



ACT
Government

2018 WOMEN IN TRADES GRANTS PROGRAM

Round 2
Application Guidelines



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1. INTRODUCTION

The ACT Government is committed to supporting the growth and development of Canberra's vocational sector through specific outreach efforts with a focus on women and mature workers. In an aim to improve participation and productivity in the broader ACT economy, the Women in Trades Grants Program is funding activities that support women into trades. The details of the program and the process to apply are outlined below.

ROUND ONE

On 29 March 2018, the 2018 ACT Women in Trades Grants Program (the Program) was announced. The program is designed to improve women's participation in male dominated trades in the ACT. Up to \$500,000 was made available to support a small number of highly-targeted projects, over three years. Collaborative applications that adopted a holistic approach to addressing the issues identified by stakeholders and research were sought from eligible organisations, via a competitive process.

Three applications were successful in receiving funds through a competitive grants process and commenced project implementation on 1 July 2018. A total of \$204,285 is being expended in round one of the Program. All of the selected projects contribute to clear and direct new employment outcomes for women in trades.

ROUND TWO

The program will continue to support projects under the overarching objective to improve women's participation in male dominated trades in the ACT. Round two of the Program will also leverage funding available from the Australian Government under the National Partnership on the Skilling Australians Fund (SAF NP) and is aligned with SAF objectives. The specific objectives that the projects should address in round two are:

Objective 1: Increase the take up of women in a male dominated trades; and

Objective 2: Improve advocacy, engagement and information sharing, supporting attraction and retention of women in male dominated trades.

Applications must address one or more of the objectives outlined above and demonstrate how they will contribute to increasing the participation of women in traditionally male dominated trade apprenticeships. Projects that consider multiple factors that influence the recruitment and retention of women in male dominated trades and provide an evidence base for sustainable positive impacts for women, will be prioritised.

Similar to round one, this round will favour collaborative approaches and partnerships which take a holistic approach to addressing barriers and enablers for women in trades. Any collaboration formed among the applicants, not only helps consolidate the knowledge and experience of the partners, but also benefits women working in trade industries.

2. AVAILABLE FUNDING

Approximately \$600,000 will be made available in grants over two years under Round Two of the Women in Trades Grants Program to support a small number of highly targeted projects. The maximum amount of funding that can be sought is limited to \$150,000 per application. There is no minimum amount of funds that can be sought by applicants.

Funding is provided for activities that align with the SAF objective to improve employment outcomes by supporting Australians to obtain the skills and training they need for jobs in demand through increasing the uptake of apprenticeships and traineeships, pre-apprenticeships, pre-traineeships, higher-apprenticeships, and other relevant employment related training.

The ACT Government will determine the number of projects to be funded based on the quality of responses received.

Applicants are encouraged to match funds up to 50% of the grant sought. The matched-funding element is not mandatory. However, it will be considered during the evaluation of the applications. The matched-funding component, if proposed, can comprise of purchased goods and services (cash expenditure), in-kind contributions (i.e. the value of the applicant's work time) or a combination of both. Matched-funding contributions must occur during the funded project and not prior.

All applications will need to demonstrate that they represent value for money, regardless of whether or not there is a matched-funding element.

What will not be funded?

- ▷ Applicant's existing services unless the applicant can demonstrate additionality outcomes;
- ▷ Duplicate services that are already being delivered in the ACT;
- ▷ Project set-up costs (office space, supplies, software, and outsourcing of services);
- ▷ Staff travel and accommodation expenses; and
- ▷ Expenses incurred prior to signing the Deed of Grant.

3. ELIGIBILITY CRITERIA

In order to be eligible for funding applicants must:

- ▷ be a public or private Australian based organisation or consortium with at least one member organisation based in the ACT;
- ▷ have an Australian Company Number (ACN) or an Australian Business Number (ABN);
- ▷ provide financial reports or annual reports;
- ▷ provide certificate of currency for public liability and workers compensation insurance;
- ▷ be able to contract with the ACT Government; and
- ▷ disclose all funding received from sources other than Skills Canberra for this project.

4. APPLICATION PROCESS AND KEY DATES

Applications can be submitted online on SmartyGrants via <https://innovation-connect.smartygrants.com.au/WiT-RoundTwo>. The details in the application must be complete and correct at the time of submission and no additional documents or attachments will be considered by the panel at a later date. Key steps and dates for the application and evaluation are presented below.

| Steps | Key dates | |
|-------|---|--------------------------------|
| 1. | Launch and Call for Applications – Round Two | Tuesday, 6 November 2018 |
| 2. | Information Session | Tuesday, 13 November 2018 |
| 3. | Submission Closing Date | Thursday, 20 December 2018 |
| 4. | Evaluation and Final Selection | 2 January to 31 January 2019 |
| 5. | Negotiation of Deeds | 1 February to 15 February 2019 |
| 6. | Announcement of Successful Applications and Notification to Unsuccessful Applicants | Thursday, 22 February 2019 |
| 7. | Commencement of funded projects | Friday, 1 March 2019 |

5. EVALUATION PROCESS

The evaluation process will include the following steps:

a) Compliance check

- meet the eligibility criteria (see Section 3);
- address at least one of the Round Two Program Fund objectives;
- propose new initiatives and not seek funds to support applicant's existing services unless the applicant can demonstrate additional outcomes;
- not be duplicative of ongoing projects/initiatives aimed to support women in trade;
- include a financial proposal with itemised budget for the entire duration of the project; and
- provide all information required in the application form.

In the instance of an incomplete application, it will not be forwarded to the Evaluation Panel for further evaluation. Applicants are requested to ensure that applications meet eligibility criteria and all the information requested is included in the application at the time of submission.

b) Evaluation and final selection

An Evaluation Panel will assess the written applications against the evaluation criteria and the value for money each application offers. The Evaluation Panel will be comprised of Government officials, and may include industry experts, and/or peak bodies. The Evaluation Panel members will be required to sign a Confidentiality and Conflict of Interest Undertaking. Reference checks may be considered by the Evaluation Panel before finalising the selections.

c) Successful and unsuccessful applicants notified

Successful and unsuccessful applicants will be notified by 22 February 2019. Contract negotiation will occur through February 2019. Projects are expected to commence by 1 March 2019.

6. EVALUATION CRITERIA

Evaluation criteria are used in the evaluation of applications to select the applications that best meet the objectives and requirements of the program and offer value for money. Applications will be assessed against the following evaluation criteria.

| | | |
|-----------|--|------------|
| 1. | Organisational Effectiveness | 50% |
| a) | Understanding of the issues and factors impeding the take up of trades by women | |
| b) | Capacity to learn from previous relevant experience in program delivery in similar or related activities | |
| c) | Staff capacity and capability to implement the program and activities outlined in the application (consider staff: funding ratio) | |
| d) | Capability to engage with target groups and build meaningful collaborative approach with stakeholders | |
| e) | Demonstrated matched funding contribution | |
| 2. | Activity Effectiveness | 50% |
| a) | Originality and innovation of the proposed activities in addressing Program objectives | |
| b) | Evidence supporting the likely effectiveness of the proposed strategies and activities to address one or both of the program objectives | |
| c) | Effectiveness of proposed communication elements, including engagement with stakeholders and how outcomes can be shared beyond the direct parties involved | |
| d) | Ability to identify linkages to other existing initiatives, both local and national, and how they will be leveraged | |
| e) | Demonstrated adherence to the <i>Work Health Safety Act 2011</i> and Regulations | |

7. INFORMATION SESSION

Applicants are invited to attend the scheduled information session for Round Two of the 2018 ACT Women in Trades Grants Program. The presentation from the session and FAQs arising from the information session will be made available at on the grants program webpage.

- ▷ Date: Tuesday, 13 November 2018
- ▷ Time: 2:00 to 3:30 PM
- ▷ Location: Canberra Nara Centre, 1 Constitution Avenue

Registration: Please email the name of the organisation along with the name and contact information of the person attending the Information session to skills@act.gov.au by 12 November, 2018.

8. ADMINISTRATIVE REQUIREMENT

Successful applicants must:

- ▷ enter into a Deed of Grant (the Deed) (template provided at Attachment B) with the ACT Government which outlines the requirements of the Grants Program and the conditions under which the funding is awarded;
- ▷ report project outcomes and acquit the grant funding as outlined in Section 6 – Reporting and Acquittal of Funds of these guidelines;
- ▷ hold and keep current for the grant period, all insurance coverage required by law, including, but not limited to:
 - workers compensation insurance
 - public liability insurance for \$10 million or more per claim, including voluntary workers insurance cover if volunteers are engaged by the applicant;
- ▷ not engage in any marketing or publication of the program until applicant's selection is finalised by signing the Deed of Grant;
- ▷ include an acknowledgement of the Grant Program as an ACT Government initiative with funding support from the Australian Government under the Skilling Australians Fund on all publicity relating to the 2018 ACT Women in Trades Grant Programs, including publications, promotional and advertising materials, public announcements and activities or any products or processes developed as a result of these guidelines;
- ▷ participate in publicity opportunities, including assisting in writing short article/s on the 2018 ACT Grant Programs and achievements for local and national newsletters and reports;
- ▷ not engage in any communication about the evaluation and/or their participation in the selection process of the 2018 ACT Women in Trades Grants Program. Any request for information on the process must be forwarded to the Directorate;
- ▷ ensure that prior agreement is reached on the nature and content of any events, announcements, promotional material or publicity relating to activities in respect of an agreed project, and that the roles of both Parties will be acknowledged and recognised appropriately;
- ▷ all media requests, including media enquiries, media releases, media alerts and requests for comment or interviews and media engagements planned by the applicant on the program and its activities need to be reviewed and approved by the Directorate in consultation with appropriate line area(s);
- ▷ agree that the Directorate may visit providers of projects funded under the 2018 ACT Women in Trades Grant Program for the purpose of observation and gathering information;
- ▷ collect and retain information on the project participants including-
 - the number of participants by gender, age, employment status at the time of entering the program;
 - women seeking to return to work after an extended absence; and
 - people belonging to a priority groups such as Aboriginal and Torres Strait Islander people, persons with disability, youth (17-25) at risk.

9. PAYMENTS

The grants will be payable to the recipient(s) in tranches (every six months), as determined during contract negotiation. An initial payment will be made available within 30 days of receipt of an invoice to the Directorate, following execution of the Deed. This initial payment will be negotiated during the Grant negotiation stage. Once initial payments have been expended, subsequent funding support will reimburse costs already incurred and is payable half-yearly upon successful milestone completion.

Applications must propose the amount of initial payment sought, reasonable milestones and corresponding payment schedule broken down by milestones for the duration of the program. This schedule will be finalised during

the negotiation process and will be incorporated into the Deed. Progress or completion of milestones must be reported in the half-yearly progress reports (see Section 10 - Reporting and Acquittal of Funds). Each milestone claim will require a written report of activities undertaken and outcomes achieved and must include suitable evidence of completion.

The proposed date for each milestone must be achievable and the activity measurable. With costs to be reimbursed at the successful completion of milestones, it is advised that applicants be mindful of cash flow when determining milestones.

Grantees are required to provide evidence of all expenditure (activities funded under the Grant and matching-contribution if applicable) such as receipts, paid tax invoices and bank statements. The evidence of expenditure must show that payment has been made. This should be supported by photographs, screenshots, diagrams and/or demonstrations where relevant to demonstrate milestone completion.

If Grantees have negotiated at the Deed of Grant stage to claim internal wages as part of the grant funding, they are required to submit detailed timesheets. The timesheet must capture the hourly rate and hours worked against the funded activities identified in the Deed of Grant. Grantees cannot claim internal wages as part of the grant funding for activities not listed in the Deed of Grant.

10. REPORTING AND ACQUITTAL OF FUNDS

Successful applicants must expend the approved funds on the delivery of the 2018 ACT Women in Trades Grants program funded activity by the end of the project period as specified in the Deed. The recipient must complete and submit the following reports to the Directorate via skills@act.gov.au

- ▷ Half-yearly progress reports in the format provided in the Deed of Grant;
- ▷ Half yearly acquittal of grant funds in the format provided in the Deed of Grant; and
- ▷ A complete and final project report within 60 days of the project completion.

The format of the report and the acquittal must be as specified in the Deed and the templates provided must be used. Any funds remaining upon completion of the funded activity must be returned to the Directorate.

11. COMPLAINTS PROCESS

Grievances or complaints relating to the 2018 ACT Women in Trades Grants Program may be lodged by utilising the Chief Minister and Treasury Directorate Complaints Handling Process. Complaints/appeal must be lodged within 5 working days of the publication of final selection. The complaint/appeal must be made in writing and can be emailed to CMTEDDCorporate@act.gov.au. The Delegate will review the complaint/appeal within 15 calendar days and inform the applicant of the final decision. This decision will be final and cannot be challenged.