



ACT
Government

Skilled to Succeed

Innovation Grants Program 2023

Applications open 31st January 2023 through to 31st March 2023

Photo: Adam Mcgrath



Skills ACT

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1. ABOUT THE 2023 SKILLED TO SUCCEED INNOVATION GRANTS PROGRAM

1.1 Strategic Context

[Skilled to Succeed](#) is ACT Government's skills and workforce agenda that seeks to ensure Canberrans have the right skills for in-demand jobs now and into the future.

Our priorities are to deliver a skills and workforce agenda which is:

- inclusive and provides Canberrans with a foundation for lifelong learning
- responsive, flexible and future-focused
- proactive in helping employers build, attract and retain the right workforce, and
- built on strong and sustainable skills sector foundations.

The Skilled to Succeed Innovation Grants Program (the grant program) supports Priority Two of Skilled to Succeed, to provide funding for projects which contribute to the development of a more responsive, flexible, future-focused skills system and workforce.

[Canberra Switched On](#) is ACT Government's mission led strategy for the economic development of the ACT to make Canberra an even better place to live, work, visit, study, do business and invest in. The Skilled to Succeed Innovation Grants Program is aligned with Mission 3 of the strategy to promote knowledge based economic growth, which includes developing global talent locally.

Skills Canberra, which will manage the grant, is responsible and accountable for the provision of strategic advice and overall management of vocational education and training (VET) in the ACT.

1.2 Introduction

These guidelines provide details for organisations wishing to apply for financial assistance of up to \$90,000 from the 2023 Skilled to Succeed Innovation grants program for projects commencing from July 2023. This is an ACT Government grants program, administered by Skills Canberra, with funding provided by the ACT and Australian Governments.

All applications will be assessed on relative merit. Funding for the grants program is limited and grant funding should not be deemed automatic or anticipated.

This is a new grant program. These guidelines supersede all terms and conditions contained in all previous Skills Canberra grant program guidelines.

2. PRIMARY OBJECTIVE

The grants program aims to test new and innovative ideas to develop skills needed by industry. We are particularly interested in projects where industry, VET providers and higher education institutions work together to develop solutions for existing or emerging areas of skills shortage.

The grants program also aims to support priority industry sectors address critical skills needs. Priority industry sectors include:

- Renewables and sustainability
- Technology (including cybersecurity and health informatics)
- Building and construction
- Tourism and hospitality, and
- The care sector (including aged care, childcare, and disability).

3. OUTCOMES

The intended outcomes of the grants program are to develop:

1. better knowledge of local industry skills needs and training gaps
2. new delivery models for fit-for-purpose training, including using micro-credential and partnerships between industry, VET and the higher education sector, and
3. more efficient and connected pathways for all Canberrans to achieve the skills they need to enter the workforce and/or upskill to be fully productive in the workplace.

4. FUNDING PARAMETERS

All organisations must be aware of the following funding parameters:

1. organisations can apply for between \$10,000 and \$90,000 in funding for any single application under the grants program
2. projects must start from July 2023. Projects can run for either 12 or 24 months depending on the project proposal
3. project submissions need to demonstrate a strong return on investment and value for money
4. projects must involve partnerships, co-investment and/or collaboration with local employers, industry representative bodies, other training and education providers, professional associations and/or group training organisations. Co-investment may be in-kind or through financial contributions.
5. organisations must make it explicit, in their application, any in-kind financial commitment they will make to the project. This financial contribution must be exclusive of GST.
6. organisations must disclose details of any other ACT or Australian Government funds contributing to the project

7. funding is allocated via a competitive application process. Applications will be assessed by an evaluation panel in accordance with the assessment criteria and grant funding should not be deemed automatic or anticipated
8. the delegate may determine, based on the recommendations of the evaluation a funding amount for a successful project. This amount may vary from the total amount of funding sought in the application.
9. adjustments to the panel's recommended funding amount may be considered during the negotiation phase if required. The final funding amount is subject to approval by the delegate.

5. ELIGIBILITY REQUIREMENTS

5.1 General eligibility

Applications may be submitted by individual businesses and organisations, including (but not limited to):

1. education and training providers or other organisations with training as a key focus of their business
2. industry associations
3. employers
4. group training organisations.

Applicant organisations must either be:

1. incorporated in the ACT under the *Associations Incorporation Act 1991*;
2. registered under the *Corporations Act 2001* (Commonwealth) with its principal place of business in the ACT; and/ or
3. operating in the ACT with a business address in the ACT.

Applicant organisations must also:

1. have current public liability insurance cover to a minimum level of \$10,000,000
2. have an Australian business number (ABN) which is matched to the entity name
3. be registered for the goods and services tax (GST) if applicable (if turnover is greater than \$150,000 per annum)
4. be up to date with their compliance requirements under the *Associations Incorporation Act 1991*
5. have satisfactorily acquitted all previous grants provided by Skills Canberra or any other ACT Government agency (except for currently active projects)
6. have volunteer workers insurance cover if volunteers will be engaged by the applicant
7. have workers' compensation insurance
8. provide a project plan, according to the specifications of the application form, which outlines:
 - how the project will deliver positive and measurable outcomes in support of a responsive, flexible, future-focused ACT skills system and workforce
 - provide an outline of key performance indicators (KPIs) for the project and how these will be measured and reported.

5.2 Who is not eligible to apply

The following organisations or groups are not eligible to apply for a 2023 Skilled to Succeed Innovation grant:

1. state, territory or federal government agencies other than registered training organisations.

5.3 Provision of quotes and an itemised budget

The application must include an itemised budget, according to the specifications of the application form.

Co-contributions, including in-kind contributions must be itemised in the budget.

Organisations must submit a minimum of one quote for any planned expenditure over \$10,000 for items in the proposed budget to be purchased or subcontracted.

Organisations must submit letters of confirmation from contributors to the project outlining the contributors' commitments towards the project.

5.4 What may be considered for funding

The 2023 Skilled to Succeed grants program provides flexibility to consider funding projects and activities which are demonstrably connected to addressing the unmet, specific or emerging skill needs of industry sectors. Projects and activities will only be considered for funding when the eligibility criteria and other specifications outlined in these guidelines are met.

Types of activities which will be considered for funding under the 2023 Skilled to Succeed grants program include but are not limited to:

1. the development, prototype, and/or piloting of training products and delivery options to respond to local emerging skills need and evolving technologies. This includes unique training products and delivery options such as:
 - dual-sector micro-credentials, providing a mix of vocational training and higher education to keep workers up to date with technology and industry trends
 - post-trade pathways, including short courses to support upskilling for sustainable construction and renewable energy transition
 - degree apprenticeships, or graduate certificates in knowledge-intensive sectors, to help employers fill jobs immediately.
2. the development of training materials and learning resources for a course and/or trialling the delivery of a course with limited or no delivery in the ACT, which is demonstrably required by ACT employers
3. the development of or trialling innovative and contemporary approaches to training, to achieve outcomes which include expediting student entry into the workforce, and engaging groups of people who can be readily upskilled/re-skilled to fill emerging workforce needs

4. collaborative research, feasibility and/ or training needs analysis to identify current skill capability, capacity and emerging skills needs at the local and industry level. These projects would include the identification of innovative evidence-based approaches designed to achieve tangible outcomes in support of a responsive, flexible, future-focused ACT skills system and workforce
5. innovation and support that tackle barriers to students completing VET courses in areas of high workforce demand such as caring/health VET courses.

Projects and activities that align with the following industries will be prioritised:

- Renewables and sustainability
- Technology (including cybersecurity and health informatics)
- Building and construction
- Tourism and hospitality
- The care sector (including aged care, childcare, and disability).

5.5 What will not be considered for funding

Funding will not be provided for:

1. requests for retrospective funding
2. expenses incurred prior to signing the deed of grant
3. preparation of project applications
4. wage, financial incentives, or accommodation/travel subsidies for learners
5. staff travel and accommodation expenses
6. activities that duplicate existing funded services or supports
7. projects that create dependency on ongoing government funding beyond the life of the project
8. applicant's or subcontractor's existing services, unless additional outcomes can be demonstrated
9. accredited training already delivered in the ACT
10. costs associated with voluntary labour and in-kind support
11. purchasing of real estate.
12. capital equipment to assist with the ongoing operation of the applicant or subcontractor
13. requests for routine maintenance, replacement or repair work.

5.6 Application process

Applications including all support material, must be made through the online grants portal at <https://CMTEDD.smartygrants.com.au/SkilledtoSucceedInnovationGrants>

The Smarty Grants weblink will be available from 9:00am on 31 January 2023 and will remain open until 5:00pm on 31 March 2023.

The details in the application must be complete and correct at the time of submission. No additional documents or attachments will be considered by the evaluation panel, unless requested by Skills Canberra or the evaluation panel. Applicants will be provided with a receipt at the time of lodgement.

Applications must be received by the due time and date, as outlined on the online portal. Late applications will not be accepted.

If you do not comply with the above eligibility requirements, your application will not be assessed for funding.

5.7 Request extension of application timeline

Any request for extension should be sent to:

economicdevelopmentgrantsandprocurement@act.gov.au two business days prior closing date. The request will be reviewed, and requestor will be notified.

6. ASSESSMENT

Stage 1: eligibility assessment

When Skills Canberra receives your application, it will be checked to ensure eligibility for funding (refer to **Item 5** for eligibility requirements). Only applications that meet these requirements will proceed to stage 2 assessment.

Stage 2: assessment by evaluation panel

All eligible applications are then provided to an evaluation panel to be rated. The evaluation panel is chaired by a senior staff member of Skills Canberra.

Each application will be assessed against the guidelines and assessment criteria listed in the guidelines and in the application form.

In addition, the evaluation panel will consider the application as a whole and make an assessment as to the merit of the application in meeting the aims and objectives of the assessment round and its overall ability to address priority issues for the ACT community and economy.

Applications meeting all the general eligibility requirements will be assessed against the following criteria related to the primary objective and outcomes of the 2023 Skilled to Succeed Innovation grants program.

Assessment criteria	
Project design and outcomes	The project design will be assessed to determine how it meets the needs of students, industry, and the ACT skills system to contribute to the development of a more responsive, flexible and future-focused skills system. The evaluation panel will consider whether the expected benefits of the project have been clearly demonstrated and whether the proposed project aligns with the objectives and outcomes listed in these guidelines, the intent of Priority 2 of Skilled to Succeed and the outcomes specified in Mission 3 of <i>Canberra Switched On</i> .
Past performance and	Past performance of applicants will be considered. Where the applicant has received skills, training, or employment funding from ACT or Australian Governments, their performance with delivering agreed outcomes and

demonstrated capacity	meeting contractual requirements including reporting requirements will be considered. The evaluation panel will also consider whether the applicant has demonstrated their capability to deliver the project. This includes whether they have effective relationships and networks and if they can demonstrate industry, employers, and other relevant stakeholders are supportive and involved in the project.
Sustainability	This criterion focuses on how the project will contribute to building capability or generating longer term positive impacts on ACT's skills system. The evaluation panel will consider the extent to which the project does not create dependency on ongoing government investment beyond the life of the project.
Value for money	This criterion relates to the extent to which the timing of the project, the amount of requested funding and the planned expenditure demonstrates a sound investment. This includes whether the level of funding requested is proportionate to the project outcomes. Factors such as public value, demand, industry and employer contributions will be considered. Cost comparisons with similar funded projects will support value for money assessment.

Even though an application may meet the above criteria, approval will depend on the number of applications received, the relative merit of the application, government priorities and available funds.

Project funding allocations will be determined during this stage of the assessment process and may be adjusted by Skills Canberra, in negotiation with the applicant. Skills Canberra cannot guarantee applicants will receive their full requested funding amount for the project.

Stage 3: Ministerial approval

Recommendation for funding will then be made to the Minister for Skills for final approval. Applicants will be advised of the outcome of their application as soon as possible after Ministerial approval has been given. Skills Canberra is unable to provide feedback on the outcome of your application prior to the conclusion of the assessment process.

7. ACCEPTING A GRANT

7.1 Grant requirements and payment process

Successful applicants will be required to enter into a deed of grant with the ACT Government setting out the terms and conditions for which funding will be provided, including acquittal requirements within the agreed timeframe.

Successful applicants will receive a notification from Skills Canberra with a deed of grant attached and instructions for the payment process.

Grants will be paid in instalments following the execution of the deed of grant.

Payments can take up to 30 days to process following the execution of the deed of grant and upon receipt of an invoice.

7.2 Conditions of funding

1. The declaration step on the application form certifies all information provided in the application is true and correct. Action may be taken by the Territory for repayment of any grant funds made where information contained in the application is subsequently found to be false or misleading, or the funding granted by the Territory is not used for its approved purpose.
2. All organisations are accountable for funds received from Skills Canberra and must adhere to all conditions and guidelines of the 2023 Skilled to Succeed Innovation grants program.
3. All organisations must provide suitable acknowledgment for the financial support provided by the ACT and Australian Governments under this program, as outlined in the deed of grant.
4. All organisations receiving public funding from Skills Canberra must comply with the ACT Government policy on equal employment opportunity.
5. All organisations must be able to demonstrate every effort is being made to ensure the principles of access and equity are guiding the development of the organisation and any programs it conducts.
6. Successful applicants will need to seek written approval from Skills Canberra to make any variation to the project. Requests to amend the scope of the project need to be addressed to the Executive Branch Manager, Skills Canberra, clearly outlining why the change of purpose is required. Organisations should not assume a change of purpose request will be approved. Request should be emailed to skills.projects@act.gov.au
7. Applicant organisations will grant a broad license to Skills Canberra to use project outcomes and deliverables, to share learnings and good practice, and implement delivery models based on successful projects. This will be negotiated during the finalisation of the deed of grant and may include the development of case studies and/or other materials accessible to the ACT training and education sector.
8. It is the applicant organisation's responsibility to ensure roles and responsibilities of partners and third parties underpinning project delivery are monitored and managed; and they understand how project outcomes and deliverables can be used by ACT Government.

7.3 Goods and services tax (GST)

GST is payable to organisations receiving financial assistance under this program if they are GST registered with the Australian Tax Office, and can provide an ABN, i.e., if turnover is greater than \$150,000 per annum.

7.4 Publication

All successful applicants, their proposed activity and the funded amount will be published on the [Skills Canberra website](#).

8. REPORTING AND ACQUITTAL OF FUNDING

8.1 Reporting

All grant recipients must complete and submit half-yearly progress reports to Skills Canberra via SmartyGrants in the format stated in the deed of grant.

8.2 Acquittal of funding

All successful applicant organisations must expend the funds within the timeframes nominated in the deed of grant of the 2023 Skilled to Succeed Innovation grants program.

A task to complete the acquittal will be set-up in SmartyGrants once the deed is executed. The user of the system from will receive a notification to complete the task.

When you have expended the funds, please log on to SmartyGrants <https://www.smartygrants.com.au> and complete the acquittal process. Use the same username and password to log in you used to register with SmartyGrants when you applied for the grant.

Within three months after the expiry date of the grant period, the successful recipients must provide Skills Canberra the completed acquittal and expenditure in the format stated in the deed of grant.

No further financial assistance will be provided until all outstanding grants provided by Skills Canberra (except for active projects) have been successfully acquitted, including financial acquittals for any other ACT Government agency grant, and organisations are compliant under the *Associations Incorporation Act 1991*.

9. IMPORTANT INFORMATION FOR APPLICANTS

9.1 Accessibility

The ACT Government is committed to making its information, services, events and venues, accessible to as many people as possible.

If you have difficulty reading a standard printed document and would like to receive this publication in an alternative format – such as large print or audio – please telephone Access Canberra Contact Centre – 13 22 81.

If English is not your first language and you require the Translating and Interpreting Services (TIS) please telephone 131 450.

If you are deaf or hearing impaired and require the National Relay Service, please telephone 131 677 then ask for 133 427.

9.2 When to submit your application

- Applications open 9am, Tuesday 31 January 2023.
- Applications close 5pm, Friday 31 March 2023.

Late applications will not be accepted.

9.3 How to submit your application

All applications must be submitted via the online program application form at <https://CMTEDD.smartygrants.com.au/SkilledtoSucceedInnovationGrants>

The application form will be available at this link when the grant round opens.

Hardcopy or email applications will not be accepted.

You will need to create a log in to begin your application and you may begin anywhere in the application form. Please ensure you save as you go.

SmartyGrants provides an online help guide for applicants. This guide will explain the essential steps you need to take to complete and submit your application form. The help guide is accessible at:

<http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>

If you have any questions about the program guidelines and/or eligibility requirements, please contact the Skills Canberra Grants and Projects team on 62054006 or email skills.projects@act.gov.au

If you are having difficulty in accessing the online application form or if an error occurs, please contact the Business Services team for assistance on email economicdevelopmentgrantsandprocurement@act.gov.au.

Navigating (moving through) the grants application form

On the right-hand side of every screen, there is a box which links directly to every page of the application. Click on any page to jump directly to that page. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

Saving your draft application and returning

You can press 'save' at any point and log out. When you log back in, your draft application will be saved and you can start where you left off.

Submitting your application

The submit button is on the final page. You will not be able to submit your application until all the questions are completed and you have completed your declaration that certifies all information is true and correct.

Attachments and support documents

You may wish to upload/submit attachments to support your application. For some categories you will have to include attachments using the templates provided. This is very simple but requires you to have the documents saved on your computer, on a zip drive, or similar. If you are not able to upload a document, please contact the program officer for support.

Completing an application in a group/team

Several people can work on an application using the same log in details provided only one person is working on the application at any given time. Ensure you save as you go.

Once you have completed your application form it will be submitted to the Skills Canberra ACT Skilled to Succeed Innovation grants program officer.

PLEASE NOTE: The grants program officer is unable to view your application until it is submitted. All supporting documentation must be submitted with the grant application.

You can upload supporting documentation to your application form on the page after the declaration and privacy statement.

If you submit your application and then realise you forgot to add an attachment, and it is before the deadline, the Business Services team can re-open the form for you. If you have any technical difficulties, you need to contact the Business Services team for assistance on (02) 6207 1080 during business hours or email economicdevelopmentgrantsandprocurement@act.gov.au before the deadline for applications.

9.4 Addendum

Any additional information provided by the Chief Minister, Treasury and Economic Development Directorate as part of the 2023 Skilled to Succeed Innovation grants program will be posted online at [Skills Canberra's Grants webpage](#)

In addition, all applicants that have started or submitted an online application form will be notified by email to the address registered with SmartyGrants.

9.5 Confidentiality

All material submitted to the Chief Minister, Treasury and Economic Development Directorate is provided in confidence. However, the ACT Government may promote successful applicants for the mutual benefit of the grants program and the applicant. Details of applications will not be made available to third parties without permission.

Applicants should be aware the provisions of the *Freedom of Information Act 2016* apply to documents in the Chief Minister, Treasury and Economic Development Directorate's possession.

9.6 Complaints

A complaint is defined as an expression of dissatisfaction in relation to the application process and/or an unsuccessful application for a grant.

You or your representatives have the right to raise your concerns. This information supports us to improve services and supports your right to ask questions about the grant application process as well as decisions made in relation to an unsuccessful application.

9.6.1 What you can expect

You can expect to:

1. be treated respectfully, fairly and in confidence
2. have your concerns dealt with as soon as possible
3. be informed of progress
4. be told of the outcome.

FURTHER INFORMATION

For more information on the program guidelines, eligibility requirements or to lodge a complaint, please contact one of the Skills Canberra Grants and Projects team's contact officers on:

Phone: 6205 4006

Email: skills.projects@act.gov.au

If you are having difficulty in accessing the online application form or if an error occurs, please contact the Business Services team for assistance:

Email: economicdevelopmentgrantsandprocurement@act.gov.au



ACT
Government

Chief Minister, Treasury and Economic
Development Directorate

January 2023