

Industry Partnerships Program - Application form

Form Preview

Applicant details

* indicates a required field

Lead applicant

Lead applicants must be an eligible entity in accordance with section 3.1 of the Grant Program Guidelines.

Please note: if you have previously been awarded a grant under this Program and it has not been acquitted, you cannot submit a subsequent application.

Enter details for the lead applicant. Details of project partners will be requested later in the form.

Organisation name *

Applicant type *

Lead applicant details

RTO ID (where applicable)

Legal name *

Contact *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Position *

Contact Phone Number *

Must be an Australian phone number.

Contact Email *

Must be an email address.

Postal Address *

Address		
<input type="text"/>		
<input type="text"/>		
Suburb	State	Postcode

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Must be an Australian postcode.

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Financial viability

An applicant must be financially viable for the duration of any grant made under the Industry Partnerships 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 your organisation is financially viable, upload financial statements (profit and loss, and balance sheet) from the last financial year. *

Attach a file:

Partnership arrangements

Eligible projects MUST involve an existing or new partnership arrangement between two or more participants in the Tasmanian training and workforce development system (i.e. a Skills Tasmania endorsed RTO, a Tasmanian-based employer or Tasmanian-based industry peak organisation, or the capacity to build these. Preference will be given to applications that include an industry peak body as a partner).

Please enter details for all project partners. Use the 'Add more' option to enter more than one partnership arrangement.

Partner organisation name *

Organisation Name

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Partner type *

Partner contact name *

Title

First Name

Last Name

Phone number *

Must be an Australian phone number.

Email *

Must be an email address.

What is this partner's role? *

Upload any additional evidence here

Attach a file:

For example, formalised partnership agreement / MoU

Project summary

* indicates a required field

What are you seeking funding for? *

- Purchase, development or lease of specialised machinery, equipment, or technology necessary for nationally accredited training.
- Costs associated with establishing shared access to privately-owned equipment (including legal costs, lease or rental costs, insurance)
- Developing or upgrading teaching materials, tools or resources, including by using new technology
- Developing or upgrading promotional materials and targeted communications to attract participants to training programs
- Establishing or upgrading training facilities (Large grants only)

What's the name of your project? *

Briefly describe what you are seeking funding for? *

Word count:

Must be no more than 100 words.

How much funding are you seeking from the Program? *

\$

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Must be a dollar amount.

Amount of co-contribution from applicant/ partner? *

\$

Must be a dollar amount.

Co-contribution is optional for small grants and required for large grants

Total value of project? *

\$

This number/amount is calculated.

What industry or industries will benefit from the project?

Select an industry below or use 'other' to explain the relevant industries *

- | | | |
|---|---|---|
| <input type="checkbox"/> Accommodation and Food Services | <input type="checkbox"/> Engineering | <input type="checkbox"/> Other Agriculture |
| <input type="checkbox"/> Aquaculture | <input type="checkbox"/> Finance and insurance | <input type="checkbox"/> Other community services |
| <input type="checkbox"/> Aged Services | <input type="checkbox"/> Fishing | <input type="checkbox"/> Other manufacturing |
| <input type="checkbox"/> Civil Construction | <input type="checkbox"/> Food manufacturing | <input type="checkbox"/> Real estate |
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> Forestry | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Fruit Growing | <input type="checkbox"/> Security |
| <input type="checkbox"/> Correctional and detention services | <input type="checkbox"/> Grape Growing | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Creative Industries | <input type="checkbox"/> Hairdressing and beauty | <input type="checkbox"/> Transport and Logistics |
| <input type="checkbox"/> Dairy | <input type="checkbox"/> Hospitals | <input type="checkbox"/> Travel Attractions & Guiding Service |
| <input type="checkbox"/> Defence Manufacturing | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Vocational education and training |
| <input type="checkbox"/> Disability Services | <input type="checkbox"/> Local government | <input type="checkbox"/> Wine making, Distilling, Brewing |
| <input type="checkbox"/> Early Childhood Education and Care | <input type="checkbox"/> Medical and other health care services | <input type="checkbox"/> Wool Industry |
| <input type="checkbox"/> Electricity, gas, water and waste services | <input type="checkbox"/> Mining | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Emergency services | | |

Please select the stream you wish to apply for

Grant stream *

- Small grants - up to \$50,000 (co-contribution optional)
- Expression of interest for large grants - more than \$50,000 and less than \$250,000 (co-contribution required)
- Full application for large grants - following successful expression of interest

If you have been advised that your expression of interest is successful, please enter your unique approval number here:

Must be a number.

Criterion 1 - Project impact (weighting 50%)

* indicates a required field

How will the project deliver on the aims of the Industry Partnerships Program?

A. What are you seeking funding for and who are you working with (partners, collaborators)? *

Word count:

Must be no more than 250 words.

B. What is the need or problem you are seeking to address? *

Word count:

Must be no more than 250 words.

C. How will the project address that need? *

Word count:

Must be no more than 250 words.

D. How will it result in better quality training experiences for Tasmanian learners and how will you know? *

Word count:

Must be no more than 250 words.

E. How will it better meet industry and business training needs and how will you know? *

Word count:

Must be no more than 250 words.

F. How will the resources or equipment benefit others beyond your immediate organisation and partners? *

Word count:

Must be no more than 250 words.

Attach any supporting evidence here.

Attach a file:

Criterion 2 – Organisation capability and capacity (weighting 25%)

* indicates a required field

For small projects, attaching a project plan is optional. For large projects, you MUST attach a project plan. You can refer to your project plan where relevant.

Download and complete a project plan and risk assessment (using the template provided below),

- [Project Plan and Risk Assessment template \(WORD, 278KB\)](#)

Attach your completed project plan and risk assessment, along with evidence of organisation capability (e.g. key personnel) here.

Attach a file:

A. What steps will you take and when? *

Word count:

Must be no more than 250 words.

B. Who is responsible for each step (including partners)? *

Word count:

Must be no more than 250 words.

C. Who are the key personnel, and what experience and expertise do they bring? *

Word count:

Must be no more than 250 words.

D. Who will own the resources and equipment and why? How will the use of the resources or equipment be shared? What legal / contractual arrangements will be required (if any)? *

Word count:

Must be no more than 250 words.

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E. How will you ensure this project succeeds? What capacity and capability do you have to make it work? *

Word count:

Must be no more than 250 words.

F. What risks are there, and what steps will you take to mitigate them? *

Word count:

Must be no more than 250 words.

You can refer to your project plan risk matrix if you have one.

Criterion 3 – Good value for money (weighting 25%)

* indicates a required field

Download and complete a budget template (using the template provided below), along with any quotes, costings or additional information here.

- [Budget template \(EXCEL, 278KB\)](#)

The total cost in the budget needs to be the same as the response on page 2 under Project Summary.

Attach your completed budget template (using the template provided above), along with any quotes, costings or additional information here. *

Attach a file:

A. How much will it cost? (Complete budget template, including co-investment amounts if required)

B. How will you know if it has been a success? How will you measure the impact of the project?

C. How is it innovative to the Tasmanian training system?

D. For how long will the resources or equipment remain current and relevant? What happens when they become obsolete?

E. How will benefits be sustained? How will you and others benefit from the resources or equipment after the first year?

Demonstrate how this project is good value for money by responding to the questions above. *

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Word count:

Must be no more than 550 words.

Application checklist

* indicates a required field

Have you uploaded supporting documentation (where relevant)? *

- Evidence of partnership arrangements (Page 1)
- Project plan and risk assessment, using the template provided (Page 4)
- Supporting evidence of organisation capability e.g. key personnel (Page 4)
- Budget, using the template provided (Page 5)
- Quotes, costings (Page 5)

Attach any additional supporting evidence here (optional).

Attach a file:

Expression of Interest for large grants

* indicates a required field

There is a two-stage process to submitting an application for a large grant. The first stage is completing this Expression of Interest by providing a short summary of your project and the expected impact it will have on learners, training providers, employers and industry.

It is recommended that you use the selection criteria, as outlined in the Grant Program Guidelines, as a guide for your Expression of Interest submission. You can attach additional information, but it is not a mandatory requirement at this stage.

Once you have submitted your Expression of Interest, you will be contacted by Skills Tasmania staff and may be asked to submit a full application, complete with project plan and risk assessment, budget and other supporting documentation.

Summarise the need or problem. Describe how the project will address that need.

*

Word count:

Must be no more than 300 words.

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What impact will it have on learners, RTOs and industry?

Word count:

Must be no more than 300 words.

Attach any additional supporting evidence here.

Attach a file:

Declaration

* indicates a required field

Privacy Statement

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 its financial assistance including the terms and conditions of that financial assistance.

Management of personal information is in accordance with the [Personal Information Protection Act 2004](#) (Tasmania) and the [Privacy Act 1988](#) (Commonwealth). Information provided to Skills Tasmania is subject to the provisions of the [Right to Information Act 2009 \(Tasmania\)](#), and may - where appropriate - be disclosed in accordance with this Act.

Declaration

Applicants must have read the guidelines and the application before completing this declaration.

I declare that I am an authorised representative of the applicant, declare that:

- I have read and understood the Industry Partnerships Program Fund Guidelines and understand and accept the terms and conditions of funding, and warrant that I will be able to fully comply with those conditions
- The information contained in this application is true and accurate
- I understand that this is an application only, and funding may not be approved
- If and where any personal information of a partner or collaborator is included, the partner or collaborator has been made aware of, and given their permission for, those details to appear in this application
- I am not aware of any perceived or actual conflict of interest that will arise by submitting this application
- I will notify the Department of State Growth of any changes that may affect this application
- The organisation is financially viable at the time of applying
- I have read and understood the Privacy Statement

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*

I agree

Name and details of authorised person

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position