a) identify the process they have taken to engage with employers in identifying their training need;
- b) detail the industry stakeholder engagement plan for the project; and
- c) provide letters of support for the program from Tasmanian employers in the energy and infrastructure sector, including the choice of qualification and the training and assessment strategy.

3.3 Project implementation and organisational capacity

Weighting: 25%

The applicant must show HOW the project to increase training capacity will be carried out and WHO will have a role in the project.

To address this criterion, applicants must:

- a) provide a brief summary of how the project will be carried out;
- b) demonstrate the capacity of the organisation to deliver the project – most notably experience in relevant training development and/or delivery; or relevant project experience, existing resources and infrastructure;
- c) provide evidence of the applicant's financial stability and capability to ensure training or project delivery, for example, previous three (3) years' profit and loss statements;
- d) if not already an Endorsed RTO, be willing to undertake the endorsement process, to demonstrate eligibility for Endorsed RTO status;
- e) provide written support from any third parties that will be required to assist in the delivery of the project. This written support must demonstrate

that the third party understands their role and requirements of the project; and
f) explain how the project (plan) will be implemented, including: <ul style="list-style-type: none"> (i) expected timeframes for key steps; (ii) who will manage the project with specific roles and responsibilities; and (iii) specific service delivery methods, including timeframes and, Training and Assessment Strategies.
3.4 Budget breakdown and project value (value for money). Weighting: 20% 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: <ul style="list-style-type: none"> a) provide a detailed budget template that shows the breakdown of each budget item; and b) outline the expected cost per qualification, skill set and/or training participant and why this represents value for money. To validate budget activity costs please supply supporting evidence such as quotes, previous invoices for similar activities or hourly rates and timeframes.

Note: if an application requests funding for activities that receive or are able to receive alternate government funding, it may be deemed ineligible or receive a reduced funding offer.

4. Timeframes

No applications will be accepted after the closing date.

Description	Date/time
Program round opens	28 February 2023, 2pm
Program round closes	13 April 2023, 2pm
Applications assessed	At the closure of the program round
Applicants notified (estimated date)	Within 6 weeks of program round closure

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

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application by within 6 weeks of closure. [r](#)

5. Application process

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.

Applicants without internet access should contact Alexis Wadsley, Project Director, Energising Tasmania, by emailing tmdfund@skills.tas.gov.au or phoning (03) 6165 6015, to discuss alternative methods for applying.

1. Applicants should read the guidelines and any frequently asked questions carefully before starting an application. The application form is designed to help structure applicants' responses to then eligibility and assessment criteria.
2. Applicants are encouraged to discuss applications with the Project Director, Energising Tasmania and energy and infrastructure, employers and stakeholders. Deficiencies in engagement may be taken as limited evidence of industry engagement and support.
3. This is a competitive, merit-based process. While meeting the eligibility criteria will generally result

in a successful grant, this will not be the case if that training need is already adequately met in the Tasmanian market, or activity is already funded to meet that training need, or there is limited evidence of employer support, the project plan has risks that are not effectively managed or mitigated, or the connection to the energy and infrastructure industry needs is limited.

4. There will be no opportunity to change an application or provide further information to support it once it has been submitted. Applicants should, therefore, ensure that all supporting documentation provided is accurate and is attached correctly before submitting.
5. Applicants should complete and lodge an application online via SmartyGrants from the Skills Tasmania website www.skills.tas.gov.au
6. Following the submission of the application via SmartyGrants, applicants will receive an automatic receipt of their application. This receipt will include details of the application and a unique application ID.
7. Applications will be assessed by a departmental assessment team and forwarded to the General Manager, Skills Tasmania for decision.
8. Applicants will be advised of the outcome of their application once considered by the General Manager, Skills Tasmania.

6. Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for Department of State Growth grants. The Department will consider appeals relating to administrative process issues in grants management.

All requests must be in writing and should be addressed to the General Manager, Skills Tasmania.

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 Senior Project Manager, Energising Tasmania.

7. Grant payments

Successful applicants will be asked for their bank account details to process grant payments. This bank account must be in the same name as the individual, business or organisation that applied for the grant. Applicants may be asked to provide a copy of their

bank statement or a letter from their bank to confirm their bank account details.

Providing incorrect bank account details may result in funds being paid to an incorrect account. These funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays in funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

If a grant recipient:

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

Similarly, if

- the information provided to us is found to be false or misleading, or
- the recipient's situation changes in a way that prevents completion of the agreed project

the recipient will be required to return some or all of the funds to the department.

8. Taxation and financial implications

Grants distributed under the program attract GST. Grant payments to successful applicants, who are registered for GST, are increased to compensate for the amount of GST payable. Where GST applies to the grant funding, a valid tax invoice must be supplied by the successful applicant to the department.

The receipt of funding from this program may be treated as income by the Australian Taxation Office (ATO).

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

Information on invoices can be found on our Business Tasmania website

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

9. Acquittal

An acquittal is a statement made by a grant recipient, confirming that the grant funding was used as per the funding agreement. Unless otherwise stated, it is a

requirement that all Department of State Growth grants are acquitted.

9.1 How to acquit a grant

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

The department may ask recipients to provide a Statement of Expenditure certified by an independent, professional auditor. In this situation the recipient will be responsible for the cost of obtaining the certified Statement of Expenditure.

9.2 Failure to complete an acquittal

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

10. Administration and contact details

The program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact the Project Director, Energising Tasmania, by phoning (03) 6165 6015 or emailing tmdfund@skills.tas.gov.au

9.1 Note

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

11. Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

12. Right to information

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

13. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the delivery of the project for reporting purposes.

14. Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

This information may be accessed by the individual to whom it related, on request to the Department of State Growth. A fee for this service may be charged.

15. Disclosure

The following applies to all successful applicants:

- Despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party.
- Please note that all obligations under the *Personal Information Protection Act 2004* (Tas) and the *Privacy Act 1988* (Cwlth) still apply.

16. Disclaimer

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

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

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



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