26Ten Get Ready Grants 2026 - Application Form

* indicates a required field

Introduction

Grant Program Guidelines

Applicants must read the 26Ten Get Ready Grants 2026 Program Guidelines prior to completing this application. The Guidelines are available here.

Templates

Templates for mandatory documents are provided in the assessment criteria section below.

Eligibility requirements

Applicants must ensure that all eligibility requirements are met prior to submitting the application. Where the eligibility criteria are not met, the application will be deemed ineligible and will not be assessed or considered for funding.

Need more information?

If you have any questions regarding the guidelines, please contact the Grant Program Manager on (03) 6165 4817 or email 26TenWorkplaceGrants@skills.tas.gov.au

Eligible applicant declaration

To be eligible to apply applicants must be:

1. a business that operates in Tasmania that employs workers on a paid or unpaid basis, and fit into one of the following categories:

-
    - an organisation or sole trader
    - a private or not-for-profit organisation
    - an industry association or peak body
- local councils under the *Local Government Act 1993* and council-owned businesses
- eligible government entities, inclusive of public non-financial and public financial corporations (as set out in Tasmania's Financial Management Framework administered by the Department of Treasury and Finance) and Local Governments. This includes Government Business Enterprises and State-Owned Companies
- private Registered Training Organistions (RTOs) and independent schools may apply in respect of their non-teaching workforces only

2. financially viable for the duration of any grant made under the Program. Evidence of financial viability may be requested if the application is successful.

Applicants are expected to ensure that they have appropriate provisions in place regarding the Child and Youth Safe Organisations Framework prior to applying.

I agree that I have read and understood the Grant Program Guidelines and my organisation/business is eligible to apply for this grant. *

○ Yes

Delivery site eligibility

Please list all sites where your organisation operates and confirm which specific site this application relates to *

Please confirm that your organisation is submitting only one application for this delivery site in this funding round *

- ○ I confirm that this is the only application submitted for this site.
- ○ This is not the only application - please provide an explanation in the text box above

Organisation information

Legal name *

Organisation Name

This is the organisation that will be contracted under a Grant Deed and responsible for project activities and financial acquittal.

Organisation type *

- ○ A business that operates in Tasmania that employs workers on a paid or unpaid basis
- ○ A local council under the Local Government Act 1993 and council-owned businesses
- ○ An eligible government entity
- ○ A private Registered Training Organisation (RTO) - non-teaching workforce only
- ○ An independent school - non-teaching workforce only

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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Application and project contact

This contact must have authority to act on behalf of the applicant organisation.

Name * First Name Last Name

Position *

Phone number *

Mobile

Email *

Third party involvement

Will a third party provide training and/or any other services for the beneficiaries in this application? *

○ Yes ○ No

Third party details

Partner * ○ Individual ○ Organisation

Organisation Name

First Name Last Name

Address *

Address

Phone number *

Email *

Must be an email address.

Outline the role of the Third Party *

Must be no more than 250 words.

Third party agreement/s *

Attach a file:

Previous 26Ten Grants recipients

Have you ever received a 26Ten Get Ready Grant or a 26Ten Workplace Grant in the past *

○ Yes ○ No

According to section 3.2.1 of the Program Guidelines, your organisation is not eligible to apply for the Grant in 2026. Could you please provide further information on why you are proceeding with this application?

Must be no more than 250 words.

Project details

Please provide information about the proposed project in the section below:

Project title *

Please include '26Ten' somewhere in the title

Short project description *

Must be no more than 250 words. 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.

Assessment criteria

There are four equally weighted criteria that applicant's need to address in the application. These require a written response and/or mandatory documents.

Applicants should attach evidence to support any claims made. Where there is no evidence to support claims made or the information provided in the application, the assessment score will be affected. Any evidence provided must be attached to the relevant criterion, should have a clear document title and be referred to in the text in the application addressing the related criterion.

Criterion 1 - Need for the project and expected benefits

Please describe any problems or challenges in your organisation that could be improved by improving workers' literacy and numeracy skills. *

Must be no more than 250 words.

What specific changes or improvements would your organisation like to see as a result of running a 26Ten Workplace Grant project in the future *

Must be no more than 250 words.

Upload evidence to support claims made in Criterion 1 here *
Attach a file:

Criterion 2 - Capability of the organisation

Please outline the skills, experience, and capacity of the person or team who will be dedicated to improving workers' literacy and numeracy skills *

Must be no more than 250 words.

Upload evidence to support claims made in Criterion 2 here *
Attach a file:

Criterion 3 - Commitment of the organisation

Commitment of the organisation to promote the benefits of workplace literacy and numeracy

Please outline a commitment from your organisation to improve workplace literacy and numeracy and to promote the benefits of workplace literacy and numeracy more widely on an ongoing basis. *

Must be no more than 250 words.

How will your organisation promote the benefits of workplace literacy and numeracy more broadly on an ongoing basis? *

Must be no more than 250 words.

Upload evidence to support claims made in Criterion 3 here *
Attach a file:

Criterion 4 - Project plan and budget

Applicants are required provide a concise Project Plan and Budget that outlines the steps you will take to engage an adult literacy trainer to assist you to conduct the project over the next 12- months and prepare your 26Ten Workplace Grant application.

Proposed start date *

Must be a date.

Project duration *

Project outputs

Select all that apply

☐ To identify foundation skills (language, literacy and numeracy) gaps within the workplace
☐ To identify which areas are having the biggest impact on the business
☐ To design a project to address these needs
☐ To prepare an application for a 26Ten Workplace Grant
Refer to Section 3.3 3.3 Eligible project activities and expenditure of the Program Guidelines

Project governance

Project role	Name or position title	Primary Responsibilities

Project resources

Provide an overview of the people, management arrangements, tools, materials, and other resources that you have in place to support the project *

Must be no more than 250 words.

Project timeline

Project task	Status/timeline

Risk Register

Description of risk	Impact or Conseque nce	Rating	Mitigation actions
		Low, medium, high, or extreme	

Project 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.

Expense	Amount (ex. GST)

Total amount requested

This number/amount is calculated.

Upload evidence to support claims made in Criterion 4 here
Attach a file:

Declaration

Refer to the Grant Program Guidelines for the full conditions to this grant.

Right to information

Information you provide to the Department of State Growth and details of assistance may be subject to requests for public disclosure under the *Right to Information Act 2009* (Tasmania).

Personal information collection

You are providing personal information to the Department of State Growth, which will manage that information in accordance with the *Personal Information Protection Act 2004*. The personal information collected here will be used by the Department for the purpose of assessing your application and related activities. Failure to provide this information may result in your application not being assessed or records not being properly maintained. The Department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Department and you may be charged a fee for this service.

Declaration

The term 'Application' means this on-line form and all attached documents.

For and on behalf of the applicant detailed in this application, I, the undersigned, acknowledge and warrant (as the case may be) that:

1. I have authority to provide the information contained in this application and to execute (by completion of details below) this application for and on behalf of the applicant.
2. the department can rely upon the information and representations contained in this application (including these acknowledgements).
3. I have read, understood and I am able to comply with all criteria, terms and conditions contained in the guidelines and application form.
4. I have read and understood the eligibility requirements and assessment criteria for this program and declare to the best of my information, knowledge and belief, the applicant is eligible under those criteria and the information provided is true and correct.
5. the department may undertake all necessary credit checks, organisational searches and any other checks and enquiries on the applicant as the department determines and is hereby authorised to do so.

6. the application is made at the applicant's own cost and risk, the selection of the applicant for program funds is at the absolute discretion of the department and this application remains the property of the department.
7. the applicant will be responsible for notifying the department in writing of any changes relating to information provided in this application. Until receipt of such notification, the department shall process the application in accordance with the information provided.
8. grant payments will be made via Electronic Funds Transfer (EFT) to a nominated bank account and the department is hereby authorised to make such payments.
9. the department is under no obligation to verify the authority of the undersigned on the bank account details.
10. the department will not be held responsible for delays of payment, or errors due to factors outside their reasonable control. The department reserves the right to terminate or suspend an EFT and to pay by cheque or any other manner which the department may determine.
11. the applicant agrees to indemnify the Crown in Right of Tasmania, against all present and future legal liability, claims or proceedings for financial loss arising from, or attributable to the provision and use of the information contained in this application and/or receipt and use of grants.
12. if a grant is awarded, the applicant must enter into a legal agreement with the department in order to receive the grant. This agreement will be on such terms and conditions as the department determines and, together with this application form and any applicable program guidelines, will form the whole agreement.
13. I am providing personal information to the Department of State Growth, which will manage that information in accordance with the *Personal Information Protection Act 2004*. The personal information collected here will be used by the department for the purpose of the grant approvals process and administering grants. Failure to provide this information may result in my grant application being unsuccessful or records not being properly maintained. The department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. I have the right to access my personal information by request to the department and may be charged a fee for this service.
14. information you provide to the Department of State Growth and details of assistance may be subject to requests for public disclosure under the *Right to Information Act 2009*.

I agree *
○ Yes

Signatory *
First Name Last Name

The person who will sign the Grant Deed.

Position *

Authorised person completing this application *
First Name Last Name

Position *