

# ACCO Sector Strengthening Program for Vocational Education and Training (VET)

## Form Preview

### Aboriginal Community-Controlled Organisation Sector Strengthening Program for Vocational Education and Training (VET) 2026 - Application form

\* indicates a required field

#### Program aim

Please ensure you read and understand the [Grant Program Guidelines](#).

The Aboriginal Community-Controlled Organisation Sector Strengthening Program for Vocational Education and Training (VET) is a Department of State Growth funding program administered by Skills Tasmania.

This program aims to support operational and capacity and capability building projects within Aboriginal community-controlled organisations (ACCOs) related to the VET sector in Tasmania.

If you have any questions after reading the Guidelines and this form, please contact the [Grant Program Manager](#) at Skills Tasmania.

#### Funding available

The total funding available for the ACCO VET Program is \$500,000.

Grants will be provided from \$2,000 to a maximum of \$200,000. If your project may need less than \$2,000 or more than \$200,000, please contact Skills Tasmania to discuss your project before you apply.

**Not all applications will receive a grant.**

Your project will need to be completed, and all the grant money spent by 30 September 2028.

#### Eligible Applicants

To be eligible for a grant your organisation must:

1. be a Tasmanian-based Aboriginal community-controlled organisation as defined in the National Agreement on Closing the Gap 2020 (Clause 44):

An Aboriginal and/or Torres Strait Islander community-controlled organisation delivers services, including land and resource management, that builds the strength and empowerment of Aboriginal and Torres Strait Islander communities and people and is:

- incorporated under relevant legislation and not-for-profit
- controlled and operated by Aboriginal and/or Torres Strait Islander people
- connected to the community, or communities, in which they deliver the services
- governed by a majority Aboriginal and/or Torres Strait Islander governing body.

2. be able to provide a financial statement for the 2024-25 financial year

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3. have evidence of \$20 million public liability insurance for each individual claim or series of claims arising out of a single occurrence

4. have appropriate provisions in place regarding the [Child and Youth Safe Organisations Framework](#).

### Joint applications

Your organisation may work in partnership with others to deliver a project, but the applicant needs to meet the eligibility criteria above. For example, an ACCO can partner with a private training provider to deliver a project, but the ACCO must lodge the application.

If you are applying for a project delivered in partnership, you will need to include details of how the partnership will work.

### Does this application involve an eligible project partner? \*

Yes  No

### I confirm the organisation meets the Eligibility requirements (1-4) above \*

Yes  No

## Eligible Projects

The ACCO VET Program aims to support operational and capacity and capability building projects within ACCOs related to the VET sector in Tasmania.

Projects could focus on:

- organisational planning, for example, governance activities or succession planning
- developing partnerships with ACCO RTOs and/or other types of RTO (including TasTAFE, other public providers, or industry/private RTOs) to support training activity
- building the capacity and capability of the VET workforce
- developing or upgrading training materials, tools or resources, including by using new technology
- developing new, and/or uplifting existing services that support Aboriginal people currently engaged in, or planning to undertake VET.

## How to address the Assessment criteria

### Assessment Criteria 1

There is no template provided for the Project Proposal required under Assessment Criteria 1.

This application form will ask a series of questions about your project to address this criteria.

Please refer to the Grant Program Guidelines for guidance about how to answer these questions.

### Assessment Criteria 2 and 3

You will be asked to upload a Project Plan (Assessment Criteria 2) and Project Budget (Assessment Criteria 3) on the templates provided below:

- [Project Plan Template \(WORD\)](#)
- [Project Budget Template \(EXCEL\)](#)

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Contact the [Grant Program Manager](#) for assistance if you have questions about the templates.

### Applicant details

\* indicates a required field

#### Organisation details

##### Eligible organisation requirements \*

- Incorporated under relevant legislation and not-for-profit
- Controlled and operated by Aboriginal and/or Torres Strait Islander people
- Connected to the community, or communities, in which they deliver the services
- Governed by a majority Aboriginal and/or Torres Strait Islander governing body

Tick all boxes that apply to your organisation.

##### Organisation name \*

Organisation Name

##### Street address \*

Address

  

Must be a street address.

##### ABN (if applicable)

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.

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### Contact details

**Applicant contact \***

First Name

Last Name

**Role in organisation \***

**Phone number \***

Must be an Australian phone number.

**Email \***

Must be an email address.

**Preferred contact method \***

- Phone  
 Email

### Eligibility criteria - Incorporated under relevant legislation and not-for-profit

Suggested evidence, one of the following:

- Registration with the Office of the Registrar of Indigenous Corporations (ORIC),
- Registration as an Australian Public Company, Limited by Guarantee on Australian Securities and Investments Commission (ASIC),
- Registration with the Australian Charities and Not-For-Profits Commission Charity Register (ACNC),
- Governing documents (such as a constitution or rules) that include a non-profit clause, OR
- Formal letters from the Australian Taxation Office (ATO) confirming not-for-profit status.

**Upload evidence here \***

Attach a file:

**(Optional) Do you have any comments about your attachment?**

### Eligibility criteria - Controlled and operated by Aboriginal and/or Torres Strait Islander people

Suggested evidence:

Either:

- An extract from the organisation's constitution requiring all or the majority of members to be Aboriginal and/or Torres Strait Islander people,

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Or:

- A copy of the organisation's constitution/rule book and assess clause/s relating to membership.

### **Upload evidence here \***

Attach a file:

### **(Optional) Do you have any comments about your attachment?**

Eligibility criteria - Connected to the community, or communities, in which they deliver the services

Connection to community can be explained or demonstrated by the organisation, board and/or members living in and/or having connection to the community they operate in.

### **Please explain this in your own way. \***

Word count:

Must be no more than 150 words.

### **(Optional) upload evidence here**

Attach a file:

Eligibility criteria - Governed by a majority Aboriginal and/or Torres Strait Islander governing body.

Suggested evidence:

Either:

- An extract from the organisation's constitution requiring the majority of the Board Directors to be Aboriginal and/or Torres Strait Islander people,

Or:

- A copy of the organisation's constitution/rule book and assess clause/s relating to membership/directorship.

### **Upload evidence here \***

Attach a file:

### **(Optional) Do you have any comments about your attachment?**

# ACCO Sector Strengthening Program for Vocational Education and Training (VET)

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### Eligibility criteria - Financial Statements

Provide your organisation's most recent financial statement for the 2024-25 financial year.

This may include:

- audited financial statements
- financial statements prepared for your board
- financial statements submitted at your last annual general meeting
- management prepared financial statements
- independently prepared financial statements

#### **Upload Financial Statement here \***

Attach a file:

#### **(Optional) Do you have any comments about your attachment?**

### Eligibility criteria - Public Liability

Have evidence of \$20 million public liability insurance for each individual claim or series of claims arising out of a single occurrence.

Suggested evidence:

- A Certificate of Currency (CoC) issued by an insurer that includes the insured party, policy type, coverage limits, and expiry date. An insurance provider or broker will issue this certificate, often instantly upon purchase or renewal, or downloadable from the insurer's website.

#### **Upload evidence of a current contract of public liability insurance\* \***

Attach a file:

#### **(Optional) Do you have any comments about your attachment?**

### Eligibility criteria - Safeguarding and the Child and Youth Safe Organisations Framework

Tasmania's Child and Youth Safe Organisations Framework (the Framework) has been created to keep all children safe in organisations. The Framework is established under the *Child and Youth Safe Organisations Act 2023*. Under the law, organisations that have a significant involvement with children will have to comply with the Child and Youth Safe Standards and the Reportable Conduct Scheme.

For more information:

- [What is the Child and Youth Safe Organisations Framework](#)

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- [Who must comply with the Child and Youth Safe Organisations Framework](#)
- [What is the Reportable Conduct Scheme](#)
- [Making a report to the Independent Regulator](#)
- [Working with Vulnerable People: Employer registration](#)

**Please confirm the organisation is aware of the Child and Youth Safe Organisations Framework and understand its obligations \***

Yes

No

## Assessment criteria

\* indicates a required field

Please note, you will need to:

- provide context and background information about your organisation as the assessment panel may not be familiar with your organisation
- make sure the application is complete and that it relates to the assessment criteria as the assessment panel will only assess the information you provide in your application
- refer to specific page numbers in any attachments you want to be considered as the assessment panel may not find relevant information if you attach long reports or long documents
- make sure your budget is accurate and complete and is on the template provided in the application form
- be specific and clear about what you want to achieve, for example, how many people will benefit from the project, how long activities will run for, and planned outcomes or impact
- include examples and evidence to support your claims.

## Criterion 1 - Project design, impact and alignment (60%)

This section asks a series of questions about the project to address Assessment Criteria 1.

Answers to these questions form the **Project Proposal**.

**Explain what your organisation wants to do, and what the project is: \***

Word count:

Must be no more than 150 words.

**Explain why your organisation wants to do the project, or why it is needed: \***

Word count:

Must be no more than 150 words.

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**Explain who the participants will be, for example, Aboriginal people engaged in VET, teachers, trainers, ACCO staff: \***

Word count:

Must be no more than 150 words.

**Explain what the benefits will be for the ACCO or Aboriginal VET learners: \***

Word count:

Must be no more than 150 words.

**How much funding is your organisation requesting for the project? \***

\$

What is the total funding amount the organisation is requesting? This should be between \$2,000 and \$200,000 and match your project budget

## Criterion 2 - Capacity of the ACCO to deliver the project (20%)

The Project Plan template can be downloaded at the beginning of this SmartyGrants form.

**Upload your Project Plan here \***

Attach a file:

## Project Partnership

As the application is for a project to be undertaken in partnership with another organisation, you will need to commit to a formal agreement being in place between the organisations to deliver the project, and identify the type of formal agreement, for example, a Memorandum of Understanding (MOU) or contract agreement.

A letter of support for the partner organisation/s is required as supporting documentation.

**Upload a letter of support for the partner organisation here \***

Attach a file:

**Please confirm the organisation commits to a formal agreement being in place between organisations to deliver the project \***

Yes

No

## Criterion 3 - Budget (20%)

Please use Section 5.3 of the program guidelines to understand what could be included in your budget.

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You may be asked to provide extra information for assessors to understand your budget if it is not complete or the figures do not balance.

Please consider the following advice when creating your budget:

- The budget must match the activities in your project plan and other project information.
- All key individuals and project partners (if applicable) that will play a role in the project should have the chance to contribute to the budget.
- If suppliers/consultants/project partners offer quotes, you can include these as attachments.
- Cost estimates should be realistic and offer detail. For example, use:
  - *Project officer at \$27/ hour x 18 hours per week x 20 weeks*, rather than just *Project officer*
  - *Workboots @ \$60 each x 6* rather than just *Equipment*.

### **Upload your Budget Template here: \***

Attach a file:

### **(Optional) Upload any additional attachments here, for example, quotations**

Attach a file:

## Declaration

\* indicates a required field

### 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.

### Declaration

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Applicants must have read the Grant Program Guidelines and the application before completing this 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.

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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*.

**I agree \***

Yes

**Authorised person completing this application \***

First Name

Last Name

**Position \***