

Form Submission

Form:

Agriculture TAFE and Training Fund

Form Type:

Grant Application

Introduction

What you need to know before completing the application form

Please read the Agriculture TAFE and Training Fund Guidelines available at <https://business.vic.gov.au/grants-and-programs/agriculture-tafe-and-training-fund#guidelines> while developing your application and contact the Department of Jobs, Precincts and Regions at skillsandsafety@agriculture.vic.gov.au to discuss your funding request before submitting this application. Applications are open until 4pm on 23 November 2022.

Victorian State Election impact on dates

As the Victorian State election will be held on Saturday 26 November 2022, the Victorian Government will assume a caretaker role from 6.00pm on 1 November 2022 until such time that either it becomes clear that the incumbent government will be returned, or when a new government is commissioned. In line with the caretaker conventions, the incoming government will determine whether to proceed with this grant process and enter into the contract/award the grants after the caretaker period.

Applicants should be aware that:

- all information about this grant process represents the position of the current government only, and is subject to change; and
- the incoming government may decide to not proceed with this grant process.

User Registration

It is a requirement to be a Business Victoria registered user in order to 'Save as Draft' or 'Submit' an application form. If you are already a Business Victoria registered user, you will be directed to enter your username and password when you 'Save as Draft' or 'Submit' the application. If you are not a Business Victoria registered user, you will be directed to create a username and password when you 'Save as Draft' or 'Submit' the application form.

Privacy and Commercial Confidentiality

The Department of Jobs, Precincts and Regions (DJPR) is collecting your personal information such as your name and contact details to contact you in regards to your application. Your information will be held by DJPR and managed in accordance with the Privacy and Data Protection Act 2014 and the Public Records Act 1974. You can request access to, and the corrections of, any personal information provided in this form. Requests for access, or correction should be sent to regional.programs@rdv.vic.gov.au or for other concerns regarding the privacy of your personal information you can email DJPR Privacy Unit at privacy@ecodev.vic.gov.au. A copy of our privacy statement is located at www.djpr.vic.gov.au/privacy

Data Security and Ownership

Information in this application is transmitted to the Department's secure environment once you have saved or submitted an application. Your draft form can be seen by Departmental staff but will not be viewed in detail or assessed until you have submitted it.

Funding Discretionary

Assessment of this application and any decision to approve funding are matters for the State of Victoria in its absolute discretion acting through its Ministers and the Department.

State Not Liable for Claims Arising from Application

The State of Victoria will not be liable for any action or claim arising from or in connection with this application and its assessment.

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ARE YOU ELIGIBLE TO APPLY?

Your organisation is one of the following:

- ☐ Victorian TAFE
- ☐ Registered Training Organisations (RTOs) holding a current Skills First VET Funding Contract
- ☐ RTOs who do not hold a current Skills First VET Funding Contract but have demonstrated experience delivering specialised training in agriculture in Victoria
- ☐ Learn Locals
- ☐ No

Your proposed project will be delivered in Victoria

- ☐ Yes
- ☐ No

Your proposed project has been endorsed by an industry association/organisation or relevant local business

- ☐ Yes
- ☐ No

This is the only application for funding under the Agriculture TAFE and Training Fund that your organisation is submitting as the lead organisation

- ☐ Yes
- ☐ No

APPLICANT INFORMATION

Business Name:

Trading Name:

Australian Business Number (ABN):
(ABN Details as listed in [ABN Lookup](#)).

Entity Name

ABN Status

GST Status

GST Registered Date

Australian Company Number (ACN):
(If Applicable Only)

Business Address

Applicant Address

Country:

Street Address:

Suburb/Town:

State:

Postcode:

Is Postal Address same as Business Address?

☐ Yes

☐ No

Postal Address

Country:

Street Address or PO Box:

Suburb/Town:

State:

Postcode:

Contact Details of Signatory (Key contact)

Title:

Given Name:

Surname:

Role within Organisation:

Phone/Direct:
(Please prefix e.g. + 61)

Mobile:
(Please prefix e.g. + 61)

Email:

Bank Account details

Payment Arrangements

If this application is found as eligible:

- Payment will be made to the bank account you nominated.
- A remittance advice will be sent to the nominated email address as a record of the payment.

What is the name on your Australian bank account?

BSB:

(6 digit number without dash, spaces or commas)

Account No:

I have verified the BSB number and Account number entered above against the business's Australian bank statement and can confirm they are correct

☐

PROJECT DETAILS

Project Name

Project Description maximum 150 words

Project Location

Is your operating address different from your business owner address?

☐ Yes

☐ No

Country:

Street Address:

Suburb/Town:

State:

Postcode:

Will your project be delivered in multiple locations?

☐ Yes

☐ No

List other locations (this may include 'Statewide' or 'Online')

How much funding (exclusive of GST) are you seeking from the Agriculture TAFE and Training Fund?

Anticipated Project Start Date

Anticipated Project Completion Date

Assessment Criteria

Explain how your project will provide the right training to ensure the agriculture industry has the skilled workforce needed over the next five to 10 years (500 words maximum)

Explain how your project will improve connections within the skills development pipeline from schools through vocational education and training, into higher education and ongoing skills development in the workplace (500 words maximum)

Describe how your project will deliver to targeted groups (500 words maximum)

Demonstrate your organisation's capacity and capability to successfully implement the project (500 words maximum)

Attachments

Project plan (use template provided)

(attachment)

Completed budget signed by Chief Financial Officer or equivalent (use template provided)

(attachment)

Statement(s) of support from agriculture industry organisation that details how the project will address future industry needs

(attachment)

Evidence of current status as an eligible organisation (e.g. Skills First, RTO (with experience delivering specialised training in agriculture in Victoria), Learn Local registration)

(attachment)

Quotes for any items valued at \$20,000 or more (GST Exclusive)

(attachment)

Additional documentation and supporting material.

(attachment)

More attachments required?

☐ Yes

☐ No

Attachments cont.

Additional documentation and supporting material

(attachment)

Additional documentation and supporting material

(attachment)

Additional documentation and supporting material

(attachment)

Additional documentation and supporting material

(attachment)

Acknowledgement and Lodgement

In submitting this application, I confirm that I have read and understood the Agriculture TAFE and Training Fund Guidelines and requirements.

To the best of my knowledge, the information provided is true, correct and accurate.

I understand that the information contained in this form may also be disclosed to others, including other state, federal and/or local government agencies, organisations, and individuals.

I will immediately inform the Department of Jobs, Precincts and Regions of any changes in the circumstances outlined in this application form.

Applicant Declaration

Authorised Representative

I declare that I am authorised for and on behalf of the Applicant/Business nominated in this application to provide this declaration and to submit this application, and the information provided in this application (including attachments) is true and correct to the best of my knowledge.

Agree

☐

Name:

Position/Role: