



**workforce
participation
program**

grants for community enterprise

Guidelines

Each year \$2.3 million is available through the Workforce Participation Program from two grant programs – *Grants for Employers* and *Grants for Community Enterprise*.

1. Objective

Grants for Community Enterprise aims to create and facilitate employment opportunities through community enterprises for Tasmanians who have not been employed in the previous three months and face a barrier (or obstacle) to working. Barriers could include job inflexibility, transport, childcare, lack of contemporary skills, language and disability.

There are no restrictions on how this funding can be applied.

2. Guidelines and application form

Please read these guidelines carefully as they will help you prepare your application. These guidelines and the application form can be downloaded from the Department of Economic Development and Tourism's website <<http://www.development.tas.gov.au/workforce/index.html>>. A hard copy can be obtained by contacting Business Point on 1800 440 026.

3. Advice in preparing you application

If you need clarification of the guidelines and/or assistance in preparing your application, please contact Business Point on 1800 440 026 and you will be directed to an appropriate departmental officer.

4. Timetable

Grants for Community Enterprise is administered on a rolling basis allowing organisations to submit applications at any time. While applications are assessed against established criteria (refer to assessment criteria below), funding is awarded on a 'first-in' basis. Therefore, if you are intending to submit an application toward the end of the financial year, it is recommended that you contact the department to ensure that sufficient funding is available to meet your grant request.

Applicants will generally be notified of their application's outcome within **six weeks** from the department's receipt of application. This timeframe may be extended if further supporting information is required.

5. What does the program offer?

The program provides a one-off grant to eligible organisations to create or expand a community enterprise that results in jobs for Tasmanians who have not been employed in the previous three months and face a barrier to working.

The amount of funding that is available per project will be calculated based on \$7 000 per job. For example, if you were establishing a community enterprise to create 10 jobs at a cost of \$350 000, you may be eligible for \$70 000 from *Grants for Community Enterprise*.

The department may consider higher amounts in cases where there is a likelihood of more sustained employment and when an individual faces significant barriers. Please contact Business Point on 1800 440 026 prior to submitting your application for a larger amount.

There is no restriction on the number of applications an organisation can submit.

6. Eligibility criteria

Applications will only be accepted from:

- incorporated, not for profit associations
- local government entities.

Eligible organisations must be offering a job:

- in Tasmania
- for a minimum of 20 hours per week for at least 26 weeks. The department may at its discretion elect to negotiate this requirement on a case-by-case basis to take account of particular circumstances
- to someone who has not been employed in the previous three months (from the date of this application) and who faces a barrier that prevents them from working.

Ineligible applications

Ineligible applications will not be assessed. Organisations will be advised in writing if their application has been deemed ineligible.

Applications will NOT be accepted from:

- unincorporated associations
- for profit organisations
- state or Australian government departments
- organisations with outstanding obligations to the department from a previous Partnerships to Jobs or Workforce Participation Program grant.

Applications will NOT be accepted if:

- the project would occur without support from the program
- existing workers are displaced
- employment is offered to a person aged under 16 years who has an obligation to undertake education
- funds are used to maintain employment of existing workers.

7. Assessment criteria

Eligibility does not automatically mean a grant will be approved. Applicants that have met the program's eligibility criteria will be assessed on the:

- need for the project
- organisation's capacity to create or facilitate employment for a minimum of 20 hours per week for at least 26 weeks
- organisation's capacity to manage the development and operation of the new or existing enterprise.

The department retains the right to approve/not approve funding at its discretion.

8. Supporting documentation

Together with the application, applicants are required to submit the following in a form acceptable to the department:

- a detailed cashflow that extends one year beyond the period for which funding is being requested
- the last two years' financial statements.

9. Application process

Step 1

Organisations can submit their application via email, fax or post.

Email: info@development.tas.gov.au
Fax: (03) 6233 5800

Post: Department of Economic Development and Tourism
Workforce Development
GPO 646, Hobart TAS 7001

Note the applicant is required to read and agree to the terms and conditions of the program that are outlined in the guidelines (see below) and in the application form.

Step 2

All applications will be assessed on the same basis and applicants may be contacted by the department to provide further information about the application.

Step 3

Applicants will generally be notified of their application's outcome within **six weeks** from the department's receipt of application. This timeframe may be extended if further supporting information is required.

For grants of \$10 000 or less, a letter of offer will be sent to the contact person identified in the application form. This letter will generally be forwarded within 10 business days of application approval.

The offer will be considered accepted upon the letter of offer being signed and returned to the department, and the receipt by the department of a tax invoice/invoice.

For grants greater than \$10 000, a grant deed will be sent to the contact person identified within the application form.

To accept the offer, the grant deed must be signed in accordance with the applicant's protocols and returned to the department. The grant deed will generally be forwarded within 10 business days of application approval.

10. Grant terms and conditions

Payment and acceptance of the grant

Payment of the grant will be made at mutually agreed intervals following the receipt by the department of:

1. a signed letter of offer (only applicable for grants \$10 000 or less)
2. a properly executed grant deed (only applicable for grants over \$10 000)
3. a tax invoice/invoice for the grant amount (applicable for all grants).

In cases where the grant is over \$50 000, the department reserves the right to request the applicant to establish a grant trust account in which the grant will be deposited.

Funds will be paid via Electronic Funds Transfer.

GST will only be paid to applicants who are registered for GST purposes.

Applicants are advised that grant funding may have taxation implications and that they should seek independent taxation and financial advice from a suitably qualified professional prior to submitting their application.

Repayment of grant

Repayment of the grant may be required in the event the department is not satisfied that the applicant has done all that is reasonable to meet the obligations under the grant.

Applicants may be required to repay the grant if they:

- fail to comply with any applicable federal or state award or industrial agreement

- fail to comply with any applicable acts, ordinances, regulations, by-laws, orders and proclamations of the state or Australian government
- fail to maintain adequate workers compensation insurance
- fail to comply with the terms and conditions stated in the guidelines and application form
- fail to retain the employee for a minimum of 20 hours per week for at least 26 weeks
- provide incorrect or misleading information to the department.

Monitoring and evaluation

To help evaluate the effectiveness of this program and to allow improvement in its delivery, the department will monitor the progress of successful applicants.

Progress report

Successful applicants will be required to complete a progress report at mutually agreed intervals throughout the project. A progress report template will be provided by the department.

The department may request (within the progress report) information on the demographics of the person employed. This information will be used to inform government policy on increasing workforce participation. Any information collected about the person employed will be kept confidential unless the law otherwise requires disclosure.

Applicants will also be required to allow the department (if requested) to meet with the employer and employee.

Telephone survey

The department may randomly telephone successful applicants to ascertain if the employee is still employed or has moved on to other employment.

Acquittal

Following the expenditure of the grant, applicants must acquit the grant to the department and demonstrate that it has been used for the purpose for which it was granted. To do this, applicants must complete an acquittal report. A template will be provided by the department.

Audit

The department to further ensure that funding has been used for the purpose for which it was granted may conduct random audits.

Program evaluation

A program review panel will monitor and evaluate the effectiveness of Workforce Participation Program on a quarterly basis. This panel will comprise the Workforce Development Director, a Regional Manager and the Deputy Secretary Enterprise Development from the Department of Economic Development and Tourism.

Dispute resolution

The department has standards and processes in place for dealing with disputes or complaints, this information can be found on the following link: <<http://www.development.tas.gov.au/about/service.html>>.

Publicity of assistance

Unlike private sector financial organisations, the department 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 the financial assistance.

Freedom of information

Information provided to the department and details of any financial assistance package, may be subject to requests for public disclosure under the *Freedom of Information Act (Tas) 1991* and may, where the department deems appropriate disclose in accordance with the act.

Personal information protection

Personal information will be collected for the purpose of undertaking the department's activities. If an application is submitted, personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of the department or affiliated bodies, and other organisations authorised to collect it.

Personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.

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 to, on request to the department's Personal Information Protection Officer on (03) 6233 5888. A fee for this service may be charged.

Disclaimer

Although care has been taken in the preparation and assembly of the guidelines and application form, no warranty, express or implied, is given by the department as to the accuracy or completeness of the information it contains.

No responsibility is accepted by the department for any loss or damage which may arise from anything contained in or omitted from, or which 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 department does not accept liability or responsibility for costs incurred by the applicant, or anyone claiming through the applicant, which are in any way related to the application process or the provision of grant funds.