

26Ten Get Ready Grants 2026

Grant Program Guidelines



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1. Aim

The 26Ten Workplace Grants program supports workers to build the language, literacy and numeracy skills they need to do their jobs. Building these skills benefits everyone.

Workplaces benefit from increased:

- increased productivity, improved safety with fewer accidents and better incident reporting,
- compliance with procedures and more accurate reporting, and reduced costs
- staff confidence and willingness to take on new tasks such as using new technology
- morale and engagement in the workplace.

Workers benefit by:

- being supported to build the language, literacy, numeracy and digital skills they need to do their jobs and undertake further training
- being empowered to improve their employment opportunities, seek and gain promotions, and increase their income.

These benefits flow from workplaces into the personal lives of the workers as they use their increased skills in their daily activities, such as engaging with their children's learning. There are also flow-on effects within the worker's family and the wider community. For example, changes in a person's skills and confidence may inspire people around them to see the benefits of learning and to think about undertaking some learning themselves.

The purpose of **26Ten Get Ready Grants** is to support organisations that are considering applying for a 26Ten Workplace Grant but are not sure where to begin.

26Ten Get Ready Grants are small grants (up to \$5,000) that help organisations to employ a 26Ten Adult Literacy Trainer to assist with identifying language, literacy and numeracy skills gaps among their employees and identify areas that are having the biggest impact on their business.

Employers can then use the information gathered through their Get Ready project to write an application for a 26Ten Workplace Grant. Workplace Grants provide up to \$65,000 to organisations to run projects that directly help its workers to improve their reading, writing, maths, speaking, listening, and digital skills.

The Get Ready Grant applications are assessed on a rolling basis, with funding awarded following completion of the assessment process.

Both 26Ten Get Ready Grants and 26Ten Workplace Grants seek to target the following employer types:

- employers with a large proportion of workers with low or no qualifications
- micro, small and medium-sized organisations
- employers in sectors that align with the [26Ten Coalition](#) sector plans: community, legal, media, local government, agriculture, education, and health
- industries likely to have employees with literacy skills gaps
- organisations working in sectors that the Tasmanian Government prioritises in delivering vocational education and training:

- advanced manufacturing (including maritime and defence manufacturing)
- agriculture (including wool)
- automotive
- building and construction (including civil construction)
- community services (including aged services and disability services)
- energy (including electrotechnology and plumbing)
- forestry, mining, seafood and maritime
- information and communications technology
- tourism and hospitality
- transport and logistics.

2. Funding available

The budget for this grant program is \$970,000. This covers planned grant rounds for both the 26Ten Get Ready Grants and 26Ten Workplace Grants.

Workplace Grants will be open from 6 March 2026 to 31 May 2026, and again in August to October 2026. Get Ready Grants will be open from 6 March to 1 February 2027.

Additional funding rounds may be released subject to available budget.

The maximum funding per Get Ready grant is \$5,000. You may only submit one application.

Applications will be assessed against the assessment criteria in order of receipt. Funding will be allocated to applicants which meet the criteria until the budget is exhausted, or 1 February 2027, whichever comes first.

This program is administered by Building Tasmania on behalf of the Crown in Right of Tasmania and in partnership with 26Ten Tasmania. The two 26Ten grant programs are key activities under the Ensuring Access to Foundation Skills specific policy initiative in the National Skills Agreement (2024-2028), which is a joint initiative between the Australian Government and the Tasmanian Government.

3. Eligibility

3.1. Eligible applicants

To be eligible for a grant you must be:

- a business that operates in Tasmania that employs workers on a paid or unpaid basis, and fit into one of the following categories:
 - an organisation or sole trader
 - a private or not-for-profit organisation
 - an industry association or peak body.
- a local council established under the *Local Government Act 1993* and council-owned businesses
- eligible government entities, inclusive of public non-financial and public financial

corporations (as set out in Tasmania's Financial Management Framework administered by the Department of Treasury and Finance) and Local Governments. This includes Government Business Enterprises and State-Owned Companies.

- private Registered Training Organisations and independent schools may apply in respect of their non-teaching workforces only.

Where an organisation operates in different parts of the state, applicants can apply for grants at individual sites. However, it may only apply for one grant per site.

Applicants must also declare that the applicant organisation is financially viable and will remain viable for the duration of any grant made under the Program. A financially viable entity is one that is not under external administration, is not being wound up, dissolved, or trading while insolvent nor where a liquidator has been appointed. To demonstrate financial viability the applicant must be able to demonstrate the ability to generate sufficient income to meet operating costs, debt commitments and, where applicable, to allow for growth while maintaining service levels.

Applicants are expected to ensure that they have appropriate provisions in place regarding the Child and Youth Safe Organisations Framework prior to applying.

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

You may be asked to provide information or documentation to support your eligibility claims, either as part of the application process, or after you have submitted your application.

The information you provide may be subject to third party authenticity checks.

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

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. Specifically:

- TasTAFE is not eligible to apply as a lead applicant but can partner with eligible applicants to deliver literacy and numeracy training for them. Organisations are encouraged to contact TasTAFE directly to discuss options for TasTAFE to deliver training under its existing funding arrangements.
- Tasmanian or Australian Government agencies are not eligible.
- Grant recipients with outstanding reporting obligations with Building Tasmania under this grant program, or applicants who have outstanding obligations (i.e. have not complied with relevant grant conditions) to other Tasmanian Government grant programs may also be ineligible.

3.2.1. Previous Get Ready and Workplace Grant recipients

26Ten Get Ready grants are for organisations that are new to the 26Ten program.

Organisations that have previously received a 26Ten Get Ready or 26Ten Workplace Grant are not eligible to apply.

However, if the organisation has undergone significant changes since its previous grant and can identify a different area of skill gaps it wants to address, please contact us to discuss the organisations circumstances.

3.3. Eligible expenditure

Eligible applicants can apply for up to \$5,000 to employ an Adult Literacy Trainer to:

- identify foundation skills (language, literacy and numeracy) gaps within the workplace
- identify which areas are having the biggest impact on the business
- design a project to address these needs
- prepare an application for a 26Ten Workplace Grant.

Most of the Get Ready grant will be for the salary of the Adult Literacy Trainer. This may include some travel costs. Any additional costs (e.g. stationery, use of computers, project manager time, office use, internet etc.) should be provided in-kind by your organisation and will not be funded.

The organisation may only use project funds for delivering the project's approved purpose. This will be set out in the funding agreement and will be based on the information provided in the application. A budget template that identifies all expenses related to the project is a requirement of the application.

3.4. Ineligible expenditure

Any activity that does not directly align with the eligible expenditure items outlined in section 3.3 will be deemed ineligible and will not be considered for funding.

3.5. Funding period

Each 26Ten Get Ready Grant is intended to cover the delivery of eligible activities within a 12-month period starting from the date the funding agreement is signed.

4. How to apply

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

Applicants must register with SmartyGrants before making an application. There is a Help Guide for Applicants available from Smarty Grants. This can be accessed via the SmartyGrants website at: <https://applicanthehelp.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 to plan the project.

The Department publishes a help guide for grant applicants which is available on the [Business Tasmania website](#).

If you have not applied for a grant before, we strongly recommend you speak to the Grant Program Manager before starting to plan your application.

2. Start

The application form is available at: <https://buildingtasmania.smartygrants.com.au/26TENGRG>

Applicants will need to answer each of the assessment criteria individually and attach evidence to support what is included in the written response. A concise Project Plan and Project Budget are also required.

3. Confirm

Ensure all information and documentation is accurate and attached. Applicants may not be able to change an application or provide additional information after it has been submitted.

4. Submit

Applicants will receive an email notification after an application is submitted. Keep this notification as confirmation of the submission.

5. Assessment

Eligible applications will be assessed by independent assessors from within Building Tasmania.

6. Notification

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

Note: Applicants may be asked to provide information or documentation after an application has been submitted. Applicants 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 provided may be subject to third party authenticity checks.

Tips on writing an application

- Assume the reader doesn't have any background knowledge of the applicant organisation, so provide enough context and information to explain what you need them to know.
- Use simple and easy-to-understand language.
- Include clear information about the skills gaps in the organisation and the impacts these have on the business.
- Be specific and clear about what the organisation wants the project to achieve, such as stating the exact number of people who will benefit from the training and how long the project will last.
- Ensure that the Project Budget is accurate and complete, and that evidence such as quotes have been provided to confirm your costings.
- Include examples and evidence to support claims, including letters of support that show the responsibilities of any partner organisations.
- Have someone else review the application before submitting it to make sure it's clear and easy to understand.
- Contact the Grant Program Manager for advice when required.

5. Assessment

There are four equally weighted criteria that applicant's need to address in the application. These require a written response and/or mandatory documents.

Applicants should attach evidence to support any claims made. Where there is no evidence to support claims made or the information provided in the application, the assessment score will be affected. Any evidence provided must be attached to the relevant criterion, should have a clear document title and be referred to in the text in the application addressing the related criterion.

Assessment criteria		Weighting
1. Need for the project and expected benefits	A description of any problems or challenges in your organisation that could be improved by improving workers' literacy and numeracy skills. An explanation of what specific changes your organisation would like to see because of running a 26Ten Workplace Grant project in the future. Evidence of problems in your organisation that could be solved by improving workers' literacy and numeracy skills.	25%
2. Capability of the organisation	An outline of the skills, experience, and capacity of the person or team who will be dedicated to improving workers' literacy and numeracy skills.	25%
3. Commitment of the organisation to promote the benefits of workplace literacy and numeracy	A commitment from your organisation to improve workplace literacy and numeracy and to promote the benefits of workplace literacy and numeracy more widely on an ongoing basis. An outline of how your organisation will promote the benefits of workplace literacy and numeracy more broadly on an ongoing basis.	25%
4. Project plan and budget	A concise Project Plan and Budget that outlines the steps you will take to engage an adult literacy trainer to assist you to conduct the project over the next 12-months and prepare your workplace grant application.	25%

6. Assessment process

The Grant Program Manager oversees the assessment process.

Independent assessors from within Building Tasmania will assess all applications.

Applications will initially be assessed against the eligibility criteria to confirm the eligibility of the applicant organisation and the planned expenditure.

Applications that do not include the required evidence listed in section 3.1 will not be considered further. Applications that are incomplete or do not include a completed project plan and budget will not be assessed.

The assessor will assess the responses to the assessment criteria using a scoring rubric. We will assess selection criteria 1-3 as:

- Fully met
- Partially met
- Not met.

We will assess selection criterion 4 as:

- Met
- Not met.

If the application fully meets **all four criteria**, we will recommend your project be funded.

If the application **partially meets some criteria**, we may ask you for further information to help us decide whether to recommend your project for funding.

If the application clearly **does not meet two or more criteria**, we will refuse it and invite you to reapply with a more detailed application.

If the application is successful, the organisation will need to enter into a funding agreement with Building Tasmania. The organisation will have 12 months after the agreement is finalised to complete the project.

7. Timeframes

Description	Date/time
Program opens for applications	6 March 2026
Program closes	1 February 2027 at 2.00 pm
Applications assessed	As they are received
Applicants notified (estimated date)	Within four weeks of receiving the application
Projects start	Within 8 weeks of the funding agreement being finalised (unless otherwise agreed)
Projects complete	Within 12 months of the funding agreement being finalised (unless otherwise agreed)

Applications will not be accepted after the program closes.

8. Contact details

For more information about 26Ten Workplace Grants, please contact:

- Grant Program Manager, Skills Tasmania
- 26TenWorkplaceGrants@skills.tas.gov.au
- 03 6165 4817

9. How to apply

Applications should be submitted using SmartyGrants.

For assistance with using SmartyGrants, please see the [applicant help guide](#).

Contact us to discuss any issue preventing you from using SmartyGrants to submit your application.

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 third party authenticity checks.

10. Grant funding agreement

If your application is successful, you will be required to enter a legally binding funding agreement.

The funding agreement, along with these program guidelines, provide the grant terms and conditions.

You will not receive payments until the funding agreement is completed.

11. 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 the Director, Purchasing Policy and Programs, Skills Tasmania. Your request must be received within 28 days from the date of Building Tasmania notifying you of the decision about your application.

For further information about the appeal process, contact 26TenWorkplaceGrants@skills.tas.gov.au.

12. 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.

- 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; or
- we find that the information provided to us is false or misleading.

Any leftover money from the grant must be returned to Building Tasmania. If there is a small amount left over, you can ask to use it for literacy and numeracy projects.

13. Taxation and financial implications

Grants distributed under this program may be treated as income by the Australian Taxation 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 include GST. A valid tax invoice must be supplied by the successful applicant to Building Tasmania.

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

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

If you are an individual (not a business) and you do not have an Australian Business Number (ABN) you may be required to complete a 'Statement by a supplier not quoting an ABN'. Refer to the ATO website for more information: www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn.

14. Acquittal

If your application is successful, you must provide an acquittal at the conclusion of the grant.

An acquittal is a statement that confirms the grant was completed as per the funding agreement.

14.1. How to acquit your grant

We will send you an acquittal form using SmartyGrants.

Your acquittal must include:

- a report on the activities completed and their outcomes
- a report on the income and expenditure. Evidence such as invoices, receipts, attendance records and images may be required at the discretion of the grantor.

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

14.2. Failure to complete an acquittal

If you do not satisfactorily acquit your grant by the due date:

- you may be required to return the funding to the Building Tasmania; and
- you may be ineligible for other grants from Building Tasmania.

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

15. Publicity of grant assistance

Building Tasmania is accountable for its spending of public funds, including providing grants. As part of the accountability process, Building Tasmania 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 Building Tasmania:

- 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.

16. 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 Building Tasmania.

17. Right to information

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

18. 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 Building Tasmania.

Building Tasmania 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. Building Tasmania may also use information received in applications and during the delivery of the project for reporting purposes.

19. 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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Version 3 Published 20 July 2026

Guideline document updated to include new applicant link and use Building Tasmania branding. The details, terms or conditions relating to this grant program have not changed.