

CTF Skills Innovation Grant Guidelines

September 2025



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General Information

Introduction

1. These Skills Innovation Grant Program Guidelines set out the Construction Training Fund's (CTF) administrative requirements applying to the administration of the Future innovations Program.
2. The Guidelines took effect 01 July 2025
3. The CTF can initiate amendments to the operational issues covered by the Guidelines. The Guidelines will be updated from time to time as required. The CTF will ensure a current copy of the Guidelines is available on the CTF's website.
4. These Guidelines do not create or give rise to any legal or equitable rights, or legitimate expectations, on the part of any applicant which applies for or receives funding.

Overview

Objectives

The Skills Innovation Grant responds to the CTF Strategic Plan Initiative 6.1 - *Identify and develop mechanisms and opportunities for sharing of ideas and resources.*

The grant program's objectives include:

5. To create an inclusive process for stakeholders to engage with CTF for ad hoc funding requests.
6. To provide industry with an avenue for project development and implementation of innovative ideas.
7. To provide funding to assist industry stakeholders to fulfil innovative ideas.

Funding allocation

Funding available

The Skills Innovation Grant is available to applicants to cover up to 80% of their costs to deliver an innovative idea.

8. Applicant contribution of 20% can be made via in kind costs.
9. Payment of grant is upfront, with funding to be acquitted midway and upon completion.
10. Applications can be submitted in partnership with another applicant, but must have one legally responsible funding recipient.
11. Skills Innovation Grants to successful applicants do not include the Goods and Services Tax (GST), although all payments will include a component for GST.

Withholding payment and repayment

12. The CTF may determine to suspend, withhold or require the repayment of funds if the successful applicant is not meeting its obligations under the grant agreement. This may include repayment of a portion of the grant if there is evidence that funding has yet to be used for the purpose it was provided for.

Eligibility for funding

Eligibility requirements

13. The eligibility criteria for the Skills Innovation Grant can be found: [2025 Skills Innovation Grant Criteria.docx](#)
14. Demonstrate to the CTF a financial need.
15. Demonstrate to the CTF that the project will contribute to the objectives of the Skills Innovation Grant program.
16. Application cannot duplicate an initiative/grant/program already funded by CTF.
17. Demonstrate to the CTF that adequate insurance is held by the applicant.
18. Propose a project consistent with sound planning within the environment in which it operates, especially concerning the cost, size, and use of project to be funded.
19. Demonstrate that both the applicant and the proposed project are financially viable.

Application process

Providing information about the Skills Innovation Grant program to industry

20. Each year the CTF should advise proponents of funding requests to apply for the Skills Innovation Grant program.
21. The CTF should make information publicly available on the application process, including eligibility criteria, required documentation, closing date of funding application, procedures for assessment of funding applications, how decisions are made, and contact details of the CTF.
22. Making the information available to the public may include publishing it on the CTF website, and other forms of communication. In addition, the CTF should provide the information on request if an applicant cannot access the website.
23. Applicants should complete an application form and submit to innovate@ctf.wa.gov.au by closing date.

Meeting the objectives of the Skills Innovation Grant Program

24. When assessing applications, the CTF should ensure the recommended projects contribute to the objectives of the Skills Innovation Grant program, as defined by the CTF.

Assessment and ranking of projects for funding

25. Once the CTF has established that a project for consideration is eligible for funding, it should rank the projects primarily based on the evaluation criteria.
26. The CTF should use a sufficiently discriminating assessment methodology to assess the full range of applications. The CTF should ensure that these are applied consistently and equitably, which can be supported by evidence.

Conflict of interest

27. Where there is an actual or potential conflict of interest at any project stage, the CTF should manage or resolve the conflict. For example, a conflict of interest may arise when a member of the CTF assessment committee or Board holds an interest in a business applying for funding.
28. The CTF should document all steps to resolve conflicts of interest. This documentation is to be made available to the Board upon request.

Approval process

29. The CTF must be satisfied that an applicant needs financial assistance for program expenditure and that the expenditure meets the aims of the Skills Innovation Grant program.

Timing

30. The deadline for submitting applications for the Skills Innovation Grant program is published on the CTF website.
31. Acceptance of submissions after the closing date is at the discretion of the CTF. Where the recommendation is finalised and awaiting further information or developments from the applicant, the CTF should notify the CEO.

Submission of Skills Innovation Grant funding schedule

32. The Skills Innovation Grant funding schedule must include the recommended and the not recommended projects.
33. The CTF should supply information about any special features that have influenced the assessment of a project in a way that would not be apparent from the standard project information normally supplied.
34. Applicants must keep a detailed description of the scope of work, including project components and professional fees. This detailed description should be used in the acceptance of the grant agreement between the CTF and the applicant.

Ad hoc schedules

35. As a rule, the CTF should include all recommendations for funding in one annual schedule to enable the ranking of competing applications and for administrative efficiency. However, ad hoc schedules of projects may be accepted where it is not practicable for a project proposal to meet the annual Schedule list timeline or where additional funding becomes available, for example, through project savings. The CTF must seek approval from the CEO for any ad hoc schedule projects.
36. Ad hoc schedule projects are subject to the same assessment criteria as annual Schedule projects.

Review of decision

37. Where the CTF does not recommend a project, CTF should provide reasons to the applicant and should allow the applicant to have the application reviewed.
38. This review process must be:
 - a) independent of the original assessment process and personnel
 - b) acceptable to the CTF.
39. The CTF must advise the CEO in writing of any appeal when it becomes aware of a request for review. All outcomes of the reviews should be communicated to the CEO in writing.

Notification of approval

40. The CTF will inform each successful applicant in writing of all approved projects and any special conditions for individual projects.

Public announcement of funding

41. The Minister reserves the right to make public announcements about the Skills Innovation Grant program or relevant projects at any time and inform industry about project approval.
42. Successful applicants are not to publicly announce the approval of grants until formally advised by the CTF.

Managing funding

Construction Training Fund agreements with Successful Applicants

43. The CTF must enter into appropriate funding agreements with successful applicants before making any funding payment. Such funding arrangements will ordinarily be reflective of, and consistent with, these guidelines.

Funding conditions

44. The CTF must ensure that applicants are typically subject to the following funding conditions:
 - a) spend the funding only on the approved project as described in relevant project documentation.
 - b) obtain prior approval from the CTF for any amendments to the approved project.
 - c) enter into a legally binding funding agreement with the CTF.
 - d) contribute at least the amount specified as the applicant contribution in the grant offer.
 - e) spend grant payments, including any interest earned on grant payments on the approved project and as soon as possible during the program year in which the funds are provided.
 - f) ensure that the project is completed to a satisfactory standard and within a reasonable time in accordance with the grant description and with all relevant local government requirements.
 - g) keep complete and accurate records in a form that will permit comprehensive information to be provided to the CTF if requested.
 - h) comply with any other conditions under which the funding is provided, including additional grant conditions required by the CTF.

Commitment to commence a project

45. When funds are approved for payment in a particular program year, the CTF should ensure that the applicant enter into legally binding agreement to proceed with those projects by the end of that year or such later date as the CTF approves.
46. If an applicant cannot commit to commence the project by the end of the program year, the CTF should seek the CEO's approval to reallocate the funds to other projects that have commenced or can commence before the end of the year.

Project variations

47. A change of circumstances after the approval of a project may require a variation to the project. Aspects of the projects that may be varied include, but are not limited to:
 - a) total project cost increase or decrease.
 - b) applicant contribution increase or decrease.
 - c) the start or end date being moved by more than six months.
 - d) changes to the scope or project category, or other descriptor of the project.
 - e) cancelling (withdrawing) a project.
48. All variation requests must be submitted to the CTF for consideration and approval by the Director Skills Development.
49. The CTF will approve all changes in writing.

Savings

50. Savings refer to unspent grant funds at the completion of the project. For example, where a total project cost has been over-estimated, and there are unspent grant funds at project completion, those funds are referred to as 'savings'.

Cancelled

51. Cancelled funds refer to funds that were allocated to an approved project that does not or cannot commence. The funds allocated to the cancelled (withdrawn) project become unallocated and should be reallocated to other eligible project/s within twelve months.

Liaison and monitoring

52. The CTF may, at any time, request additional information on a project.

Accountability

53. The CTF is required to ensure accountability for Skills Innovation Grant program. For the CTF to meet its obligations under the Act, the CTF must comply with the financial accountability requirements below.

Records and information provision

54. Applicants must keep records relating to all income and expenditure of funding in accordance with Australian Accounting Standards and generally acceptable accounting practices. These records must be kept separately within the applicants accounting records. These records must be kept for at least seven years.
55. If an applicant fails to provide the CTF with all the information that has been requested, it will be considered a breach of the agreement. This failure to comply with the information requirements under the agreement is also a breach of the applicants ongoing obligations under the agreement. As a result, the CTF may decide to take action, including delaying the making of any further payments to the applicant.
56. Records of all applications, assessments, payments, accountability processes, and documents must be maintained by the CTF for at least seven years after the completion of each project. Assessment documentation must be sufficiently comprehensive to justify the conclusions reached on eligibility and ranking criteria for each application.
57. Documents relevant to the State's exercise of a right to repayment must be retained for the period of possible recovery (for example, agreements, payment records and accountability certificates).
58. Applicants must keep adequate records to enable the following, that is, to:
- a) meet financial accountability obligations.
 - b) demonstrate that applicant obligations under the agreement are satisfied.
 - c) support the efficient and effective conduct of business.
 - d) demonstrate that all reasonable steps have been taken to minimise risk, including documentation relating to the applicants Risk Management Plan.
 - e) support and document policy formation and decision-making.
 - f) ensure business performance and continuity.

Compliance with laws

59. Each applicant must comply with all relevant laws and legal requirements including:
- *Fair Work Act 2009 (Cth)*
 - *Workplace Gender Equality Act 2012 (Cth)*
 - *Work Health and Safety Act 2020 (WA)*.

Privacy and freedom of information

60. The CTF is subject to the *Freedom of Information Act 1992*; any information applicants submit to the CTF will be subject to this legislation. Any documents submitted to the CTF may be subject to freedom of information applications.

NOTE: In providing any data or other information to the CTF pursuant to the agreement, giving false or misleading information is a serious offence under Section 170 of the *Criminal Code Act Compilation Act 1913*.

Summary of Skills Innovation Grant program recognition requirements

Applicants that receive funding through the CTF's Skills Innovation Grant program are required to:

- Acknowledge CTF funding in all announcements and other publicity of all innovation projects to which the CTF is contributing funds.

Contact information

61. Contact details for the Construction Training Fund are as follows:

Postal
Training Advice Manager
Construction Training Fund
PO BOX 303
Cloverdale WA 6985

Email
<mailto:innovate@ctf.wa.gov.au>

