



**ACT**  
Government

# APPLICATION GUIDELINES

2018 Women in  
Trades Grants  
Program



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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 female and mature workers. In an aim to improve participation and productivity in the broader ACT economy, Skills Canberra is looking to fund activities that support women into trades. The details of the program and the process to apply for the available funds are outlined below.

## 2018 ACT WOMEN IN TRADES GRANTS PROGRAM

The top five traditionally male dominated trade vocations in the ACT over the last 10 years have been carpentry, electrical, plumbing, automotive and telecommunications. Commencements by women in apprenticeships in electrical, automotive and telecommunications trades do not peak above 3%<sup>1</sup> while the statistics in carpentry and plumbing are negligible (less than 1%). A summary of research on relevant issues is provided at Attachment A.

### Grant Objective

The 2018 ACT Women in Trades Grants program is seeking applications from eligible organisations that aim to increase engagement with women and enrolments (in terms of recruiting and retaining women in pre-apprenticeships and apprenticeships) in male dominated trades<sup>2</sup> and address at least one of the following objectives:

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

**Objective 2:** Improve and expand employer-apprentice connections addressing barriers for employers and women to link and network; and

**Objective 3:** Contribute to the understanding of best practices for recruiting and retaining women in trades, and being able to promulgate findings more broadly.

Applications must address one or more objectives outlined above and demonstrate how they will contribute to increasing the participation of women in traditionally male dominated trade apprenticeships. Projects that take a more 'ecological/holistic approach'<sup>3</sup> considering multiple factors that influence the recruitment and retention of women in male dominated trades for sustainable positive outcomes for women will be prioritised. Additionally, collaborative approached and partnerships will be looked upon favourably.

1 Source: ACT Vocational Education and Training Administration Records System (Accessed 10/7/2017).

2 Top 5 trades in terms of total commencements by both male and female apprentices in trade qualifications from 2007-2016 are Certificate III in Carpentry, Certificate III in Electrotechnology Electrician, Certificate III in Plumbing, Certificate III in Light Vehicle Mechanical Technology, Certificate III in Telecommunications. Whereas, the top 5 trade qualifications chosen by female apprentices (in order by highest female commencements to lowest female commencements) from 2007-2016 were Certificate III in Electrotechnology Electrician, Certificate III in Light Vehicle Mechanical Technology, Certificate III in Parks and Gardens, Certificate III in Cabinet Making, and Certificate III in Painting and Decorating.

3 Refer to Victoria University research available at <http://vuir.vu.edu.au/34849/>

## 2. 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.

## 3. ADMINISTRATIVE REQUIREMENTS

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;
- ▷ include an acknowledgement of the Grant Programs as a Skills Canberra initiative on all publicity relating to the 2018 ACT 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;
- ▷ collect and retain information on the project participants including the number of participants:
  - in total, along with their employment status and gender
  - identifying as an Aboriginal and/or Torres Strait Islander person
  - identifying as a victim of family and/or domestic violence
  - identifying as having a disability
  - identifying as retaining a culturally and linguistically diverse background who report that:
    - ✓ their first language spoken as a child was a language other than English, or
    - ✓ they speak a language other than English at home.
  - identifying as a young person (17-25) at risk
  - identifying as a woman seeking to return to work after an extended absence
  - identifying as a mature-age Canberran (45-59 years old)
  - identifying as a senior (age 60 years or older)
  - identifying as a person with caring responsibilities

The Directorate may visit providers of projects funded under the 2018 ACT Grant Programs for the purpose of observation and gathering information.

## 4. AVAILABLE FUNDING

Approximately \$500,000 will be made available in grants over three years under the Grants Program described above to support a small number of highly targeted projects.

There is no minimum/maximum amount of funding that can be sought but applicants will need to demonstrate that their application offers value for money.

The ACT Government will determine the number of projects to be funded based on the quality of responses received. Depending on how many projects are selected in the first round of the 'Call for Applications', and available funding, a second round may be announced.

Applicants are encouraged to match funds (up to 50%) provided through this Program Fund, 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.

*What will not be Funded*

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

## 5. PAYMENTS

The grants will be payable to the recipient in tranches, determined and negotiated 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 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 amount of initial payment sought, reasonable milestones and corresponding payment schedule broken down by milestones for the entire duration of the program. This schedule will be finalised during the Deed of Grant negotiation process. Progress or completion of milestones must be reported in the half-yearly progress reports (see section 6- 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.

## 6. REPORTING AND ACQUITTAL OF FUNDS

Successful applicant must expend the approved funds on the delivery of the 2018 ACT Women in Trades Grants program funded activity by 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](mailto: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
- ▷ A complete and final project report in the template provided with the Deed of Grant

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.

## 7. EVALUATION CRITERIA

Evaluation criteria are used in the evaluation of applications to select the most advantageous applications that best meet the objectives and requirements of the Program Funds and offer the best value for money.

Applications will be assessed against the following evaluation criteria.

1.	Organisational Effectiveness	50%
	Understanding of the issues and factors impeding the take up of trades by women, both within their sector of domain expertise and also more generally;	
	Previous relevant experience in program delivery in similar or related initiatives, including a review of past approaches and the learnings gained;	
	Staff capacity and capability to implement the program and activities outlined in the application	
	Capability to engage with the target group and build a collaborative approach with other stakeholders	
	Demonstrated match funding contribution	
2.	Activity Effectiveness	50%
	Originality of the proposed activities in addressing the objectives	
	Responsiveness of proposals to references and research paper provided at Attachment A.	
	Methodology and strategies used in proposed activities to address the Program Fund Objectives	
	Ability to identify linkages to other existing initiatives, both local and national, and how they will be leveraged	
	Proposed communication elements so outcomes can be shared beyond the direct parties involved	
	Demonstrated adherence to the Work Health Safety Act and Regulations	
Total		100%



## 8. EVALUATION PROCESS

The evaluation process will include the following steps:

a) Compliance check

- meet the eligibility criteria (see Section 2)
- address at least one of the 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 addressing women in trade;
- include a financial proposal with itemised budget for the entire duration of the project; and
- provide all information required by the application format.

In the instance of an incomplete application, Skills Canberra will contact the applicant requesting the required information be provided within 2 working days.

b) List of applications published

A summary of each application will be posted on Skills Canberra website. Applicants are encouraged to review the published project summaries and identify opportunities for collaboration with other project applicants where there are synergies. ACT Government reserves the right to initiate discussions between applicants where it believes their collaboration would result in better formed projects.

Applicants that wish to proceed on this collaboration path will advise the ACT Government accordingly and will be given a second opportunity to re-submit their application by 9 May 2018, reflecting any collaboration they plan to undertake. Re-submission of applications does not guarantee being shortlisted. The re-submitted applications should clearly identify all activities, including the ones in the original application, revised budget, and clear lines of roles and responsibilities by each organisation included in the application. The revised application must follow the same format used for the original application.

c) Shortlist applications

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, peak bodies or representatives provided the organisation or the individual does not have a conflict of interest. The Evaluation Panel members will be required to sign a Confidentiality and Conflict of Interest Undertaking and other disclosure documents.

d) In-person presentation by shortlisted applicants and final assessment

Shortlisted applicants will be invited to present their projects in a 30 minute presentation to the Evaluation Panel. A final selection will be made based on the Applicants' ability to demonstrate the suitability of their application to meet the requirements of the Grant Program. Reference checks may be considered by the Evaluation Panel before finalising the selections.

e) Successful applicants notified

Successful applicants will be notified by 5 June 2018. Contract negotiation will occur through early June 2018 with all projects expected to commence before 30 June 2018.

## 9. INFORMATION SESSION

Applicants are invited to attend the scheduled information session on the 2018 ACT Women in Trades Grants Program. The presentation from the session and FAQs arising from the information session will be made available on the <https://www.cmtedd.act.gov.au/enterprise-canberra2/skillscanberra/2018-act-women-in-trades-grants-program> Webpage on the Skills Canberra website.

Date: 5 April 2018

Time: 2:00 to 3:30 pm

Location: Level 4 Conference Room, 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](mailto:skills@act.gov.au) by 3 April 2018.

## 10. APPLICATION PROCESS AND KEY DATES

The weblink will be revised once the application is published: <https://innovation-connect.smartygrants.com.au/WomenInTrades>.

The 'Call for Applications' will open on 29 March 2018 and will remain open for three weeks. Applications must be submitted by close of business on 17 April 2018. Applicants will be provided with an acknowledgement receipt at the time of lodgement.

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, unless requested.

Depending on how many projects are selected and the availability of funding, a second round of grants may be made available. However, the Government does not make any commitment to announce a second round at this stage.

Applications will be evaluated through a competitive process (see Section 7) consisting of an online application and a face-to-face presentation for shortlisted applicants.

Milestones	Indicative Dates
Announcement for Call for Proposals - Round One	29 March 2018
Information Session	5 April 2018
Submission closing date	17 April 2018
Summary of applications published on website	24 April 2018
Opportunity to re-submit collaborative applications	9 May 2018
Notification to shortlisted Applicants	23 May 2018
Presentation by shortlisted Applicants	29 May 2018
Final Selection	5 June 2018
Contract Negotiation	6-25 June 2018
Announcement of Successful Applications	25 June 2018
Project Commencement	25-30 June 2018

## 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](mailto: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.

## 12. GRANT MANAGEMENT AND MONITORING

Grantees are required to submit half-yearly progress reports including information on results/milestones achieved, measure of success, and funds acquittal in the format provided with the Deed of Grants. Skills Canberra reserves the right to request additional information and clarification on the information provided and visit the Grantee in person or visit training facilities utilised by the project. The Grantees are required to facilitate such visits if informed prior to the visit.

Skills Canberra reserves the right to conduct evaluations of the Program internally or externally. The Grantees are required to facilitate such evaluation by providing information requested and by allowing access to the program documents, contact information and staff involved.