

2023-24 26TEN Workplace Grant Application Form - Get Ready Grant

Form Preview

ABOUT THE GET READY GRANT

26TEN Get Ready Grant

If you have employees or volunteers in your organisation who are struggling with reading, writing, or maths, and you don't know how to help them, you can apply for a Get Ready grant.

If you receive a Get Ready Grant, you can use the money to employ an Adult Literacy Trainer (ALT) who will help your organisation identify skill gaps, design a project, and write an application for the full 26TEN Workplace Grant, which is worth up to \$50 000.

It's important to note that receiving the Get Ready Grant and completing an application with the support of an ALT does not guarantee that you will receive the full funding later on. Your application will be evaluated in the same way as all other applications, using the same selection criteria.

The Get Ready grant is only available to organisations in Tasmania who are new to 26TEN workplace grants.

INSTRUCTIONS

Guidelines

Please read the Information for Applicants 2023-24 document before filling out your application. Refer to Appendix 5 for Get Ready grant selection criteria.

For support during the application process, contact Jennifer or Kate on programs@26ten.tas.gov.au or (03) 6165 6122.

For help with the online form, try the Smartygrants [Help Guide](#), [Applicant FAQ page](#) or helpdesk on 03 9320 6888.

Tips for completing this form

Click **Save Progress** every 10 to 15 minutes.

For security, you will be logged out of your application after **60 minutes** of inactivity. You will lose any changes if not saved.

APPLICANT DETAILS

* indicates a required field

2.1 Organisation details

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Name of your organisation *

Organisation Name

Your organisation will be considered the 'project owner'. This means you will be contracted under a Deed of Grant and responsible for project activities and financial acquittal.

Street address *

Address

Suburb State Postcode

Postal address

Address

Suburb State Postcode

Phone Number *

Email *

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Website

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Signatory *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

The person who will sign the Deed of Grant.

Position *

2.2 Letter of support

You must submit a letter of support from the leader of your organisation (e.g. Chief Executive Officer).

It needs to show support and commitment to developing a 26TEN project with this Get Ready grant.

Attach a file:

2.3 Contact person

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Address

Address		
<input type="text"/>		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone number

Mobile *

Email *

ORGANISATION DETAILS

* indicates a required field

3.1 About your organisation

Tell us about your organisation *

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Make sure you include the main purpose of your organisation, number of employees, industry sector, location/s, and any other relevant information.

3.2 Reasons for applying

Why are you applying for a 26TEN Get Ready grant? *

Include information about perceived literacy and/or numeracy levels of employees and/or volunteers in your organisation. Don't worry if you can't answer this question in detail yet.

What do you hope to change by running a 26TEN project in the future? *

What difference might a 26TEN literacy / numeracy project make in your organisation? What might the benefits be - to your organisation, to the individual?

Is there anything else you'd like us to know at this stage? *

If there are any attachments you'd like to include, please upload them here.

Attach a file:

3.3 Budget

The majority of your Get Ready grant should fund payment of the ALT. This may include some travel costs for the ALT. An ALT may be able to provide support remotely, if necessary and practical. Please contact us to discuss travel costs if applicable.

Any additional costs (eg stationery, use of computers, Project Manager time, office use, internet etc.) should be provided in-kind by your organisation.

Please provide information about ALT pay rate and hours

eg ALT paid at \$75 per hour x 60 hours of support

Total amount requested (up to \$5 000 ex GST)

\$

Is there anything else you'd like us to know about your budget at this stage?

REVIEW AND SUBMISSION

* indicates a required field

5.1 How did you hear about us?

How did you hear about the 26TEN Workplace Grants Program?

5.2 Applicant certification

This MUST be completed by the applicant organisation.

I certify that all details in this application are accurate to the best of my knowledge.

This application has been submitted with full knowledge and agreement of my management.

I have read the Information for Applicants document.

I will contact 26TEN immediately if anything in this application changes or is incorrect.

I understand that the information above will be used in accordance with relevant legislation.

I agree: *

☐ Yes

☐ No

Certifier *

Title

First Name

Last Name

Position *

Certifier must have the authority to commit the organisation to the project. Generally this will be the leader of the organisation (eg CEO).

Date *