



Grant Opportunity Guidelines

Regional Employment Trials Program

Opening date:	02 October 2018
Closing date and time:	Applications can be submitted at any time over the life of the opportunity.
Commonwealth policy entity:	Department of Education, Skills and Employment
Administering entity	Department of Industry, Innovation and Science
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	14 September 2018 (revised 8 November 2019, 30 January 2020 and 30 June 2020)
Type of grant opportunity:	Targeted non-competitive

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1. Regional Employment Trials processes

The Regional Employment Trials is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to the Department of Education, Skills and Employment Outcome 1. The Department of Industry, Innovation and Science works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



The grant opportunity opens

We publish the grant guidelines on business.gov.au and [GrantConnect](#)



Employment Facilitator

It is recommended that grant applicants discuss proposed projects with your local Employment Facilitator who could help to develop the project proposal and advise how it aligns with local priorities.



You submit a project proposal to the local Regional Development Australia (RDA) committee*

The RDA committee will score the proposal and provide written feedback that must be submitted with the full grant application. The RDA committee's score will contribute to the assessment of the application.

*Where an RDA committee is the applicant, or are a project partner in a joint application, no RDA assessment is required.



You complete and submit a grant application

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



We assess all grant applications

We review the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the merit criteria including an overall consideration of value with relevant money.



We make grant recommendations

We provide advice to the decision maker (the Department of Education, Skills and Employment State Manager with responsibility for the program in their state) on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.

Note: The Department of Education, Skills and Employment monitor the participation of employment providers and participating job seekers, including managing project activity schedules.



Evaluation of the Regional Employment Trials program

We evaluate the specific grant activity and Regional Employment Trials as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The Regional Employment Trials Program (the program) will run from October 2018 to June 2021. The program was announced as part of the 2018/19 Budget.

Under the program, local employment facilitators have been engaged to advise Regional Development Australia committees on employment issues, and work with organisations to develop tailored projects that help job seekers prepare for and find work. The program will test regional and local approaches to delivering employment related projects, by taking into account regional variation and ensuring that local economic opportunities are promoted to employment service providers, and leveraged by job seekers.

Local stakeholders in the selected regions can develop project proposals that address local employment needs. To facilitate a strong connection with employment programs, at least one jobactive, ParentsNext or Transition to Work employment services provider must be involved with each project. The selected provider/s should be consulted in the development phase of the project to gain their support and may provide job seekers to participate in the project. Depending on how the project is organised, other employment service providers in the region may also provide job seekers to participate on a funded project.

The objectives of the program are to deliver:

- strong connections between regional stakeholders, including employment services providers
- employment initiatives that meet local needs
- improved awareness of local labour markets
- the potential for improved regional employment outcomes.

The intended outcomes of the program are:

- initiatives that will benefit unemployed people and improve employment outcomes in selected regions
- increased training, professional development and skills education opportunities that are aligned with regional priorities to support employment outcomes
- better connected regional employment stakeholders able to deliver sustainable employment opportunities.

The Department of Industry, Innovation and Science (the department/we) is responsible for administering this grant opportunity on behalf of the Department of Education, Skills and Employment

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)¹.

This document sets out:

- the eligibility and merit criteria
- how we consider and assess grant applications
- how we monitor and evaluate grantees
- responsibilities and expectations in relation to the opportunity.

We have defined key terms used in these guidelines in the glossary at section 15.

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

You should read this document carefully before you fill out an application.

3. Grant amount and grant period

The Australian Government has announced a total of \$10 million over 2 years for the program, across the following regions.

State	Location
New South Wales	Northern Inland
	Far South Coast
Victoria	Melbourne (Western Melbourne/ North Western Melbourne Employment Regions only)
	Gippsland
Queensland	Townsville and North West (Townsville Employment Region only)
	Wide Bay Burnett
South Australia	Murraylands and Riverland
	Yorke and Mid North
Western Australia	Peel
Tasmania	Tasmania (North and North Western Tasmania Employment Region only)

Regional maps, showing the borders for each eligible region, are available at Appendix C.

On 26 June 2020, the Minister for Employment, Skills, Small and Family Business announced an extension of the program to 30 June 2021.

3.1. Grants available

The grant amount will be up to 75 per cent of eligible project costs (grant percentage).

- The minimum grant amount is \$7,500
- The maximum grant amount is \$200,000.

The remaining 25 per cent of eligible project costs we consider your contribution.

You must contribute a minimum of 25 per cent of eligible project costs.

We cannot fund your project if it receives funding from another government grant other than for your contribution. You cannot fund your contribution from programs funded through the Department of Education, Skills and Employment

Your contribution may be cash or in-kind. Where you provide in-kind contributions, you must calculate the dollar value.

In-kind contributions are non-cash contributions. These can include labour contributions and facilities, equipment and services provided by the applicant or project partners to the project. In order for in-kind contributions to count towards your contribution, they must directly relate to eligible activities.

In-kind contributions may include:

- salaries and on-costs for personnel directly employed for the project activities. You must use the labour calculations outlined in Appendix A
- facilities, equipment and services provided by the applicant or project partners to the project from their own resources. We do not prescribe a specific formula to determine the value of these contributions. You need to determine the value of these contributions. They must be realistic, justifiable and valued proportionally to their use on the project. For example, you should calculate the in-kind contribution of a capital item by the running costs and the depreciation of the item. If your project receives office space as an in-kind contribution, you should value the contribution at the amount it would otherwise cost to rent equivalent office space.

Under exceptional circumstances, where you have limited financial capacity, you may request that we waive the requirement for your contribution to the project and apply for a grant amount that is up to 100 per cent of eligible project costs.

If your request for exemption from providing a contribution to the project is not approved, your application will be declared ineligible. You may submit a new application if you are able to proceed without an exemption.

3.2. Project period

You must complete your project by 31 May 2021.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)
- implement the project in one of the eligible trial regions

and be one of the following entities:

- an entity incorporated in Australia
- a local government agency or body as defined in section 14
- a Regional Development Australia committee

An entity incorporated in Australia includes companies, incorporated trustees on behalf of a trust, incorporated associations and Indigenous corporations.

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 7.4.

4.2. Additional eligibility requirements

We can only accept applications:

- where at least one jobactive, ParentsNext or Transition to Work Provider has agreed to be the Partnering Provider for the project, as defined in these Guidelines, including completing a risk assessment for the project as part of the grant agreement. You can check who and where the providers are in your area at jobsearch.gov.au/service-providers/search

- where you have completed an RDA project proposal form for assessment by your local RDA committee, using the template available on business.gov.au and GrantConnect (see part 7.1.2).
- where you can provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding
- have met relevant state or territory legislation obligations related to working with children and/or vulnerable people, and ensure that any person that has direct, unsupervised contact with children or vulnerable people as part of a project under this program, has undertaken and passed a working with children/vulnerable people check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure that all project participants are kept safe.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a Commonwealth, State, Territory or local government body (including government business enterprises) unless acting as the legal entity for an unincorporated Regional Development Australia committee.

4.4. What qualifications or skills are required?

If you are successful, personnel working on the project must maintain the following qualifications/skills/accreditation/registration/checks:

- Working with Children check
- Working with Vulnerable People registration

Where an unemployed person, not on an employment services caseload, participates in your project, a Competent Person must risk assess that person to ensure that they are capable to attend the activity.

As part of delivering a project, you will be required to provide an adequate and appropriate level of supervision to participants. You must provide continuous supervision where a project involves working with children and/or vulnerable people.

All supervisors must:

- be fit and proper persons to be involved in the project
- have a high level of skill/knowledge, training and experience in:
 - the part of the project in which they are engaged, and
 - working with, training and supervising persons in such projects
- have relevant work health and safety training

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- be aimed at providing opportunities and assistance to help unemployed people prepare for and find work

- have at least \$10,000 in eligible expenditure.

Eligible activities must directly relate to the project and can include, but are not limited to:

- developing work experience initiatives
- tailored non-accredited training or professional development activities
- training and re-skilling job seekers to improve their skills so they are better suited to taking up local job opportunities
- activities that improve access to education or training and make it easier to participate in training or education
- mentoring and support services
- helping unemployed displaced workers return to the workforce
- employment pathway and internship programs that do not duplicate currently funded programs
- hosting employment related events, such as forums, workshops and conferences
- working to address skills mismatch by partnering with employers and local industry
- identifying ways to improve the operation and future capacity of the local labour market
- other innovative employment initiatives.

The decision maker may also approve other activities.

5.2. Ineligible activities

Ineligible activities include any activities that:

- provide payment to participants for their participation in the activity
- are illegal operations or promote or condone any form of unlawful conduct
- are associated with the sex industry
- promote or condone gambling
- promote or condone any form of violence, self-harm or suicide
- promote or condone any form of discrimination, including on the grounds of race, ethnic group, language, sex, religion or disability
- provide any other service that is likely to bring participants, the employment services provider or the Australian Government and its agencies into disrepute.

5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

- For guidance on eligible expenditure, see appendix A.
- For guidance on ineligible expenditure, see appendix B.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project

- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may elect to commence your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held as being liable, for any activities undertaken before the grant agreement is executed.

6. The merit criteria

You must address all merit criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the merit criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays character limits for answers.

We will only award funding to applications that score at least 50 per cent against all merit criteria, as these represent best value for money

6.1. Merit criterion 1

The extent to which the project will deliver employment outcomes in your region (30 points or 60 points if an RDA related proposal)

You must demonstrate this by describing:

- a. the specific employment challenge/s in your region that relate to your project, and detail how the project intends to address them
- b. how many unemployed people are intended to directly or indirectly benefit from your project
- c. how your project will enable the workforce in your region to better meet demand from employers and deliver sustainable employment outcomes.

6.2. Merit criterion 2

The impact of grant funding on your project (20 points)

You must demonstrate this by describing:

- a. the likelihood the project would proceed without the grant and how the grant will benefit the size and timing of your project
- b. how the funding amount requested with respect to the scale of the project and intended outcomes can be justified.

6.3. Merit criterion 3

Capacity, capability and resources to deliver the project (20 points)

You must demonstrate this through describing:

- a. your plan to manage the project and key risks. Include details of the key personnel who will manage the delivery of the project
- b. your track record in managing similar projects

c. how you will measure the success of the project.

7. How to apply

7.1. Before you apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

The following process outlines how you apply for a grant:

Step 1	You contact your local employment facilitator to discuss your proposed project with them (see 7.1.1).
Step 2	You submit a project proposal for your project to your local RDA committee using the RDA project proposal template available on business.gov.au and GrantConnect (see 7.1.2)
Step 3	The Regional Development Australia committee will consider how your project aligns with local employment priorities and the extent to which the project will deliver employment related outcomes in your region (see 7.1.3).
Step 4	You complete the online program application form via business.gov.au and: <ul style="list-style-type: none">▪ provide all the information requested▪ address all eligibility and assessment criteria▪ include all necessary attachments

7.1.1. Employment facilitator

Before you apply for this grant opportunity, we strongly encourage you to contact your local employment facilitator to discuss your proposed project with them. Your employment facilitator can help you determine if your project is aligned to local employment priorities, and connect you with an employment services provider if needed. Contact details for your local employment facilitator are on www.employment.gov.au/employment-facilitators.

Regional Development Australia Committee project proposal assessment

Before you apply, you must submit information about your project to your local RDA committee using the RDA project proposal template available on business.gov.au and GrantConnect. The RDA committee will score your proposal out of 30, taking into account how the project aligns with local employment priorities. The RDA committee will provide you with written feedback using the RDA project proposal template, which you must attach to your full grant application.

The RDA project proposal assessment provides an opportunity for you to use the feedback from the RDA committee to refine your online application.

If your proposal scores less than 15, we strongly advise you not to proceed with a full application, as it is unlikely to be supported under the program.

Your RDA score will be worth 30 per cent of the overall score for your full grant application. The information you submit in your grant application must be consistent with the information you provided to the RDA committee.

Where an RDA committee is the applicant, or they are a project partner in a joint application, there is no requirement to complete the RDA project proposal form or the RDA assessment. In this instance, Merit Criterion 1, 2 and 3 will only be assessed based on your full grant application, submitted in the online portal and Merit Criterion 1 will be scored out of 60.

RDA committees must declare any conflicts with each project proposal that they consider under the program. Where an RDA committee is an applicant, they must declare any conflicts of interest in the online application form.

RDA committees are not final decision makers for the grant and all applications must go through the online application process outlined below at part 7.

7.1.2. RDA Project Assessment criteria (30 points – not applicable for RDA related proposals)

The Regional Development Australia Committee will consider how your project aligns with local employment priorities and the extent to which the project will deliver employment related outcomes in your region.

You should clearly demonstrate the projects value to assist with the RDA committee's assessment of the proposal by describing in the RDA project proposal form:

- **RDA Criterion 1** - the specific employment challenge/s in your region that relate to your project, and detail how the project intends to address them. (10 points)
- **RDA Criterion 2** - how the project benefits the local community and/or employers and/or region. (10 points)
- **RDA Criterion 3** - how your project is value for money, taking into consideration any similar projects or assistance on offer in the region, and the outcomes expected to be delivered by the project. (10 points)

7.2. To submit an application

To submit an application, you must:

- complete the online [program application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and merit criteria
- include all necessary attachments

You will receive confirmation when you submit your application. You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.3. Attachments to the application

Provide the following documents with your application:

- evidence of support from the board, CEO or equivalent that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding
- your RDA committee project proposal assessment (not required if the applicant is an RDA committee or where an RDA committee is a project partner in a joint application)
- letters of support from project partners, if applicable
- trust deed (where applicable).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.4. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.5. Timing of grant opportunity

You can submit an application at any time while the grant opportunity remains open.

If you are successful we expect you will be able to commence your project within 2 months of receiving the offer of grant funding.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	2 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	The date you are notified that your application has been successful
End date of grant commitment	30 June 2021

8. The grant selection process

We review your application against the eligibility criteria . If eligible, we will then assess it against the merit criteria. Only eligible applications will proceed to the assessment stage.

As outlined in part 7.1.3, before you submit your full online application, the relevant RDA committee will score your RDA project proposal form out of 30, taking into account how the project aligns with local employment priorities. We may refer to the RDA project proposal form as part of our assessment.

We consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

The RDA project proposal assessment criterion and the grant application merit criterion focus on different aspects and should be addressed separately to clearly justify the project's merit.

The Department of Education, Skills and Employment will consider any requests for an exceptional circumstances exemption from the co-funding requirements where you have limited financial capability, for applications which are otherwise eligible. If your request for an exemption from providing a contribution to the project is not approved, your application will be declared ineligible. You may submit a new application if you are able to proceed without an exemption.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1. Who will approve grants?

The Department of Education, Skills and Employment State Manager with responsibility for the program in their state decides which grants in their state to approve taking into account the application assessment and the availability of grant funds.

The State Manager's decision is final in all matters, including:

- the grant approval

- the grant funding to be awarded
- any conditions attached to the offer of grant funding
- requests for exceptional circumstances exemptions from co-funding requirements.

We cannot review decisions about the merits of your application.

The State Manager will not approve funding if there is insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

If you are unsuccessful and wish to submit a new application for the same project concept:

- it is important that the new application adequately addresses the issues outlined in the feedback provided
- if the new application does not make significant changes to the project impacting the previous RDA endorsement, i.e. where the application has minor changes that **do not materially** impact the RDA committee's previous assessment, you may request for the RDA committee chair to review and endorse the new project application on the existing RDA project proposal form. You must then provide the endorsed RDA project proposal form, inclusive of the new signed and dated endorsement by the RDA committee Chair, when submitting the new online application.
- if the RDA committee Chair considers the changes significantly impact on the RDA committee's previous assessment, the application will be required to undergo a new RDA assessment and be attached the new application in the online portal.

The previous online application can be accessed in business.gov.au after logging in if you wish to build on the information previously provided. You should select 'My applications', click on the project name and select 'view submitted application'. Alternatively you can request a pdf of your unsuccessful application by contacting regionalemploymenttrials@industry.gov.au.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and GrantConnect. If you are an unincorporated Regional Development Australia committee, we will enter into a grant agreement with your legal entity.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the State Manager. We will identify these in the offer of grant funding.

If you enter an agreement under the Regional Employment Trials grant opportunity, you cannot receive other grants for the same activities from other Commonwealth, State or Territory granting programs. The Commonwealth may recover grant funds if there is a breach of the grant agreement.

We will use a simple grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the State Manager.

10.2. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

10.2.1. Management of activity participants

Regional Employment Trial activities may involve the participation of unemployed people, either those on an employment services (jobactive, Transition to Work or ParentsNext) caseload, or unemployed people who choose to volunteer to participate.

If successful, you will be responsible for a range of requirements that relate to this participation. This includes:

- ensuring a safe system of work is in place including relevant personal protective equipment for participants
- ensuring the Activity is adequately and appropriately supervised at all times
- recording participant attendance and communicating this to the Partnering Provider
- completion of registration forms for Volunteer Unemployed Participants not on an employment services provider caseload who choose to participate in the Activity
- reporting commencement numbers, participant information and attendance of volunteer participants not on an employment services provider caseload and communicating this to the Department of Education, Skills and Employment
- undertaking incident management processes for all participants with either the Partnering Provider or the Department of Education, Skills and Employment
- participating in an Activity risk assessment with the Partnering Provider, as well as any necessary reviews of this risk assessment
- performing a risk assessment by a competent person on volunteer participants not on an employment services caseload to ensure their suitability for participation in the Activity and performing all required checks as specified under any relevant legislation, prior to their commencement.

You are also responsible for complying with any relevant guidance material issued by the Department of Education, Skills and Employment

10.2.2. Employment services provider risk assessment

As part of their role in the project, where they are the Partnering Provider (or the nominated Partnering Provider, where there are more than one), employment services providers must perform a risk assessment of the funded project and will undertake a risk assessment for job seekers on their caseload to assess their suitability to participate in the project.

10.2.3. Child Safety Requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the National Principles for Child Safe Organisations endorsed by the Commonwealth and available at: <https://www.humanrights.gov.au/national-principles-child-safe-organisations>.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

10.2.4. Vulnerable people Requirements

You are responsible for ensuring:

- that you met relevant State or Territory legislation obligations related to working with vulnerable people.
- that any person that has direct, unsupervised contact with vulnerable people has passed a working with vulnerable people check, if required under relevant State or Territory legislation.
- the suitability of the people you engage as part of your project to ensure vulnerable people are kept safe.
- you seek your own advice from the authority in your relevant State or Territory.

10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

For projects up to six months long and with a grant up to \$50,000, we will pay 90 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project. We set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the project.

For projects longer than six months or with a grant more than \$50,000, we will make an initial payment on execution of the grant agreement. We will make subsequent payments six monthly in advance, based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

For projects longer than six months or with a grant more than \$50,000, we set aside five per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years to ensure we retain a minimum five per cent of grant funding for the final payment.

10.4. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities².

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the *Commonwealth Grants Rules and Guidelines* unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

² See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- project partner contributions directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

The Employment Facilitator for your region, representatives from the Partnering Provider/s and or a representative of the Department of Education, Skills and Employment may also visit you during the project period.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but by 30 June 2021
- changing project activities

The program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.6. Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We

may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government through the Regional Employment Trials program.'

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)³ of the [Public Service Act 1999 \(Cth\)](#)⁴. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the department's [website](#)⁵.

13.2. How we use your information

Unless the information you provide to us is:

³ https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030

⁴ <https://www.legislation.gov.au/Details/C2017C00270>

⁵ <https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf>

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public

- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁶ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division – AusIndustry - Support for Business
Department of Industry, Innovation and Science
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁷ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁶ <https://www.industry.gov.au/data-and-publications/privacy-policy>

⁷ <http://www.ombudsman.gov.au/>

14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Competent Person	A person who has gained the knowledge and skills required to carry out risk assessments and other specific work health and safety tasks as set out in the <i>Model Work Health and Safety (WHS) Act</i> , through training, qualifications or experience.
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.4.
Eligible expenditure guidance	The guidance that is provided at Appendix A.
Employment services provider	A jobactive, ParentsNext or Transition to Work provider delivering employment services on behalf of the Commonwealth.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.

Term	Definition
In-kind contribution	<p>In-kind contributions are non-cash contributions. These can include labour contributions and facilities, equipment and services provided by the applicant or project partners to the project. In order for in-kind contributions to count towards your contribution, they must directly relate to eligible activities.</p> <p>In-kind contributions may include:</p> <ul style="list-style-type: none"> ▪ salaries and on-costs for personnel directly employed for the project activities. You must use the labour calculations outlined in Appendix A ▪ facilities, equipment and services provided by the applicant or project partners to the project from their own resources. We do not prescribe a specific formula to determine the value of these contributions. You need to determine the value of these contributions. They must be realistic, justifiable and valued proportionally to their use on the project. For example, you should calculate the in-kind contribution of a capital item by the running costs and the depreciation of the item. If your project receives office space as an in-kind contribution, you should value the contribution at the amount it would otherwise cost to rent equivalent office space.
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth) and the ACT Government.
Minister	The Commonwealth Minister for Employment, Skills, Small and Family Business.
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
Online Portal	Departmental web based platform that applicants use to apply for funding and manage a program grant or service in a secure online environment.
Partnering Provider	Partnering Provider means the nominated jobactive provider, ParentsNext provider or Transition to Work provider who agrees to undertake the role of Partnering Provider for that RET Activity as set out in these Guidelines, the relevant jobactive, ParentsNext or Transition to Work Deeds and associated Guidelines.

Term	Definition
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An AusIndustry manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.

Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time, so you should make sure you have the current version from the business.gov.au website before preparing your application.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities
- meet the eligible expenditure guidelines.

How we verify eligible expenditure

If your application is successful, we will ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you may be required to provide an independent financial audit of all eligible expenditure from the project.

Eligible expenditure items

Eligible expenditure items can include:

- labour costs as outlined below
- capital costs up to \$5,000
- rental costs for buildings or facilities primarily used for project activities
- costs of running training events and workshops
- other specific expenditure items may be eligible as determined by the Program Delegate.

Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We consider costs for technical, but not administrative, project management activities eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is \$175,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30% allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved

- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

Insurance

As a minimum, the Grant Recipient must ensure it has and maintains public liability insurance, with a limit of indemnity of at least \$10 million in respect of each and every occurrence, that covers the liability of the Grant Recipient and the liability of its officers, employees, representatives and agents (including to the participant(s)) in respect of:

- a) loss of or damage to any real or personal property (including the property of a participant); and
- b) the bodily injury, disease or illness (including mental illness) or death of any person (including a participant),

arising out of, or in connection with, the performance of its funding agreement.

The Grant Recipient must ensure that Volunteer Unemployed Participants not covered by the Department of Education, Skills and Employment insurance are adequately covered by their public liability insurance or additional insurance is purchased by the Grant Recipient prior to commencing in the activity. Additional insurance costs incurred by the Grant Recipient is considered an ineligible expense.

Travel expenditure

Eligible travel expenditure may include:

- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is used only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is used, the grantee will require evidence showing what an economy air fare costs at the time of travel.

Overseas travel costs are not eligible expenditure.

Other eligible expenditure

Other eligible expenditures for the project may include:

- staff training that directly supports the achievement of project outcomes
- financial auditing of project expenditure

- contingency costs up to a maximum of 10% of the eligible project costs. Note that we make payments based on actual costs incurred.

Other specific expenditures may be eligible as determined by the Program Delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time, so you should make sure you have the current version from the business.gov.au website before preparing your application.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

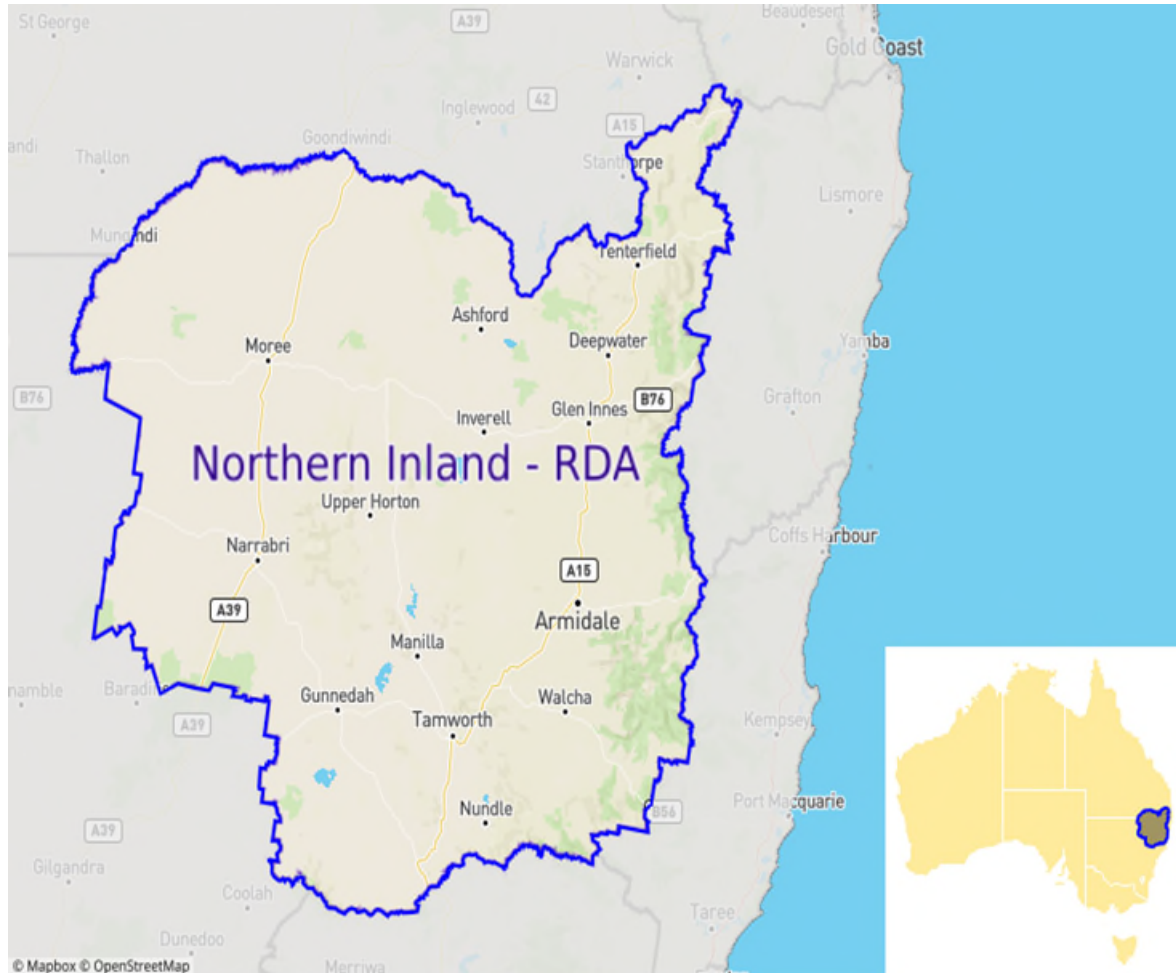
- activities, equipment or supplies that are already being supported through other sources
- RET Activity costs and job seeker participant costs the Provider agrees to pay to support the Participant in the RET Activity, including where costs are reimbursed through the Employment Fund (for jobactive participants) or Participation Fund (for ParentsNext Intensive Stream participants). For example, costs to cover risk assessments, police checks or personal protective clothing where the Participant requires these to participate in the RET Activity. For further, detail contact the Partnering Provider for your proposal
- costs incurred prior to us notifying you that the application is eligible and complete
- financing costs, including interest
- capital expenditure for the purchase of assets above \$5,000
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as renovations and utilities
- non-project-related staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- payment of a wage, cash, gift cards and incentives to participants for participation in the RET Activity, through grant funding or other sources
- requirement for participants to invest or pay for any costs associated with the RET Activity
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- maintenance costs
- costs of purchasing, leasing, depreciation of, or development of land
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests
- overseas travel or overseas costs

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

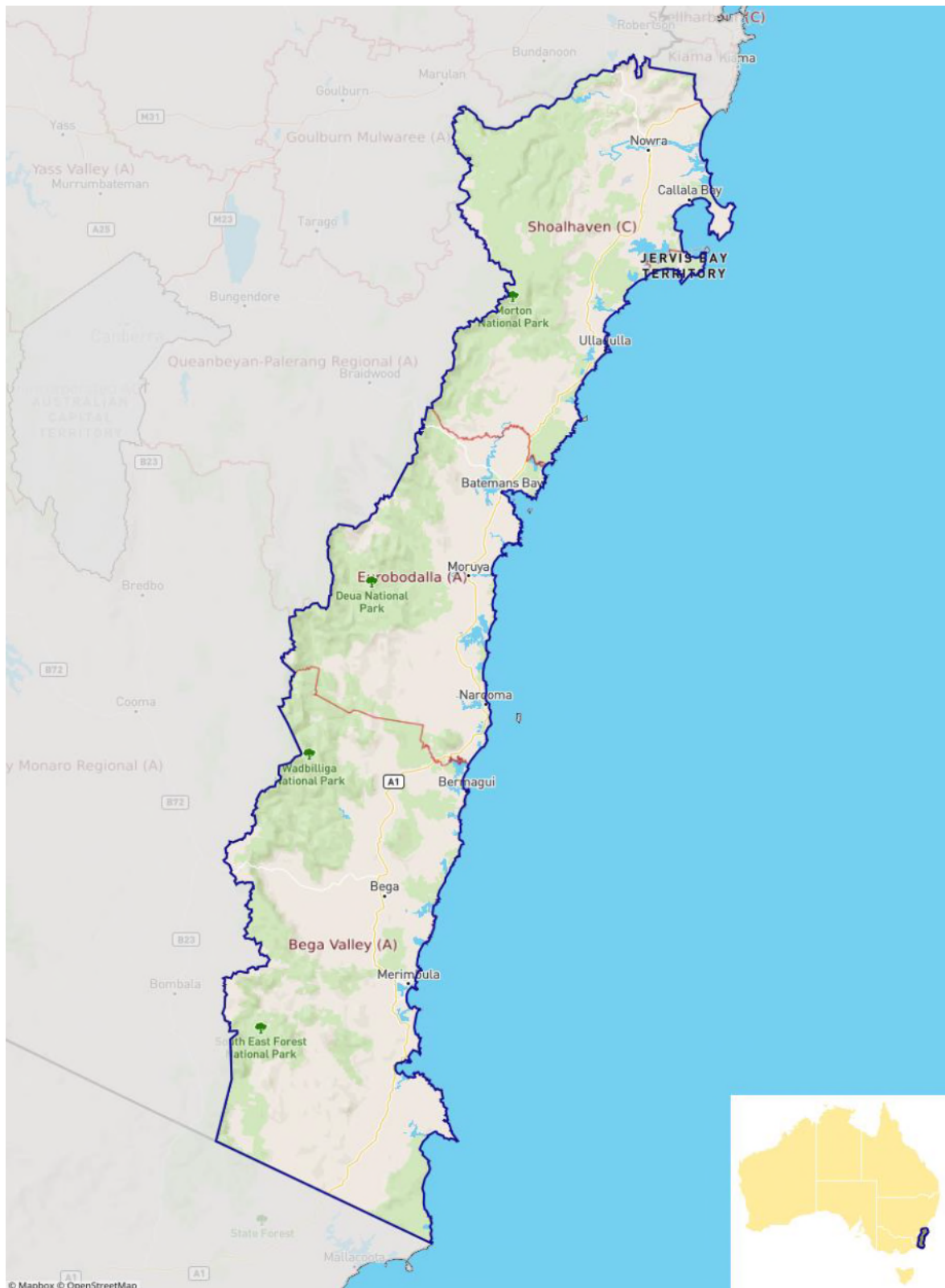
You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

Appendix C. Regions covered by the Regional Employment Trials program

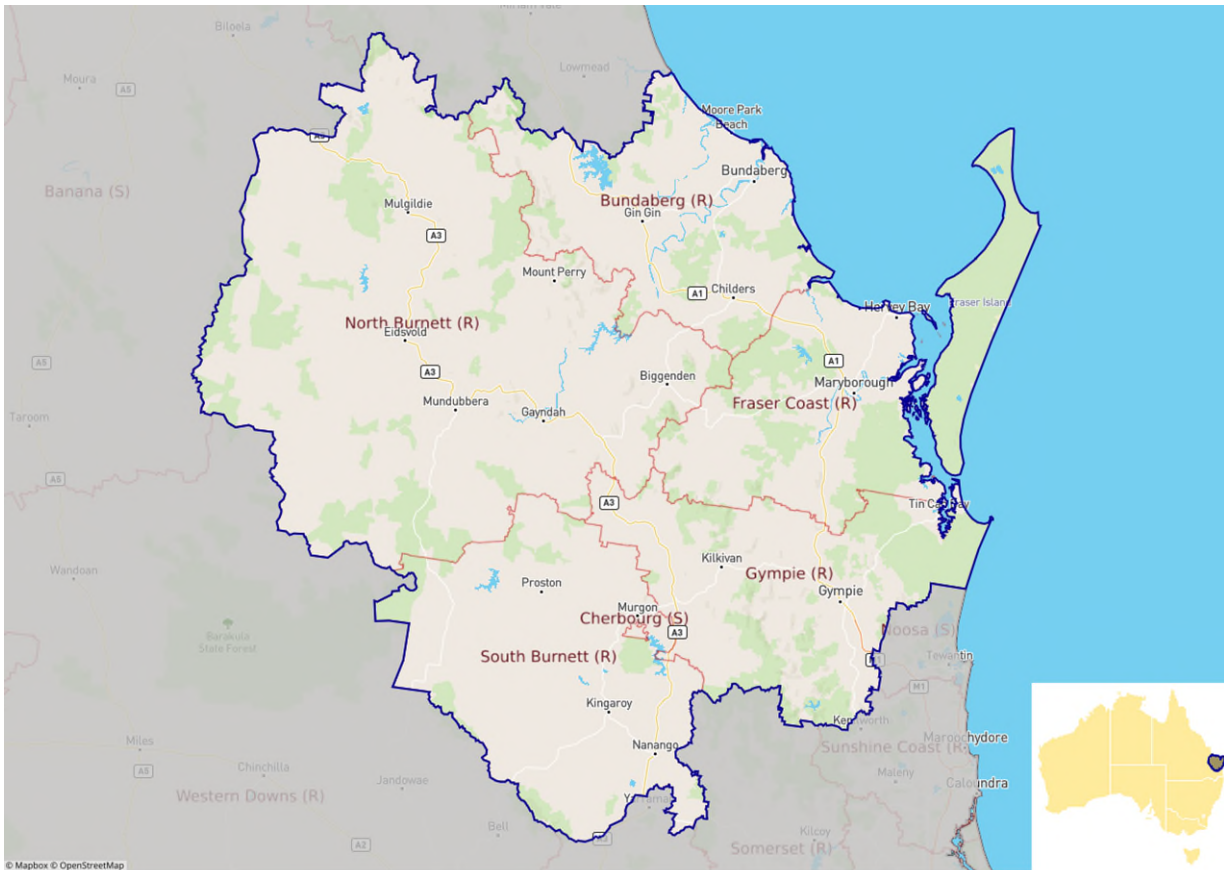
New South Wales – Northern Inland RDA region



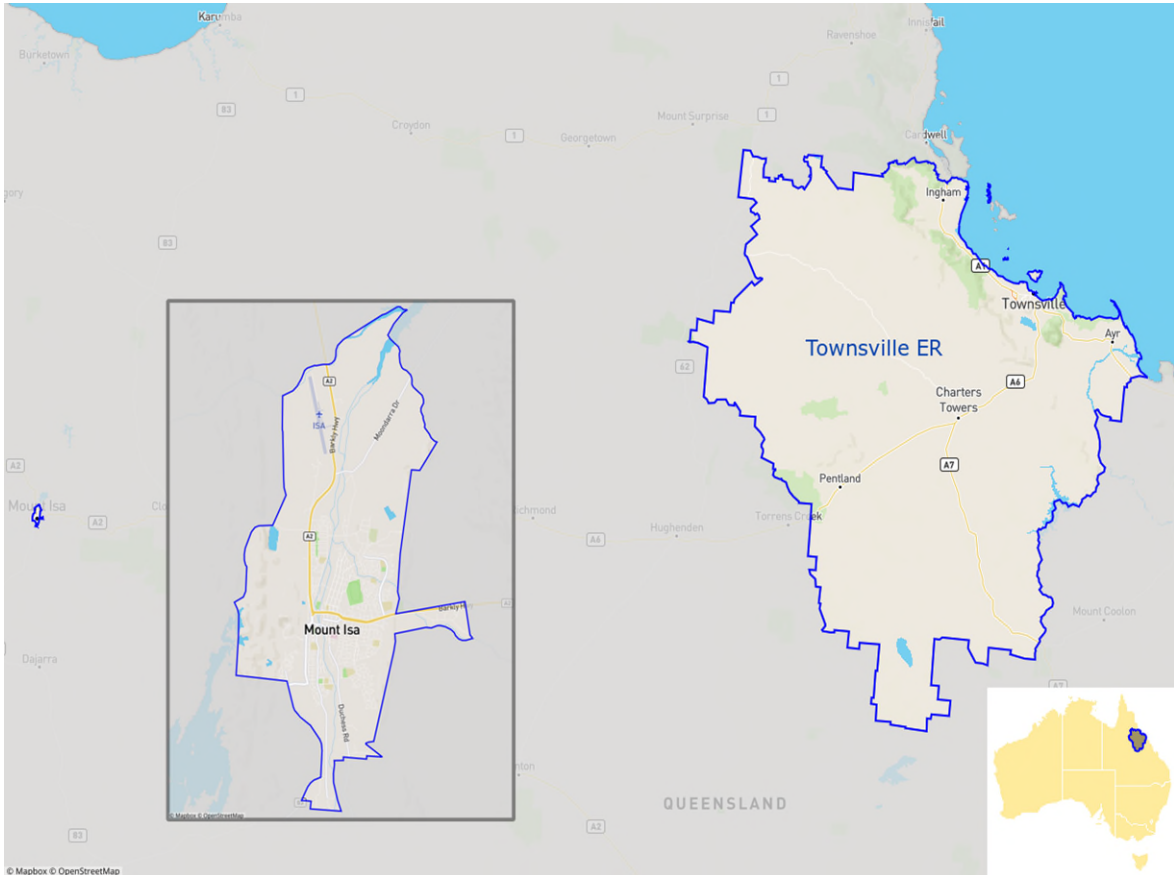
New South Wales - Far South Coast RDA Region



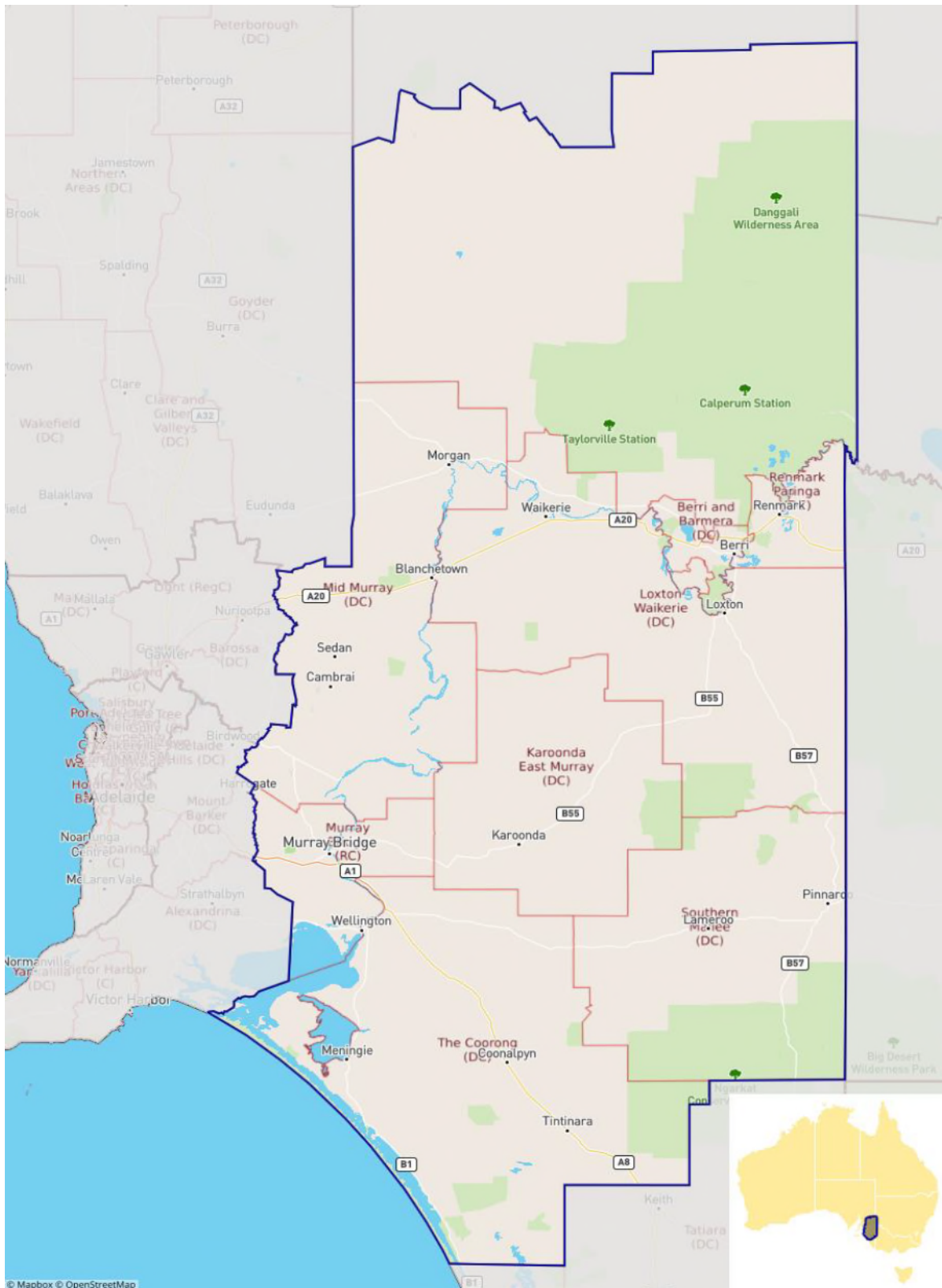
Queensland - Wide Bay Burnett RDA Region



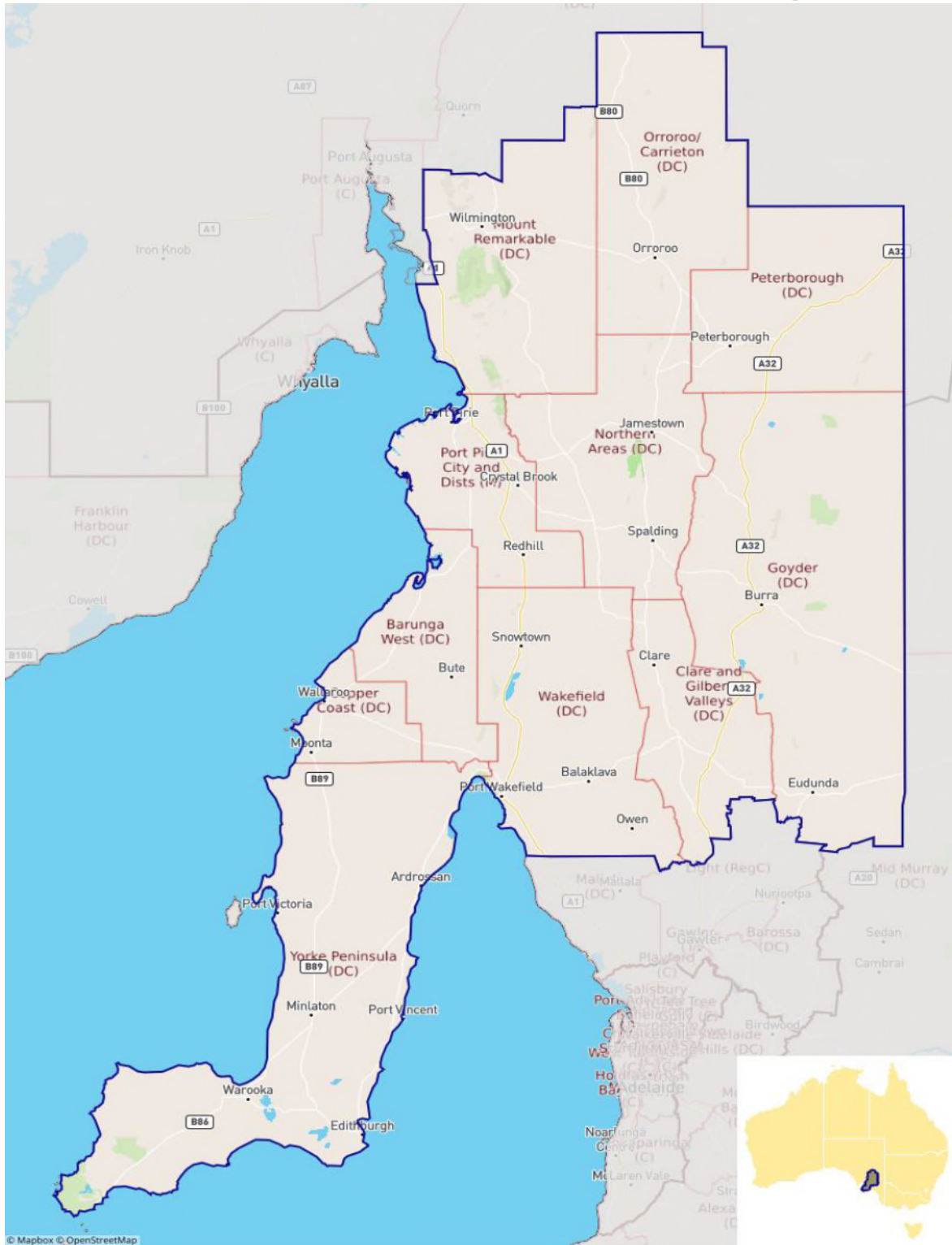
Queensland - Townsville and North West RDA (Including Mt Isa)



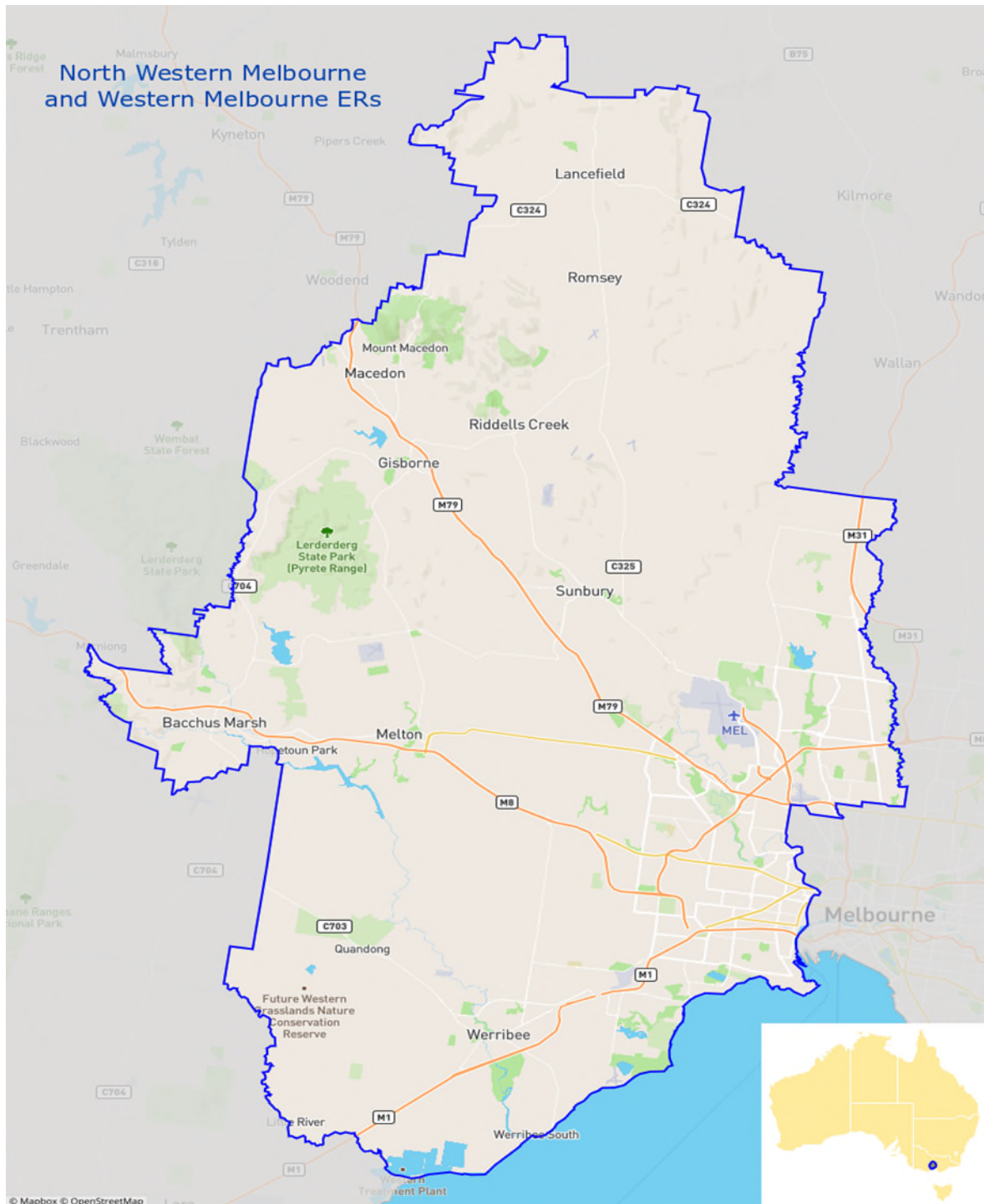
South Australia - Murraylands and Riverland RDA Region



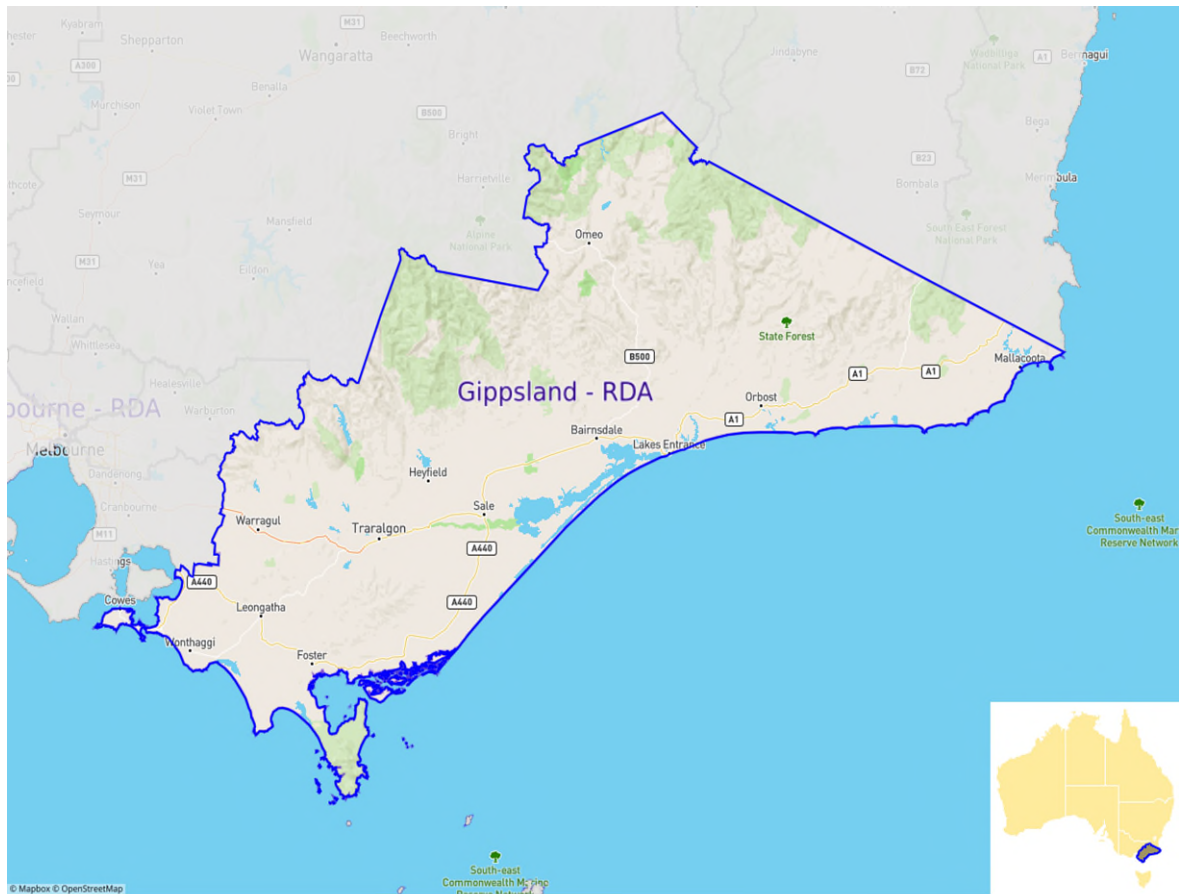
South Australia - Yorke and Mid North RDA Region



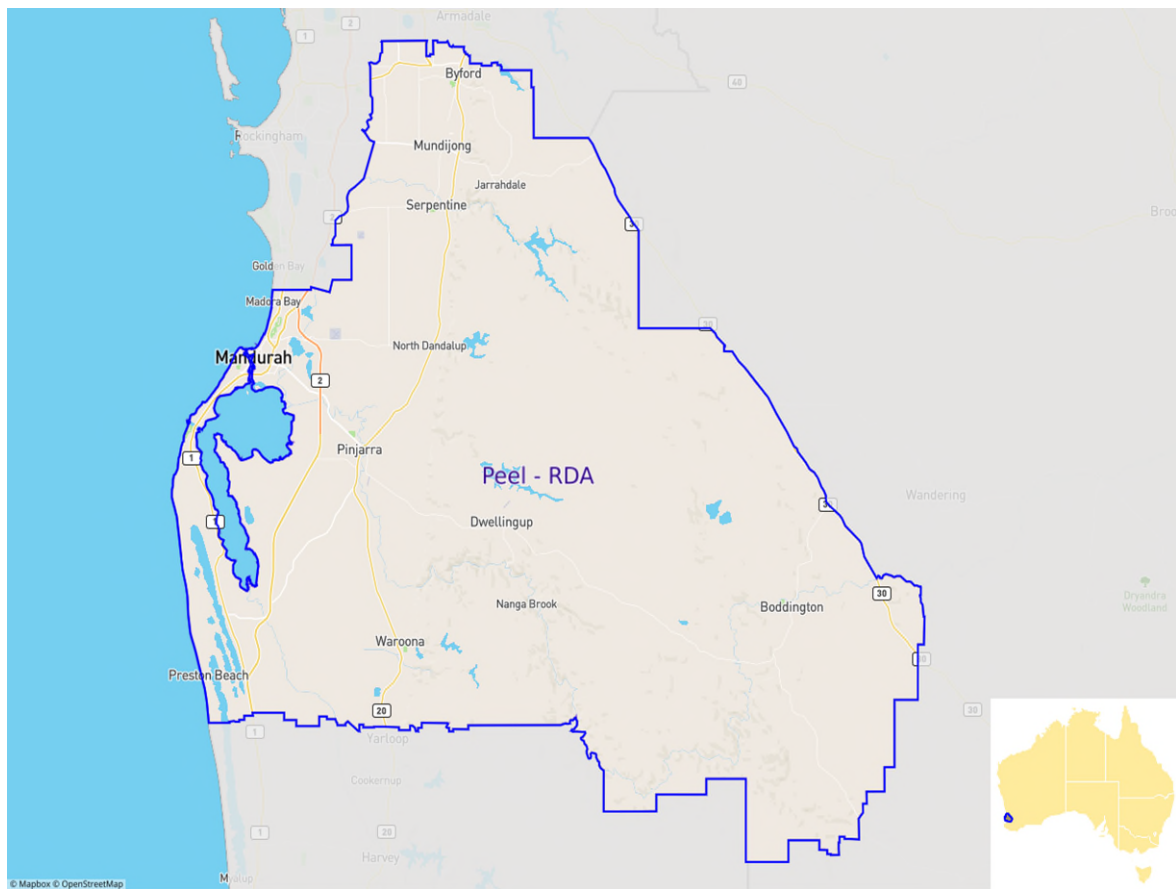
Victoria - North Western and Western Melbourne Employment Regions



Victoria - Gippsland RDA Region



Western Australia - Peel RDA Region



Tasmania - North and North West Employment Region

