

2024-25 26TEN Workplace Grant Application Form - Get Ready Grant

Form Preview

ABOUT THE GET READY GRANT

If employees or volunteers in your organisation struggle with reading, writing, or maths, applying for a Get Ready grant is a great first step.

This grant allows you to employ an Adult Literacy Trainer to assess your needs, identify skill gaps, and design a suitable project.

The Get Ready grant helps you prepare for the full 26Ten Workplace grant, which you can apply for either later in the current round (if time allows) or in the next round.

NOTE: Receiving a Get Ready grant and completing an application with an Adult Literacy Trainer's help does not guarantee full funding. Your application will be evaluated alongside others using the same criteria, and funding will be awarded if it meets all criteria and ranks high enough.

INSTRUCTIONS

Guidelines

Please read [Information for Applicants 2024-25](#) document before filling out your application. Refer to p.18 for Get Ready grant selection criteria.

For support during the application process, contact programs@26ten.tas.gov.au.

Get Ready grants will be assessed and awarded throughout the grant round.

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

Name of your organisation *

Organisation Name

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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	

Signatory *

Title First Name Last Name

The person who will sign the Deed of Grant.

Position *

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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

Position *

Address

Address

Suburb

State

Postcode

Phone number

Mobile *

Email *

ORGANISATION DETAILS

** indicates a required field*

3.1 About your organisation

Tell us about your organisation *

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

3.2 Reasons for applying

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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 plan to do with the Get Ready grant funding?

What specific changes would you like to see within your organisation as a result of running a 26Ten Workplace grant project in the future? *

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 Adult Literacy Trainer. This may include some travel costs. They may also 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.

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?

PROJECT TEAM

* indicates a required field

4.1 Project manager

Project manager *

Title

First Name

Last Name

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Phone number *

Email *

Relevant qualifications and experience *

Project team member

Title	First Name	Last Name

Role

Relevant qualifications and experience

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

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Position *

Date *