

2022 Increasing Workforce Engagement Form Preview

Introduction

2022 Increasing Workforce Engagement Round

The Tasmanian Community Fund is calling for expressions of interest (\$100 000 to \$500 000 over the life of the project) for a range of **collaborative** and **sustainable** projects that increase Tasmanian's capacity and capability to engage with or continue to engage with the workforce in one or more of the following areas:

- increasing the number of young people in employment, education and training;
- improving linkages between employment, education and training;
- increasing participation rates in education, training and lifelong learning that lead to increased workforce participation;
- increasing life opportunities and attainment;
- increasing functional literacy and numeracy (including financial and digital literacy);
- improving language skills for Tasmanians for whom English as a second language is a barrier to participation;
- increasing capacity to transition through life stages.

Eligible applicants: Not-for-profit organisations proposing to undertake a project in Tasmania and who can provide, through their own or another parties resources, 10% of the amount being sought from the Tasmanian Community Fund as cash contribution towards the project.

The cash contribution must be for items attributable to the project's implementation and must not include on-going operational costs or in-kind amounts.

Application process: This will be a two stage application process. Applicants that move through to Stage 2 will have to provide a strong business case that demonstrates value for money, sustainability and short, medium and long-term improved wellbeing outcomes.

Project funding is available for:

- a maximum of five years;
- projects that are tailored for the Tasmanian community;
- programs, including pilot programs;
- evaluation of the methodology being delivered.

Funding is not available for:

- feasibility studies;
- duplication of existing services;
- infrastructure (more than 20% of the requested amount);
- projects that can be more suitably funded by another organisation;
- projects that do not include collaboration and partnerships or a clear articulation as to why this is not possible.

Preliminary Questions

* indicates a required field

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Have you read the application guidelines? *

- Yes
 No

Applications are often not accepted because they do not comply with the guidelines. The guidelines can be found on the TCF website at <https://tascomfund.org/what-we-fund/increasing-workforce-engagement>

Which Tasmanian Community Fund staff member did you speak to about your project? *

- Anna Dryburgh
 Cheryl Walker

Large applications are often not accepted because they do not comply with the specific requirements for that grant round. Please phone 6165 8333 to speak to a TCF staff member to discuss your project.

When did you speak to the TCF staff member? *

Must be a date and between 12/1/2022 and 1/3/2022.

Organisation Details

* indicates a required field

Organisation

Organisation Name *

Legal name

Trading Name:

Organisation's website

Postal Address *

Address

Suburb State Postcode

Initial Questions

Is the organisation a not-for-profit community organisation? *

- Yes

No - YOU ARE NOT ELIGIBLE TO APPLY. PLEASE DO NOT GO FURTHER

Is the organisation incorporated? *

- Yes

No

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Is the organisation a Tasmanian Council, State or Commonwealth Government Department? *

Yes

No

Is the organisation a Registered Company? *

Yes

No

If you answered "NO" to all of the above 3 questions, you will need to find a sponsoring organisation and complete Section 3 of this application. You do not need to complete the ABN or Statement by Supplier questions (your sponsor will be required to complete those in Section 3).

Please provide the organisation's incorporation or company registration number or the name of your Act *

If you answered NO to the above three questions please enter N/A as the response

What is the organisation's ABN number?

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

If your organisation does not have an ABN number please move to the next question.

Please attach a statement by supplier form if the organisation does not have an ABN number

Attach a file:

If your organisation does not have an ABN number you will need to complete a statement by supplier. The form can be found on the Australian Taxation Office (ATO) website.

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Contact Details

Contact person *

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

Position: *

Phone Number (business hours) *

Mobile *

Fax

Email address *

Must be an email address

Alternative Contact

Alternative Contact *

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

Position *

Phone number *

Email address *

Must be an email address

Organisational Project Details

* indicates a required field

Preference will be given to projects which best demonstrate:

- clear project outline and objectives;
- the need in the community and how those needs will be met;
- the target group which will benefit from the project and the number of people who will benefit;
- good community support, including financial or in-kind support (must include a minimum of 10% cash

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of the amount being sought from the TCF from the recipient or another funder);

- good value for money;
- that TCF funding will enable the project to be completed; and
- where and when the project will take place.

Project Name *

Must be no more than 10 words

Summarise the project *

Must be no more than 25 words.

Amount Requested *

This number/amount is calculated.

How much money are you requesting from the Tasmanian Community Fund?

Which Council area will the project take place in? *

If your project crosses Council boundaries please indicate a Region rather than a Council area.

Briefly outline the organisation's role, purpose and current activities *

Word count:

Must be no more than 250 words

Project Focus - Increasing Workforce Engagement

Please indicate which of the Workforce Engagement focus areas your project will assist with *

- increasing the number of young people in employment, education and training
- improving linkages between employment, education and training
- increasing participation rates in education, training and lifelong learning that lead to increased workforce participation
- increasing life opportunities and attainment
- increasing functional literacy and numeracy (including financial and digital literacy)
- improving language skills for Tasmanians for whom English as a second language is a barrier to participation
- increasing capacity to transition through life stages

At least 1 choice must be selected.

Project Details

* indicates a required field

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Project Details

What is the project? *

Word count:

Must be no more than 1200 words.

Include details of what you propose to do, project methodology, location, project activities and scope, proposed outcomes, project management and potential partners

Why is the project needed, how will the project increase workforce engagement and lead to improved community wellbeing? *

Word count:

Must be no more than 300 words.

The TCF's priority for 2021-2023 is improving Community Wellbeing (Vibrant Tasmanian communities that are capable and resilient in shaping their future). Please clearly articulate the community wellbeing outcomes of your project.

How has the community demonstrated support for the project? *

Word count:

Must be no more than 300 words.

Please include information on partnerships and stakeholder engagement including with project participants where relevant.

How many people will directly and indirectly benefit? *

Word count:

Must be no more than 100 words.

Project Management

Project Start Date *

Must be a date and between 1/7/2022 and 30/6/2023.
Projects cannot commence until the grant deed is signed by both parties. TCF staff will endeavour to have grant deeds completed by 30 June 2022 but it may not be possible for all projects to commence on 1 July 2022.

Project End date *

Must be a date and between 30/6/2023 and 30/6/2027.

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What are the three most significant risks associated with the project and how will they be mitigated? *

Word count:
Must be no more than 400 words.

Indicative Project Financials

* indicates a required field

Financial Background

Applications in this grant must be for single projects requiring between \$100 000 and \$500 000.

Multiple applications from an organisation which are deemed by the Board to constitute parts of a single project will not be considered.

Applicants must contribute a minimum of 10% cash from their own or another source.

Indicative total project cost *

\$
This number/amount is calculated.
This response is a calculation of the amount requested from the TCF, cash and in-kind to be provided

Amount sought from the Tasmanian Community Fund *

\$
Must be a dollar amount and between 100000 and 500000.

Cash to be provided by applicant or other sources *

\$
Must be a minimum of 10% of the amount being sought from the TCF

In-kind to be provided by applicant or other sources *

\$
Must be a dollar amount.

What are the three main elements of the program that you are seeking TCF funding for? *

Must be no more than 60 words.
Eg wages and on-costs, vehicle, travel and accommodation, venue hire, overheads/administration associated with the project

% of cash from applicant/other source *

This number/amount is calculated.
You will not be able to submit your application unless the applicant or another party are providing a minimum of 10% of the amount being sought from the TCF in cash

Sponsor Details (for applying organisations who are NOT a legal entity in their own right)

Unincorporated organisations must have a sponsor for the project - an incorporated body or other not-for-profit legal entity - that will accept legal and financial responsibility for the project.

The sponsor must complete the letter at Attachment A in the Guidelines and attach to this application via the question below

Sponsor details

Sponsor Organisation Name

Sponsor Authorising Person

Title

First Name

Last Name

Sponsor Organisation Address

Address

Suburb State Postcode

Sponsor Email Address

Sponsor Phone Number

Sponsor Eligibility Questions

Is the sponsor organisation a not-for-profit community organisation?

Yes

No - they cannot sponsor

Is the sponsor organisation incorporated?

Yes

No

Is the sponsor organisation a Tasmanian Council, State or Commonwealth

Yes

No

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Government Department?

Is the sponsor organisation a registered Company?

Yes

No

Please provide the sponsor's incorporation or company registration number or the name of your Act

Sponsor 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	

If no ABN, please supply a copy of the Statement by Supplier form

If the sponsor organisation does not have an ABN, please complete a Statement by Supplier form

Attach a file:

Attach Sponsor letter of Support

Attach a file:

Complete Attachment A from the guidelines and include here

Partner Funding, Agreement and Declaration

* indicates a required field

Partner Funding

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From time to time the Tasmanian Community Fund enters into an agreement with another funding body (a partner funder) to provide funding from that body to projects that apply through the TCF application process. This decreases the administrative burden on the partner funder and allows the TCF to distribute its available funding to more projects.

The TCF will only enter into agreements with partner funders whose values align with those of TCF.

The applicant will always have the option of refusing any proposed funding from the partner funder. To ensure this is possible, the TCF will assess the application on its merits without taking into consideration any decision by the partner funder.

In order to consider funding, partner funders need to be able to access TCF applications to consider their merits against their funding criteria. The TCF recognises that the information provided in applications is confidential, and where permission to provide information to the partner funder is provided, the TCF will provide access to the application on the basis that the information contained will be treated in the strictest confidence.

If permission is not granted, the TCF will not provide access to the application.

Do you provide the Tasmanian Community Fund with permission to provide your application and contact information to a partner funder for them to determine if they will provide funding to support your project?

*

Yes

No

The Tasmanian Community Fund will still assess your application on its merits for the full amount.

Agreement:

The applicant agrees to provide further information if requested by the Tasmanian Community Fund Board.

If a grant application is approved, the organisation (and sponsor, where applicable) agrees to the following conditions:

1. Use the grant only for the purpose for which it was given.
2. Provide information on any changes to the information contained in the application or to circumstances that are likely to affect the outcomes of the project to the Tasmanian Community Fund.
3. Meet any special conditions that are attached to the grant.
4. Provide reports by the due date, signed by an auditor if required under the deed.
5. Seek prior written approval for any changes to the project, completion date, or to the budget.
6. Return unexpended funds and/or funds spent on unapproved items.
7. Give appropriate acknowledgement of funding by the TCF.

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8. Return the grant if the project is not undertaken in accordance with the formal deed.

Full conditions are set out in the grant deed.

Declaration:

- I confirm that all the information provided in this application, including the attachments, is current and correct.
- I confirm that no activities or materials that funding is being sought for have been ordered/purchased or will be ordered/purchased prior to a grant deed being signed if the project application is approved.
- I confirm that this Grant Application complies with the TCF Eligibility, Funding Criteria and Guidelines relevant to the Application.
- I give permission to the TCF to contact any persons in the assessment of this application.
- I give permission for the TCF to collect and store the information contained in this application in accordance with the *Personal Information Protection Act 2004*.
- I acknowledge that any Board decision made in accordance with these guidelines is final.
- If the application is successful, I give permission to the Tasmanian Community Fund to share details of the project with the Fund's consultants for the purpose of gaining media coverage.
- If the application is successful, I give permission to the Tasmanian Community Fund to use any images I supply on social media, publications and marketing material.
- I confirm that I have the authority to sign for the applicant.

Name of Authorising Officer *

Title

First Name

Last Name

Position in Organisation *

Date of authorisation *

Must be a date

How long did it take you to complete this application? *

Must be a number.

Please indicate in hours or parts of hours eg 10.5, 3.2. Responses to this question help us inform potential applicants about how long they will need to set aside to complete a similar application

Would the contacts in this application like

- Yes
 No

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**to receive information
from the Tasmanian
Community Fund
through our monthly
newsletter? ***

The newsletter includes information on grant rounds, community forums and workshops and the impact of the TCF in the Tasmanian community. If the answer is yes, you can opt out at any time.