

# 2026 Workforce Participation and Training Program - Application form

## Form Preview

### APPLICATION FORM

\* indicates a required field

#### Introduction and applicant declaration

Applicants must read the 2026 Workforce Participation and Training Program Guidelines prior to completing this application.

#### Eligibility requirements

Applicants must ensure that all eligibility requirements are met prior to submitting the application. Where the eligibility criteria are not met, the application will be deemed ineligible and will not be assessed or considered for funding.

#### Downloads:

- [2026 Workforce Participation and Training Program - Grant Program Guidelines](#)
- [Employment Outcomes Framework](#)

#### Need more information?

If you have any questions regarding the guidelines, please contact the Grant Program Manager on (03) 6166 4529 or email [wptp@stategrowth.tas.gov.au](mailto:wptp@stategrowth.tas.gov.au).

Applications must be submitted no later than **2:00pm (AEST) on 18 June 2026**.

#### Eligible applicants

To be eligible to apply applicants must:

a. be one of the following entities:

- - community service or not-for-profit organisation
  - 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
  - Eligible Registered Training Organisation (RTO) or a TasVET Supplier

b. be financially viable for the duration of any grant made under the Program. Evidence of financial viability will be requested if the application is successful.

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

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

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d. have appropriate provisions in place regarding the Child and Youth Safe Organisations Framework.

### Eligible applicant declaration

**I agree that I have read and understood the Grant Program Guidelines and my organisation/business is eligible to apply for this grant \***

Yes  No

**If successful, I agree to provide evidence of required insurance coverage for the project period \***

Yes  No

**If successful, I agree to provide evidence of financial viability through audited financial statements covering a minimum of the previous three financial years, or alternative documentation as specified in Section 3.1(b) of the program guidelines \***

Yes  No

**I understand that failure to provide the required documentation within the specified timeframe may result in the application being deemed unsuccessful or the funding offer may not proceed \***

Yes  No

### Organisation information

**Legal name \***

Organisation Name

**Organisation type \***

- community service or not-for-profit organisation
- club, community-based association
- charity registered with the Australian Charities and Not-for-profits Commission (ACNC)
- 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 Hub
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**Primary address \***

Address

  

**Postal address \***

Address

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**Phone Number \***

**Primary Email \***

Must be an email address.

**ABN \***

The ABN provided will be used to look up the following information. Click [Lookup](#) above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## Application and project contact

Contacts must have authority to act on behalf of the applicant organisation.

**Project contact \***

First Name

Last Name

**Alternative contact \***

First Name

Last Name

**Position \***

**Position \***

**Phone Number \***

**Phone Number \***

**Email \***

**Email \***

## Third-party involvement

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**Will a third-party provide training and/or any other services for the beneficiaries in this application? \***

Yes  No

### Third-party details

**Third-party name \***

Individual  Organisation

Organisation Name

First Name

Last Name

**Outline the role of the third-party \***

Must be no more than 250 words.

**Upload third-party agreement/s here \***

Attach a file:

### Existing / Related Government Funding

**Is any part of the proposed project currently funded, or has it previously been funded through a Tasmanian Government or Australian Government grant program? \***

Yes  No

All relevant government funding must be disclosed. Failure to disclose related funding may affect eligibility or assessment.

Include details about:

- name of the funding program, amount, funding period and acquittal status of the program.
- activities or components of your proposed project are funded (or were funded) under the other grant program(s), and
- activities are proposed to be funded under this application.

\*

Must be no more than 250 words.

### Project summary

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### Project Title \*

### Short project description \*

Must be no more than 250 words.

Provide a short description (100 words recommended) of your project - what are you going to do and why?

### What is the proposed duration of the project? \*

- 12 months
- 24 months
- Other:

## Assessment Criterion 1 - Project need and planned intervention activities

### Criterion 1A: Who is the target cohort and what are the specific barriers they are facing? \*

Must be no more than 250 words.

### Criterion 1B: What outcomes will the project help the cohort achieve? \*

Must be no more than 250 words.

### Criterion 1C: How do you know the project is needed in Tasmania? \*

Must be no more than 250 words.

### Assessment Criterion 1 - Evidence

All claims must be supported by referenced evidence.

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Applicants are required to cite the source and location of the evidence used (e.g. *document name, page number, data source, etc.*).

**Attach evidence to support claims made in Criterion 1 (A to C) here. \***

Attach a file:

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

**Criterion 2A: What is the organisation's experience in working with the target cohort in Tasmania (including addressing vocational and non-vocational barriers)? \***

Must be no more than 250 words.

**Criterion 2B: 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)? \***

Must be no more than 250 words.

**Criterion 2C: How do you know what you have previously delivered has been successful? \***

Must be no more than 250 words.

### **Assessment Criterion 2 - Evidence**

All claims must be supported by referenced evidence.

Applicants are required to cite the source and location of the evidence used (e.g. *document name, page number, data source, etc.*).

**Attach evidence to support claims made in Criterion 2 (A to C) here. \***

Attach a file:

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Assessment Criterion 3 - The proposed approach to deliver services and achieve the intended outcomes

**Criterion 3A: What services will be delivered to the target cohort, where and when? \***

Must be no more than 250 words.

**Criterion 3B: 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) \***

Must be no more than 250 words.

**Criterion 3C: What is the proposed delivery staff mix for this project and what are their qualifications and experience \***

Must be no more than 250 words.

**Criterion 3D: 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

\*

Must be no more than 250 words.

**Criterion 3E: Which 'indicators' from the WPTP Employment Outcomes Framework will be used to measure the outcomes achieved through delivery of the project? \***

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Must be no more than 250 words.

### **Assessment Criterion 3 - Evidence**

All claims must be supported by referenced evidence.

Applicants are required to cite the source and location of the evidence used (e.g. *document name, page number, data source, etc.*).

### **Attach evidence to support claims made in Criterion 3 (A to E) here. \***

Attach a file:

### Criterion 4: Budget breakdown

A guide detailing examples of eligible line items, expenditure categories, calculation bases, and instructions for completing budget calculations can be downloaded here: [Budget categories and line items described](#)

### **Criterion 4A: Detailed Project Budget**

Applicants are required to provide a comprehensive breakdown of project costs, including planned expenses covered through this grant and project expenses funded through alternative sources.

#### **Planned Expenditure**

- Outline the planned expenditure items you are seeking to cover through the requested grant amount
- The total planned expenditure will be automatically calculated and will be the total amount you are requesting through this grant

#### **Planned Co-investment**

- List any project expenditure you plan to fund through alternative sources, including organisational or third-party funding, in-kind contributions, or other government grants
- Co-investment amounts will not be included in the total requested grant amount

#### **Applicants may complete this section in one of two ways:**

- by using the built-in budget template provided within this application form, **or**
- by completing the budget using the Microsoft Excel version of the template.

The Workforce Participation and Training Program Microsoft Excel budget template can be downloaded here: [Project Budget](#)

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**Please select your preferred option to submit a Detailed Project Budget \***

**Attach your project budget here (using the Excel template provided) \***

Attach a file:

### Planned Expenditure

Line item	Category	Amount	Description of line item

**Total Planned Expenditure [Requested grant amount]**

This number/amount is calculated.

### Planned Co-investment

Line item	Category	Amount	Funding source

**Total Project Cost**

Planned Expenditure + Co-investment (automatic calculation)

**Criterion 4B: Provide evidence to support costs \***

Must be no more than 250 words.

**Evidence to support planned expenditure \***

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Attach a file:

### **Evidence to support planned co-investment \***

Attach a file:

### **Criterion 4C: Outline how costs may be minimised by building on existing and planned services and future collaboration. \***

Must be no more than 250 words.

### **Criterion 4D: Outline a price per participant for delivering the proposed services \***

Must be no more than 250 words.

Refer to the [2026 Workforce Participation and Training Program Guidelines](#) for the full conditions to this grant.

## Right to information

Information you provide to the Department of State Growth and details of assistance may be subject to requests for public disclosure under the [Right to Information Act 2009 \(Tasmania\)](#).

## Personal information collection

You are providing personal information to the Department of State Growth, which will manage that information in accordance with the [Personal Information Protection Act 2004](#). The personal information collected here will be used by the Department for the purpose of assessing your application and related activities. Failure to provide this information may result in your application not being assessed or records not being properly maintained. The Department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Department and you may be charged a fee for this service.

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### Declaration

The term 'Application' means this on-line form and all attached documents.

For and on behalf of the applicant detailed in this application, I, the undersigned, acknowledge and warrant (as the case may be) that:

1. I have authority to provide the information contained in this application and to execute (by completion of details below) this application for and on behalf of the applicant.
2. the department can rely upon the information and representations contained in this application (including these acknowledgements).
3. I have read, understood and I am able to comply with all criteria, terms and conditions contained in the guidelines and application form.
4. I have read and understood the eligibility requirements and assessment criteria for this program and declare to the best of my information, knowledge and belief, the applicant is eligible under those criteria and the information provided is true and correct.
5. the department may undertake all necessary credit checks, organisational searches and any other checks and enquiries on the applicant as the department determines and is hereby authorised to do so.
6. the application is made at the applicant's own cost and risk, the selection of the applicant for program funds is at the absolute discretion of the department and this application remains the property of the department.
7. the applicant will be responsible for notifying the department in writing of any changes relating to information provided in this application. Until receipt of such notification, the department shall process the application in accordance with the information provided.
8. grant payments will be made via Electronic Funds Transfer (EFT) to a nominated bank account and the department is hereby authorised to make such payments.
9. the department is under no obligation to verify the authority of the undersigned on the bank account details.
10. the department will not be held responsible for delays of payment, or errors due to factors outside their reasonable control. The department reserves the right to terminate or suspend an EFT and to pay by cheque or any other manner which the department may determine.
11. the applicant agrees to indemnify the Crown in Right of Tasmania, against all present and future legal liability, claims or proceedings for financial loss arising from, or attributable to the provision and use of the information contained in this application and/or receipt and use of grants.
12. if a grant is awarded, the applicant must enter into a legal agreement with the department in order to receive the grant. This agreement will be on such terms and conditions as the department determines and, together with this application form and any applicable program guidelines, will form the whole agreement.
13. I am providing personal information to the Department of State Growth, which will manage that information in accordance with the *Personal Information Protection Act 2004*. The personal information collected here will be used by the department for the purpose of the grant approvals process and administering grants. Failure to provide this information may result in my grant application being unsuccessful or records not being properly maintained. The department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. I have the right to access my personal information by request to the department and may be charged a fee for this service.
14. information you provide to the Department of State Growth and details of assistance may be subject to requests for public disclosure under the *Right to Information Act 2009*.

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**I agree \***

Yes

Authorised person completing this application

**Electronic signature \***

First Name

Last Name

**Position \***