

# 2024-25 26Ten Workplace Grant Application Form

## Form Preview

### INSTRUCTIONS

#### Guidelines

**Please read the [Information for Applicants 2024-25](#) document carefully before filling out your application.**

For support during the application process, contact [programs@26ten.tas.gov.au](mailto:programs@26ten.tas.gov.au)

Tranche 1 applications close on Friday 27 September 2024. Grants will be awarded early December 2024.

Tranche 2 applications close Friday 14 February 2025. Grants will be awarded in early May 2025.

#### 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

\* indicates a required field

#### 1.1 Project stage

**Please specify the type of funding you are seeking for your 26Ten project: \***

- Pilot (first year) project funding
- Second year project funding

#### 1.2 Your first year project

**What is the project code for your first year 26Ten project?**

This would be in the format 2022WORKXX

**Have you completed your first year project and submitted your end-project report?**

- Yes
- No

#### 1.3 Details about your first year project

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**Please provide any additional information about your first year project (that wasn't covered in your end-project report).**

### 1.4 Details about your first year project

**When is your project due to finish?**

Must be a date.

**Overview of project so far**

Include information about project activities, outcomes, achievements, LLN stats, number of participants, project partners etc. As you haven't yet provided your end-project report, it is important to demonstrate to the Selection Panel that your project is going well and that a second year of funding should be considered.

### 2.1 Organisation details

**Are you: \***

- An organisation applying for funding in its own right.
- An registered training organisation (RTO) applying on behalf of an organisation or cluster of organisations.
- A sponsor applying on behalf of an organisation or group of organisations.

**Name of project owner (organisation) \***

Organisation Name

This is the organisation that 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

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**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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

**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 Contact person

**Name \***

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

**Position \***

**Address**

Address

  
  

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

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**Phone number**

**Mobile \***

**Email \***

## 2.3 Partner Details

**Organisation**

Organisation Name

**Address**

Address

Suburb State Postcode

**Postal address**

Address

Suburb State Postcode

**Phone number**

**Email**

**Contact person**

Title

First Name

Last Name

**Position**

**Mobile**

**Email**

**What is the role of the partner in the project?**

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### Letter of support

Attach a file:

Your partner must provide letter of support. It needs to include a short description of the organisation and confirm what contribution it will make to the project. It must be signed by the leader (e.g. CEO) of the organisation.

## 2.4 Other relationships

Briefly describe other partners or relationships that will support the success of this project, including organisations you consulted and partners of other organisations. If you have additional letters of support, these can be uploaded in 7.3.

If you are an RTO applying in partnership with an employer, describe your partnership with the employer.

## YOUR PROJECT

\* indicates a required field

### 3.1 About your organisation

\*

This is the organisation in which the project will be run. Include the number of employees, industry sector, current circumstances and information about your organisation's experience with workplace-based literacy projects if applicable.

**If you are an RTO, please provide brief information about your organisation.**

### 3.2 Summary of proposed project

**Project title \***

Please include '26Ten' somewhere in the title.

**Brief summary of your proposed project \***

**Word count:**

This is your chance to tell us the main features of your project and its intended result. This description will be included on the 26Ten website if a grant is offered.

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**Proposed Start Date \***

**Total Amount Requested \***

Must be a dollar amount and between 5000 and 65000.  
Between \$5 000 and \$65 000 (ex. GST)

**Total Project Cost \***

This is your grant request plus in-kind contributions.

### 3.3 Focus

**Main activity \***

- A1: provide reading, writing or maths support to employees in the workplace
- A2: provide reading, writing or maths support for employees participating in existing workplace training or learning programs
- A3: we want to do something new and have 26Ten approval to submit this application

Your project needs to support the improvement of reading, writing or maths skills. Select A1, A2 or both.

**Other activities**

- basic digital literacy training for employees with low reading, writing or maths skills (ACSF level 3 and below)
- development of training resources for use in the project
- improving workplace communication (including plain English)
- training for staff to equip them to work with low literacy employees or clients on an ongoing basis
- surveys, consultations, research to determine literacy needs of employees
- training in learning skills (ACSF core skill 1 - 'learning how to learn')

**What are the main groups among your employees that will benefit from this project? \***

- First Nations people
- people with disability
- people with a first language other than English
- unemployed people working as volunteers
- people with low literacy and numeracy
- volunteers
- Other:

**In what Local Government Area/s will project activities MAINLY happen? \***

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Statewide         | <input type="checkbox"/> Flinders Island | <input type="checkbox"/> Launceston City   |
| <input type="checkbox"/> Brighton          | <input type="checkbox"/> George Town     | <input type="checkbox"/> Meander Valley    |
| <input type="checkbox"/> Burnie City       | <input type="checkbox"/> Glamorgan       | <input type="checkbox"/> Northern Midlands |
|  | Spring Bay                               |  |
| <input type="checkbox"/> Central Coast     | <input type="checkbox"/> Glenorchy City  | <input type="checkbox"/> Sorell            |
| <input type="checkbox"/> Central Highlands | <input type="checkbox"/> Hobart City     | <input type="checkbox"/> Southern Midlands |
| <input type="checkbox"/> Circular Head     | <input type="checkbox"/> Huon Valley     | <input type="checkbox"/> Tasman            |

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- |   |                                      |  |
|---|--------------------------------------|--|
| <input type="checkbox"/> Clarence City  | <input type="checkbox"/> Kentish     | <input type="checkbox"/> Waratah-Wynyard |
| <input type="checkbox"/> Derwent Valley | <input type="checkbox"/> Kingborough | <input type="checkbox"/> West Coast      |
| <input type="checkbox"/> Devonport City | <input type="checkbox"/> King Island | <input type="checkbox"/> West Tamar      |
| <input type="checkbox"/> Dorset         | <input type="checkbox"/> Latrobe     |  |

**How many people will be DIRECTLY involved in your project? \***

This figure could include people volunteering for an activity, attending a Literacy Awareness session, members of the project team etc.

**How many people will DIRECTLY benefit from your project?**

This figure could include employees receiving literacy support or training.

**More widely, how many people in TOTAL will be involved in or benefit from your project? \***

This figure should include those directly involved, plus others less directly involved. This is about capturing the ripple effect of this project. You might include people attending events, family members and children of participants, people completing a survey etc.

**Commentary on number of people involved**

**Word count:**

There is no 'right' or 'wrong' here. How did you generate the above figures. How do YOU define the two concepts? How will you measure them? Your responses in Section 3.3 should reflect this.

## 3.4 Your project in detail

**WHY does this work need to be done? \***

**Word count:**

Why is improving the literacy and numeracy skills important to your organisation at the moment? What benefits will there be to your business? How will it support your employees? What evidence of need is there?

**WHAT will you achieve with this project? \***

**Word count:**

Include your main outcomes and any outcomes within each major outcome. For example, a main outcome might be: all 15 process workers have the necessary literacy and numeracy skills needed to do their jobs to a high standard. The outcomes within that main outcome might be: (1) know what the literacy and numeracy requirements are for the 3 main process job roles; (2) know employees

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literacy and numeracy skills and gaps; (3) provide training to workers with gaps; (4) reduce production wastage by 1%. Framing your outcomes so that they are clearly linked to activities and outputs will make it easier to evaluate your project, and score more highly at assessment.

### **HOW will you do that? \***

This is one of the most important sections of your application. Describe your project design and approach, and your reasons for doing your project this way.

### **HOW will you measure these changes? \***

This is where you set out your performance measures. Employees who have reading, writing or maths training must be assessed before and after using the ACSF.

### **What is the capacity for your organisation to complete this project successfully? \***

Do you have time and resourcing to run this project? Are you able to pull participants off the job to undertake literacy training? Do you have or will you have upper and middle management involved in / supportive of the project?

### **Please list any materials (outputs) from your project. \***

Word count:

This includes training material (physical or digital), reports, surveys etc.

## 3.5 Assessment

### **Have you done a skills assessment for project participants?**

Yes  No

If you haven't done one, please include in your project a method of assessing literacy and numeracy skills of the project participants relating to aspects of their job roles that need improvement.

If you have completed an assessment, please include a summary of the results in the second question of Section 3.3 'Why does this work need to be done?'

Knowing the reading, writing and maths needs of the workplace and of employees is an essential first step in a successful project. If you don't have this information, an assessment must be built into the project plan.

**How many employees will need reading, writing or maths training?**

## 3.6 Employer contribution

**Describe the employer contribution to the project, particularly financial including in-kind, such as releasing employees to attend project activities. \***

## 3.7 Your results chain

Please upload your **results chain** here.

This is an essential part of your application and allows the Selection Panel to easily understand what you're aiming to achieve.

Attach a file:

## BUDGET

\* indicates a required field

Provide a detailed budget. All figures are to be **GST exclusive**.

Don't add commas to figures.

Include separate salary items (with hourly rate and hours) for different project roles, such as the Adult Literacy Trainer (ALT), project manager, and other project team roles. ALT costs should be a major component of the project.

Include in-kind contributions such as staff release time, relief workers, and other contributions such as administration costs and materials. Items may be a mix of in-kind and requested funding.

## 4.1 Project budget

Project salaries	Amount (ex. GST)	In-kind contribution
eg Adult Literacy Trainer salary 580 hrs @ \$70 per hour		

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Project non-salary expenses	Amount (ex. GST)	In-kind contribution
eg Technology to support Adult Literacy Trainer		
		\$
		\$
		\$
		\$
		\$

### 4.2 Other funding sources

Has your organisation received funding, sought funding, or plan to ask for funding for a same or similar purpose from another funding source?

\*

Yes

No

If yes, please provide details here.

Amount	Organisation	Purpose
\$		
\$		
\$		

## PROJECT PLAN AND RISK MANAGEMENT

### 5.1 Project Plan

This plan sets out what you expect to do in the project and when it will happen. It can be amended during the project.

If you require more space or have used your own template, please upload your project plan at Section 3.6.

Start	Complete	What needs to be done and who will do it	Milestone or deliverable
eg Week 1	eg Week 3	eg ALT is selected, completes site and other relevant inductions, reviews project plan, meets with management and team to discuss project and first activities.	eg ALT is ready to begin project activities.

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### 5.2 Risk management

List the top five potential risks to finishing the project or not achieving the intended outcomes.

<b>Risk</b>	<b>Rating</b>	<b>Mitigation actions</b>	<b>Responsible person</b>
	Low, medium, high, or extreme		

## PROJECT TEAM

\* indicates a required field

### 6.1 Project manager

**Project manager \***

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

**Phone number \***

**Email \***

**Relevant qualifications and experience \***

**Project management experience \***

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### 6.2 Project team

You should identify your Adult Literacy Trainer before you submit your application.

Please contact us if you'd like us to help you find an appropriate person from our Trainer Register.

**Adult Literacy Trainer**

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

**Relevant qualifications and experience**

**Project team member**

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

**Role**

**Relevant qualifications and experience**

**Project team member**

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

**Phone**

**Email**

### 6.3 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 for the project, and an understanding of what running a project entails.

Please include any other letters of support that are relevant to your application.

Attach a file:

**LASTING CHANGE**

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\* indicates a required field

### 7.1 Lasting organisational change

**How will you maintain the benefits of this project? How will you support the continued improvement of employee reading writing or maths skills once the project is over? \***

### 7.2 Promoting 26Ten

26Ten is about changing people's awareness and understanding of low levels of adult literacy and numeracy in Tasmania.

We need your help to do this.

How will your organisation promote 26Ten during and after the project?

\*

Word count:

### 7.3 Anything else

If there is anything else you'd like us to know, please attach files here e.g. Word document.

Attach a file:

## REVIEW AND SUBMISSION

\* indicates a required field

### 8.1 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.

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**I agree: \***

Yes

No

**Certifier \***

Title

First Name

Last Name

**Position \***

**Date \***

## 8.2 Partner certification

This MUST be completed by partner organisations. You can add as many partner certifications as you need.

NOTE - before you submit this form, please share a copy of the application with your partner/s by downloading a PDF at the 'Review and Submit' stage. Then submit your partner's details below. Then make your final submission.

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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 (e.g. CEO).

**Organisation**