

26Ten Workplace Grants 2026 - Application Form

Form Preview

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* indicates a required field

Introduction

Grant Program Guidelines

Applicants must read the 26Ten Workplace Grants 2026 Grant 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 Organisations (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

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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

Must be Address Line 1, Suburb/Town, State/Province, and Postcode are required..

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

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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

Organisation *

☐ Individual

☐ Organisation

Organisation Name

First Name

Last Name

Address *

Address

Suburb

State

Postcode

Phone number *

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Email *

Outline the role of the third-party *

Must be no more than 250 words.

Third-party agreement/s *

Attach a file:

Eligible project activities and expenditure

Is the proposed project, or are any of the activities already funded through any other government grant program or source *

☐ Yes

☐ No

Could the proposed project be more appropriately funded, through another mechanism or under another Tasmanian or Australian Government program *

Must be no more than 250 words.

Name of the funding Program Amount

Funding year

Name of the funding Program	Amount	Funding year

Previous 26Ten Workplace Grants recipients

Have you been a recipient of a previous 26Ten Workplace Grant *

☐ Yes

☐ No

What is the reason for this funding request *

- ☐ A new project at a site that has not received funding before
- ☐ A new project at a site that has previously received funding
- ☐ A second-year extension for a previously funded project

Year(s) and application reference number(s) of previously received 26Ten grant(s) *

Comments:

Must be no more than 250 words.

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You may describe the success of the project, provide an acquittal update or outline the progress of the previous grant. You may also include links to webpages if relevant.

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.

Proposed start date *

Project duration *

Aim of this project *

- ☐ Increased productivity, improved safety with fewer accidents, and better incident reporting at workplaces
- ☐ Increased compliance with procedures and more accurate reporting, and reduced costs at workplaces
- ☐ Increase in staff confidence and willingness to take on new tasks such as using new technology
- ☐ Workers being supported to build the language, literacy, numeracy, and digital skills they need to do their jobs and undertake further training
- ☐ Workers being empowered to improve their employment opportunities, seek and gain promotions, and increase their income

Select all that apply

Please outline other aims of the project *

Must be no more than 250 words.

Main activity of this project *

- ☐ Training for staff about how to work with clients who have low reading, writing or everyday math skills
- ☐ Training for managers or supervisors about how to work with staff who have low reading, writing or everyday math skills
- ☐ Developing resources for use within the project
- ☐ Activities to improve workplace communication (including plain English)

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- ☐ Surveys, consultations, or research to determine the literacy and numeracy needs of workers
 - ☐ Training to develop employees' digital literacy skills for individuals assessed as being at or below Digital Literacy Skills Framework (DLSF) Level 3
 - ☐ Training to develop employees' language, literacy and numeracy (LLN) skills for individuals assessed as being at or below Australian Core Skills Framework (ACSF) Level 3
- Select all that apply

Please outline other activities undertaken as part of the project *

Must be no more than 250 words.

Please describe your project design and approach and detail the reasons for doing the project this way *

Must be no more than 250 words.

How many employees are you planning to engage in this project? *

This number should identify the expected number of employees who will receive literacy support or training.

Participant skills assessment

Have the participants been assessed as having reading, writing, and math skills at or below Australian Core Skills Framework (ACSF) Level 3? *

- ☐ Yes ☐ No

Have the participants been assessed as being at or below Digital Literacy Skills Framework (DLSF) Level 3? *

- ☐ Yes ☐ No ☐ Not relevant as the project does not include digital literacy training

Please outline the assessment method/s and results you used to identify the skills gaps of the learner cohort *

Must be no more than 250 words.

Include the assessment process or tools used to determine the learners' literacy, numeracy, and/or digital skill levels

Upload supporting evidence

Attach a file:

e.g. Skills assessment outcomes, surveys

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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.

The following sections of the Grant Program Guidelines may assist you in responding to the assessment criteria:

- Appendix 1 - Assessment criteria explained
- Appendix 2 - Results Chain Document (example included)
- Appendix 3 - Engaging an adult literacy trainer

Criterion 1 - Need for the project and expected benefits

Applicants are required to download the Results Chain document template, complete it in full, upload it in the designated file upload section and provide supporting evidence for all claims made in the document.

[26Ten Workplace Grants 2026 - Results Chain Document Template](#)

Upload the completed Results Chain Document here *

Attach a file:

Upload other evidence to support claims made in Criterion 1 here

Attach a file:

What is the need for this project *

Must be no more than 250 words.

For example: impacts on the workplace, community, clients, organisational processes, service delivery or broader cultural or social outcomes.

What are the expected benefits of this project *

Must be no more than 250 words.

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Criterion 2 - Capability of the team who will deliver the project

Outline the relevant skills and experience of project team members *

Must be no more than 250 words.

This could include internal supervisors, administration or human resources staff, or external contractors.

Outline the qualifications, skills and experience of the Adult Literacy Trainer in using the Australian Core Skills Framework (ACSF) and designing and delivering literacy and numeracy training programs for adult learners *

Must be no more than 250 words.

If applicable, outline the qualifications, skills and experience of the Adult Literacy Trainer in using the Digital Literacy Skills Framework (DLSF) and designing and delivering digital literacy training programs for adult learners

Must be no more than 250 words.

Upload CV/Resume of adult literacy trainer/s *

Attach a file:

Upload your organisation structure chart to show positions of project team members

Attach a file:

Upload other evidence to support claims made in Criterion 2 here

Attach a file:

Criterion 3 - Organisation capacity and commitment to the project

Upload letter/s of support *

Attach a file:

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Include a letter or email from managers confirming they understand the project, support staff taking paid time to participate, and are committed to improving literacy skills and reducing stigma around these gaps

Upload evidence of resources being made available for project activities *

Attach a file:

Explain how the organisation will promote the project and encourage people to take part *

Must be no more than 250 words.

Outline how the organisation plans to continue support for literacy and numeracy within the workplace after the project is completed *

Must be no more than 250 words.

Upload other evidence to support claims made in Criterion 3 here

Attach a file:

Criterion 4 - Project Plan and Budget

Applicants are required to download both the Project Plan template and the Budget template, complete it in full, upload it in the designated file upload sections and provide supporting evidence for all claims made in the document.

[26Ten Workplace Grants 2026 - Project Plan Template](#)

[26Ten Workplace Grants 2026 - Budget Template](#)

Upload the completed project plan here *

Attach a file:

Upload the completed project budget here *

Attach a file:

Upload other evidence to support claims made in Criterion 4 here

Attach a file:

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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.
- 11the 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.

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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 *