

Introduction

The Construction Training Fund (CTF) will administer Skills Innovation Grant funding awarded by the Building and Construction Industry Training Board (the Board).

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

- Emerging Digital and Technology Requirements in Skills Development
- Attraction and Retention of a Skilled Construction Workforce; and
- Innovation in Training.

It is critical that you:

- Read the Skills Innovation 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 CEO for the purpose of awarding Skills Innovation Grant funding.

Ineligible projects

The following projects and costs are ineligible for funding through the skills Innovation Grant program:

- Projects that are already in existence and funded by CTF.
- Projects focused on opportunity identification, concept screening, product development research, marketing concept development and feasibility studies.
- Advertising, signage, and related communications activities.
- Certification, permit, licence, or related fees.
- Vehicle and transport costs.
- 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 innovate@ctf.wa.gov.au if you are unsure of your eligibility.

Application Submission

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

Acceptable file formats are:

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



Applicant details

Legal Name

Business name(s)

Applicant name and role

Business address

Postal address

Website
(if applicable)

Contact Email

Contact Phone

Registered for GST ☐ YES ☐ NO

Project title

Project objective

Briefly describe the innovative idea and its significance to the construction industry:

Project output/outcome

Please select at least one:

- ☐ Innovation in training
- ☐ Emerging digital and technology requirements and skills development
- ☐ Attraction and retention of a skilled construction workforce



Project details

Project title

Brief description

Anticipated start date

Anticipated end date

Describe the project objectives

Key performance indicators (KPIs)/Outputs

What outputs/outcomes will your project achieve?



What?

- Innovation in training
- Emerging digital and technology requirements in skills development
- Attraction and retention of a skilled construction workforce

Describe how your project aligns with at least one of the above themes.



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

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Discuss how the applicant will fund their contribution to the project. A dedicated budget section is required below, so this section provides brief details of funding sources such as cash reserves or other financing.

If the applicant has never received funding, please record N/A.



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

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

SKILLS INNOVATION GRANT APPLICATION FORM



Discuss the project benefits.

Describe the projects alignment with CTF's vision that the construction industry is a career of choice and is safe, skilled and sustainable.

Outline the projects success measures or evaluation plan

Project budget

Overview

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

CTF 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.

Future Skills Grant request exclusive of GST.
\$

Project budget

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

All costs must be entered, excluding GST.

Budgeted Project Costs

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

Total project budget

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.

Milestone 1 description	
Expected milestone 1 achievement date	

Milestone 2 description	
Expected milestone 2 achievement date	

Milestone 3 description	
Expected milestone 2 achievement date	

Milestone 4 description	
Expected milestone 2 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.



☐ YES ☐ NO

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

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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 innovate@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

