



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development



# Frequently Asked Questions (FAQS)

## 2021-22 Future Skills for Future Jobs Grants Program

### Program objectives

#### **What is meant by ‘market diversification’?**

‘Market diversification’ under the Future Skills for Future Jobs Grants Program relates to investment and innovation in future growth areas, including the extension of business to new markets, industries, or cohorts not previously targeted.

#### **What is meant by ‘future skills’?**

In line with the National Partnership on the Skilling Australians Fund, projects must identify new pathway opportunities for Australian Apprenticeships and promote market diversification and productivity. Projects should address the future workforce development needs of industry, with a focus on the Skilling Australians Fund priorities and ACT Government priorities outlined in the Program Guidelines.

#### **Are grants more likely to be successful if in targeted industries (i.e. cyber security)? Is an EOI less likely to be successful if not in a targeted industry?**

EOIs will be assessed against the Evaluation Criteria and will be considered across any industry sector. Applications will need to demonstrate an understanding of the industry sector and current and future workforce needs, including factors impacting Australian Apprenticeship commencements and evidence that the proposed project activity can address those factors.

#### **Can projects target any cohorts, or only the target cohorts specified in the Guidelines?**

The Program Guidelines specify the target cohorts for ACT training initiatives. Applications will be considered for any targeted cohort identified by the applicant, providing the application demonstrates the applicant’s capacity to engage with the specified target group/s and sound strategies to deliver tailored support in relation to identified social and economic inclusion groups.

#### **Can projects address emerging skills as well as currently identified skills (ACT Skills Needs List)?**

Yes. Projects can address current ACT skills needs, as well as industries and sectors of future growth, ACT-specific industries targeted for expansion, industries and communities experiencing structural adjustment, and industries significantly impacted by the COVID-19 pandemic.

### Applicant and project eligibility

#### **What defines ‘existing service’?**

‘Existing service’ refers to services or activities that an organisation already delivers or is already funded to deliver.

#### **Can the same model from a previous project be used in a new grant? What is considered a different project (eg. different cohort, partner, or industry)?**

Projects should provide innovative approaches to promote market diversification and increase the commencement, retention, and completion of Australian Apprenticeships. Funding will not be provided for the sustainability of an existing project or program funded through a previous Future Skills for Future Jobs Grant or another grants program. In addition, funding will not be provided for an applicant’s existing services, unless the applicant can demonstrate additional outcomes.

**Is a project that has received funding in a previous Future Skills for Future Jobs Grants Program funding round eligible if it includes a new cohort?**

Funding will not be provided for sustainability of an existing project or program funded through a previous Future Skills for Future Jobs Grants Program funding round or another grants program.

**Is it compulsory for applicants to partner with an RTO?**

It is not compulsory for applicants to partner with an RTO, unless the project includes nationally recognised training. Projects must include industry partners, or be industry led. The application should demonstrate partnership or consortium opportunities that will support the project outcomes.

**Are projects relating to traineeships eligible?**

Yes. The Future Skills for Future Jobs Grants Program provides funding for innovative projects with a strong connection to Australian Apprenticeship commencements – this includes both apprenticeship and traineeship commencements.

**Can the project lead to apprenticeship commencements or do participants need to enter an apprenticeship during the project?**

Applications should demonstrate how the proposed activities are intended to lead to an Australian Apprenticeship pathway. It is not necessary for participants to commence an Australian Apprenticeship during the project.

## **Evaluation criteria**

**What is meant by ‘...how the intended project outcomes will be sustained into the future’?**

Applicants are encouraged to demonstrate how the proposed activities and strategies identified in their application can be sustained in future, beyond the funding term.

**How can applicants prove a demonstrated capacity to engage with other stakeholders?**

Applicants must provide evidence of mutual agreement of any claimed partnership or relationship for a project. This can include a signed letter of support from the partnering organisation/s, or other type of documented evidence such as an MOU or partnership agreement. Applicants may also provide examples of other successful partnerships/relationships in their application to demonstrate the organisation’s capacity to engage with other stakeholders.

## **Application process**

**Does an application need to respond to the question about Work Health and Safety legislative obligations if the project does not involve physical training?**

Yes. Applicants should demonstrate that work health and safety legislative obligations have been considered in the development of the project proposal.

**When and how will the applicant interview for shortlisted applicants be held?**

Presentations and interviews for shortlisted applicants will be held online in mid-November via Microsoft Teams or Webex. Shortlisted applicants will be notified of the date and time for their presentation.

**When will applicants be notified of the application outcome?**

The timeframe for each stage in the evaluation process may vary depending on the nature of the applications received. Applicants will be notified of their application outcome by 17 December 2021.

**When will the co-development process commence and how long is the process expected to be?**

Co-development will be facilitated by the evaluation panel during the applicant shortlisting and interview process. This will include a co-development discussion between the evaluation panel and the shortlisted applicant (to be held online in mid-November).

**Are applicants required to submit a project plan with their application?**

Yes. All applications must include a Project Plan, Risk Plan and Communication Plan. Templates are available on the Skills Canberra website ([www.skills.act.gov.au/grants](http://www.skills.act.gov.au/grants)) and must be completed and uploaded with the application in SmartyGrants. Applicants may use their own project plan templates if preferred. Please refer to the templates on the Skills Canberra website for the benchmark of information that is required, should applicants wish to use their own format.

## Project partners

**Do applicants need to establish a partnership/s before they submit the applicants, or can that be done with support from Skills Canberra during the co-development process?**

Projects must include industry partners, or be industry led. Applicants must provide evidence of mutual agreement of any claimed partnership or relationship for a project when submitting the application. This can include a signed letter of support from the partnering organisation/s, or other type of documented evidence such as an MOU or partnership agreement. Applicants may also provide examples of other successful partnerships/relationships in their application to demonstrate the organisation's capacity to engage with other stakeholders. Additional partnership opportunities may be identified in the co-development process and Skills Canberra will assist in facilitating connections, where appropriate.

**If there are multiple partners involved in a project, does each partner need to apply for their part of the funding separately?**

No. Project partners should be listed within one application for the project. It is not necessary to submit a separate application for each partnering organisation, however, more than one application can be submitted for the same project where additional funding is sought for specific services delivered by a partnering organisation or consortium.

**Is there a maximum number of partners that can be involved in a project?**

No, projects can include as many partners as needed to maximise project outcomes.

## Project delivery

**What defines 'project commencement'?**

Project commencement requires execution of the Deed of Grant and commencement of project activities. The commencement of project activities may include project planning, consultation, promotion, development, delivery, etc.

## Project funding

**What level of funding detail is needed for the application?**

Applications should demonstrate the amount of funding sought from the Future Skills for Future Jobs Grants Program, the amount of funding sought from other sources (including a description of the source/s), and the amount of in-kind funding the applicant and partnering organisations are contributing to the project. A detailed breakdown of project costs is also required in the Project Plan (to be uploaded to the application in SmartyGrants). This should include a breakdown of funding against specific project activities/deliverables.

**If my application is successful, will I receive the full amount of funding that I requested?**

The Evaluation Panel may recommend a proposed funding amount for a shortlisted project. This amount may vary from the total amount of funding sought in the application. The final funding amount will be subject to approval by the program delegate. Applicants cannot be guaranteed to receive their full requested funding amount for the project, even when their project substantially meets the criteria.

**Are expenses incurred prior to signing the Deed of Grant considered in-kind?**

Yes. Funding will not be provided for any project expenses incurred prior to signing the Deed of Grant.

**Future funding**

**Will funding for the Future Skills for Future Jobs Grants Program be available again in the future?**

In the 2019-20 ACT Budget, the ACT Government committed \$1.5 million over three years for the Future Skills for Future Jobs Grants Program. The 2021-22 round is the final funding round for this budget commitment.