

CONSTRUCTION TRAINING FUND CAPITAL GRANT APPLICATION FORM

Introduction

The Construction Training Fund (the Fund) will administer capital grant funding awarded by the Building and Construction Industry Training Board (the Board).

The Board is seeking applications for grant funding that support the following themes:

- Supporting Sustainable Construction and Advancing WA's Energy Transformation and Decarbonisation.
- Regional Development and Infrastructure Investment

Funded projects must demonstrate that they will increase training capacity or improve the quality of training in the building and construction sector.

It is critical that you:

- Read the Capital Grant Guidelines for more information.
- Consider your project in detail and be clear about your objectives, outputs, and outcomes.
- Provide clear and concise responses and ensure all the requested documentation is attached.
- Applicants may only submit one application per grant round.

Application Assessment

All grant applications will be assessed by an Evaluation Committee. The Committee will thoroughly review all the information provided in the application along with any requested documents to determine eligibility and rank the submitted projects. Based on their evaluation, the Committee will then prepare a recommendation report and present it to the Board for the purpose of awarding capital grants.

Ineligible projects

The following projects and costs are ineligible for funding:

- Projects where construction and/or installation of infrastructure has commenced before signing a funding agreement with the Board.
- Projects focused on opportunity identification, concept screening, product development research, marketing concept development and feasibility studies.
- Advertising, signage, and related communications activities.
- Land acquisition.
- Staff, resourcing, salaries.
- Preconstruction (site preparation) activities such as clearing, earthworks or site accessibility works.
- Security and/or surveillance equipment.
- Project management costs.
- Certification, permit, licence, or related fees.
- Compliance monitoring and management costs.
- Vehicle and transport costs.



- Contingency costs.
- In-kind contributions.
- Costs to establish and ongoing operational costs such as, but not limited to, salaries, electricity, water, rates, other utilities, overheads, engineering, design, or insurance costs.

Please get in touch with the Construction Training Fund at capital.grants@ctf.wa.gov.au if you are unsure of your eligibility.

Application Submission

All applications must be submitted via email to capital.grants@ctf.wa.gov.au before the closing time and date.

It is recommended that all required attachments, including the completed application form, be sent as a zipped folder.

Acceptable file formats are:

- Microsoft Excel (*.xlsx)
- Microsoft Word (*.docx)
- Portable Document Format (*.PDF)





CONSTRUCTION TRAINING FUND CAPITAL GRANT APPLICATION FORM



Applicant details

Legal Name

Business name(s)

Registration number
(as per training.gov.au)

Business address

Postal address

Website
(if applicable)

Project location:

ABN/ACN

Registered for GST ☐ YES ☐ NO

Is the entity incorporated ☐ YES ☐ NO

Registered with
Australian Skills Quality
Authority ☐ YES ☐ NO

Registered with Training
Accreditation Council ☐ YES ☐ NO



Contact Details

Primary contact

Project contact name

Project contact position

Phone

Email

Alternative contact

Alternative contact name

Phone

Email

Project objective

Please select at least one:

☐ Sustainable Construction & Energy
Transformation

☐ Regional Development &
Infrastructure Investment

Project output/outcome

Please select at least one:

☐ Increase training capacity

☐ Improve quality of training

Project details

Project title

Brief description

Anticipated start date

Anticipated end date

Project site location



Describe the
project objectives

Key performance
indicators (KPIs)/Outputs



What outputs/outcomes
will your project achieve?



Assessment criteria

What?

Projects eligible for support will contribute to Western Australia's decarbonisation and energy transition and/or improve access to training infrastructure and programs in regional areas.

Describe how your project will increase training capacity and/or capability in the Building and Construction Industry to support sustainable construction, clean energy transition, and/or regional development.



Who?

Applicants must demonstrate their capability and capacity to deliver the project successfully.

- ☐ Attach 30 June 2025 certified Financial Statements.

If unable to provide statements for 30 June 2025, please explain briefly and attach the most currently available certified management accounts.

Describe your previous experience managing or implementing similar projects.

Provide high-level details of your current training services, including training packages delivered, annual student enrolments, and student graduations. *(For example, to support your applications, do you already provide training used in the building and construction industry, and what number of students do you currently train? What is the conversion of students studying to receiving qualifications?)*

Provide details of any other grant funding you have received, including the funding agency, the amount awarded, a summary of the project and confirm if the project was successfully acquitted. *(If the applicant has never received funding, please record N/A.)*



Provide details of your financial capacity to support the project. *(Please also comment on :*
-Your organisation's ability to scale training capacity, including whether new trainers may be engaged or existing resources reallocated.
-Plans to ensure operational capability, including how staffing or expertise will be sourced or developed.
-Commitment of resources for ongoing maintenance and/or sustainability of the initiative.)



How?

Applicants are to demonstrate the viability and ability to deliver the project successfully.

- ☐ Attach Project Plan

The detail of the project plan should be proportionate to the scale and complexity of your proposed project.

Considering monitoring, scope, and methodology, describe how you will manage the project. *(Please note: As part of the evaluation, the panel will assess project co-contributions as detailed in the budget section and appropriate site conditions and approvals as detailed in the compliance section.)*



Why?

Applicants are to demonstrate why the project is needed.

What will be the impacts on the project scope, timing and budget if not funded

Discuss the project benefits.



Describe the anticipated additional training capacity or improved quality of training achieved if the project is funded.

Describe how this project will contribute to Western Australia's decarbonisation and energy transition and/or improve access to training infrastructure and programs in regional areas.



Project budget

Overview

Provide project budget details below, including applicant contribution and any other funding confirmed from other sources.

The Board values the provision of additional cash and in-kind contributions that reflect support and add value for money. Projects that provide co-contributions will be considered favourably.

DO NOT include GST in the costings.

Capital Grant request - Exclusive of GST.
\$

Total Project budget

Enter both in-kind and co-contributions to the project budget below.

Budgeted Project Costs		
Expenditure category	\$ Grant costs (ex. GST)	\$ Co-contributions/ in-kind (ex. GST)

Total grant request	\$
Total co-contributions/in-kind amount	\$
Total project cost	\$

Goods and services

☐ Attach goods and services quotes to evidence your project requirements.



Project Milestones

Please include project milestone descriptions and dates. Project commencement will be the date agreed upon within the Funding Agreement (contract) signed by both parties.

Milestone due dates and payment schedules may be amended in consultation with the successful grant applicants before executing a Funding Agreement. At a minimum, a milestone must be described for every \$500,000 of grant funding applied for.

Milestone 1 description	
Expected milestone 1 achievement date	

Milestone 2 description	
Expected milestone 2 achievement date	

Milestone 3 description	
Expected milestone 3 achievement date	

Milestone 4 description	
Expected milestone 4 achievement date	

Milestone 5 description	
Expected milestone 5 achievement date	

Milestone 6 description	
Expected milestone 6 achievement date	



Compliance and insurance

This section seeks to ensure applicants understand their obligations in alignment with risks, approvals, and compliance associated with the project and grant funding offered by the CTF.

The CTF further seeks to satisfy itself that applicants requesting grant funding from the State, so far as is reasonably practicable, manage the health and safety of its workers and subcontractors who are workers, engaged or caused to be engaged on this project. You are required to ensure work health and safety mechanisms are in place, appropriate to the size of the organisation and proportional to the risk of the project.

Before signing the Grant Agreement, you must confirm that you agree to comply with Workplace Health and Safety legislation and have suitable documentation and risk mitigation strategies.

Describe any potential risks or threats to the project.

Discuss any current or future approvals or licenses required to complete the project below.

☐ Attach any copies of permits/licenses/approvals.

Have you received any notices, convictions, or prosecutions under WA health, safety and environment protection laws in the past five years?

☐ YES ☐ NO

If you answered yes to the question above, please discuss below and, where applicable, attach evidence they have been rectified below.



Do you agree to comply with all relevant laws, including, without limitation, the requirements of the *Work Health and Safety Act 2020 (WA)* and the *Work Health and Safety (General) Regulations 2022 (WA)*, codes of practice, and guidance notes?

☐ YES ☐ NO

Do you agree that your organisation will undertake due diligence to ensure any subcontractors working on the project comply with all relevant laws, as discussed above?

☐ YES ☐ NO

☐ Attach documentation to satisfy the CTF that you have considered risks, hazards, and the health and safety of workers and subcontractors associated with the project. Examples include a safety management plan, risk assessment, and hazard identification documentation. Further information can be found on the WorkSafe website at <https://www.commerce.wa.gov.au/worksafe/>

Insurance

It is a condition of your grant that you maintain adequate insurance throughout the lifetime of this project to mitigate liabilities when conducting activities funded through the Board Capital Grant Program.

Provide current insurance details (including the type of insurance/s, provider, value, and expiry date) and attach relevant documents.

☐ Attach certificates of currency/relevant evidence.



Review and submission

Additional information to support your application

Should you have further material/documentation to support your application, please attach it below (e.g., designs, drawings, correspondence, project-related photos). Please name documents clearly to identify the support they provide.

Conflict of interest

Declare any actual, potential or perceived conflict of interest that the applicant or any project partners may be aware of in undertaking this project and receiving State Government funding.

Do you have an actual, potential or perceived conflict of interest?

☐ YES

☐ NO

Authorisation

I declare that the information given in this application and all attached documentation is complete and correct to the best of my knowledge, information and belief and will be kept private until an outcome of the application is known.

I agree to contact the CTF via capital.grants@ctf.wa.gov.au immediately if any information provided in this application changes or is incorrect.

Person submitting application

Position

Declaration ☐ The person below authorises me to complete this application on behalf of the entity.

Declaration Date

Person with legal authority

Name

Position

