

INCOLINK INDUSTRY GRANTS APPLICATION FORM

Version	Date	Summary of Change	Author
1.0	May 2025	Revised form to support Industry Grant applications	Sam Ellison
2.0	April 2026	Revised to include justification of costs	Jenn Loh
Review Cycle: 12 months			

PART 1 – ORGANISATION DETAILS

	Response
Legal Name of Organisation	
Trading Name (if applicable)	
Legal Status (e.g. Company, Trust)	
Registered Address	
Postal Address (if different)	
ACN / ABN	
Telephone	
Email	
Authorised Representative – Name	
Authorised Representative – Position	
Registered Training Organisation (RTO) Number (if applicable)	
Directors or Board/Executive Members	
Attach two most recent Annual Reports or audited Financial Statements	
Is the applicant an Incolink Member?	

PART 2 – PROJECT SUMMARY

	Response
Project Title	
Total Grant Sum Sought	
Brief Project Description (max 2 paragraphs)	
Start Date	
End Date	
Delivery Location(s)	
Evidence of Need (list at least 6 reasons)	
Project Objectives (list at least 6 objectives)	
Benefits to Industry and Incolink Members	
Concurrent/Other Funding Applications (include name, amount, contact)	

PART 3 – PROJECT DELIVERY & GOVERNANCE

	Response
Project Management and Governance Structure	
Evaluation and Performance Indicators (KPIs)	
Promotion and Publicity Plan	

PART 4A. – PROJECT COMPONENTS: TRAINING INITIATIVES

Type of Training: <input type="checkbox"/> Accredited <input type="checkbox"/> Non-Accredited <input type="checkbox"/> New Development	
	Response
Course Details (code, title, duration, theory/practical)	See Annexure A
Delivery Method & Frequency	
Accreditation for Participants (e.g. Certificate/SoA)	
Resource Requirements (e.g. trainers, materials, facilities)	
Describe how the project is to be implemented including: <ul style="list-style-type: none"> • project management structure • communication/promotion of the courses/modules to potential participants • how and when the courses/modules are to be delivered • assessment methods including criteria being applied • surveys/feedback from participants • internal reporting (including frequency) on progress of the project • Milestones/KPIs to be measured/demonstratable outcomes against the objectives of the project – see Part 2 Project Objectives • any other key information/reporting 	

PART 4B – PROJECT COMPONENTS: OHS PROJECTS

OHS Activity Type: <input type="checkbox"/> Training Module <input type="checkbox"/> Safety Materials <input type="checkbox"/> Awareness Services	
	Response
Details of Deliverables (e.g. sessions, materials, targets)	
Evaluation Method (e.g. audits, surveys)	
Expected Safety Outcomes	
Development of Training Module – Provide full details (if applicable)	See Annexure B
Development of Safety Materials – Provide full details (if applicable)	See Annexure B
Awareness Services – Provide full details (if applicable)	See Annexure B

applicable)	
Forecast Deliverables Template: Describe planned activities, delivery details, and funding allocation	See Annexure C

PART 4C – PROJECT COMPONENTS: CAPITAL OR GENERAL INDUSTRY INITIATIVES

	Response
Capital Funding Justification	
Details of Co-Contributions (financial or in-kind)	
Status: <input type="checkbox"/> Not Commenced <input type="checkbox"/> In Development	
If requesting >\$1m – attach Business Case and Economic Assessment	

PART 5 – BUDGET & FINANCIAL NEED

	Response
Detailed Project Budget – attach Forecast Income and Expenditure Statement (template provided) and needs analysis for capital expenditure (if applicable)	See Annexure D
Quarterly Cash Flow Forecast	
Justification of Value for Money	
Other Funding Sources or Co-Contributions	
Justification of Why Grant Funding Support is Required to Proceed	
Justification of Costs That Would Otherwise Be Deemed as Ineligible Costs, If Any (refer to Incolink Industry Grants – Principles, Eligibility and Assessment Criteria provided)	

PART 6 – PROBITY, CONFLICTS AND COMPLIANCE

	Response
<input type="checkbox"/> I confirm the organisation complies with all relevant laws and probity expectations	
Are there any actual, potential, or perceived conflicts of interest? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, describe the conflict(s)	
Conflict Mitigation and Reporting Plan	
<input type="checkbox"/> I consent to audit, evaluation, and reporting requirements under the grant terms	

PART 7 – APPENDICES & ATTACHMENTS

<input type="checkbox"/> Two years of financial statements
<input type="checkbox"/> Project Budget (Expenditure Statement)
<input type="checkbox"/> Business Case (if funding > \$1m)
<input type="checkbox"/> Letters of Stakeholder Support
<input type="checkbox"/> Training/Safety/Promotional Materials (if applicable)
<input type="checkbox"/> Risk Management or Implementation Plan

PART 8 – ASSESSMENT SUPPORT QUESTIONS:

A. Need Within Industry

	Response
Describe the specific skills gap in the commercial building and construction industry that your project addresses	
Provide evidence demonstrating demand for this project	
Explain the measurable benefit this project will deliver to the industry	
Justify how this project aligns with Incolink's strategic priorities (e.g. mental health, clean energy skills, diversity, safety, etc.)	

B. Value for Money

	Response
Provide cost breakdowns and justify against benchmarks	
Explain the likelihood of success within scope and budget	
Specify what % of the budget is indirect costs (e.g. administrative)	
Explain how this training differs from existing options	

Justify why your organisation is best placed to deliver this?	
----------------------------------------------------------------------	--

C. Standard Requirements

	Response
Is the applicant a Registered Training Organisation (RTO)?	
Confirm all conflicts have been declared and managed	
Describe governance structures in place	
Explain legal separation or independence, if relevant	

PART 9 – DECLARATION AND EXECUTION

I declare that the information provided in this application is true, accurate and complete to the best of my knowledge. I confirm that I have read and understood the Incolink Industry Grants Principles, Eligibility and Assessment Criteria, and that the proposed project meets the stated eligibility and assessment requirements. I understand that providing false or misleading information may result in the suspension or withdrawal of funding or other legal actions. I confirm that I have the authority to submit this application on behalf of the organisation.

Organisation Name and ABN	
Full Name of Authorised Representative	
Position	
Signature	
Date	

ANNEXURE A. TRAINING INITIATIVES – PROJECT COMPONENTS

1. TRAINING COURSES/MODULES DEVELOPMENT

(Describe the types of training courses/modules being developed. Specify if the course is theoretical learning or practical training or both)

2. TRAINING COURSES/MODULES ALREADY ACCREDITED IN THE NATIONAL TRAINING SYSTEM:

(Where a course has current accreditation in the National Training System provide details as per the table below. Specify if the course/module is theoretical or practical – see also Appendix A for guidance)

Course code and title (as listed in training.gov.au or State equivalent)	Nominal duration of course	Theoretical/Practical
e.g. CPCWHS1001 Prepare to work safely in the construction industry	e.g. 6 hours	

3. COURSE/S NOT ACCREDITED IN THE NATIONAL TRAINING SYSTEM:

(Describe the non-accredited course as per the table below. Specify if the course/module is theoretical or practical – see also Appendix A for guidance. If there are established external course description, then simply provide a reference or link to the established external)

Course description item		<i>Theoretical/Practical</i>	<i>Guideline</i>
1	Course title and code:		<i>A brief title and code which identifies the course. If it is an existing nationally accredited course, then the accredited title must be used.</i>
2	Overall course purpose:		<i>A brief statement of what the learner will be able to demonstrate at the completion of the course.</i>
3	Course learning outcomes:		<i>The individual competencies which the learner will achieve within the overall course purpose.</i>

4	Relationship to endorsed national competency standards:		<p><i>If the learning outcomes are in response to nationally endorsed standards, then the specific standards should be:</i></p> <ul style="list-style-type: none"> • <i>identified; and</i> • <i>included in any statement provided to the learner.</i>
5	Pre-requisites to commence course:		<p><i>Pre-requisites that are required prior to course entry should be stated. Preferably, prerequisites are kept to a minimum.</i></p>
6	Nominal duration of course:		<p><i>This indicator is for planning purposes only in resource allocation. It has no useful training value in terms of delivery, assessment, evaluation, or auditing.</i></p>
7	Method and conditions of assessment:		<p><i>State how the course's learning outcomes are to be assessed. The statement should include:</i></p> <ul style="list-style-type: none"> • <i>the assessment methods to be used; and</i> <p><i>the conditions under which the assessment will take place, including any provisions for workplace assessment as a method of confirming competence.</i></p>
8	Assessment criteria for each learning outcome:		<p><i>Identify the key criteria that will be used to determine whether the learner has achieved the course's learning outcomes to the required standard.</i></p>

9	Resource requirements:		<p><i>State the resources and the cost of those resources, required to deliver and assess the course. This includes:</i></p> <ul style="list-style-type: none">• <i>essential qualifications/competencies of staff;</i>• <i>salaries and on-costs;</i>• <i>administration costs</i>• <i>facilities and equipment requirements and costs; and resource materials costs.</i>
10	Occupational Health & Safety requirements:		<p><i>Include, as appropriate, a statement of the OHS standards to be met in the course.</i></p>
11	Recognition of this course within the National Training System:		<p><i>State if the course is recognised in whole or part within the National Training System.</i></p>
12	Underpinning knowledge and skills:		<p><i>List the key knowledge and skills which the learner should acquire and be able to apply as a result of the course.</i></p>

ILLUSTRATIVE EXAMPLE OF A COURSE DESCRIPTOR

Note: This is an adaptation of an existing module from the National Building Industry Training Package. Its purpose is to illustrate the format required by the Victorian Building and Construction Industry Training Fund.

Course Title	Implement OH&S requirements
Course Code	ABC.0001
Nominal length	20 hours
Accreditation status	The course is accredited within the National Training System. <i>(The alternative is 'The course is not accredited within the National Training System')</i>
Relationship to national competency standards	This course describes the learning requirements associated with the following Unit of Competence in the National Building Industry Competency Standards: Unit AAA Work to OH&S standards <i>(The alternative is that 'The course is not related to national competency standards')</i>
Prerequisites	Nil <i>(The alternative is to list the prerequisites)</i>
Assessment methods	Learning outcomes will be assessed in the workplace and in a simulated work environment. In both cases, progress will be regularly checked. Project work will be used.
Resource requirements	The following resources are required to deliver the course: <ul style="list-style-type: none">• suitable work area/simulated work area appropriate to the building construction process.• regulatory legislation including:<ul style="list-style-type: none">- OH&S- EPA- Dangerous goods- WorkSafe Australia standards• appropriate tools, equipment, materials and documentation to comply with OH&S legislation including:<ul style="list-style-type: none">- personal protective equipment- ladders and work platforms- emergency equipment and procedures- power connections
OHS requirements	The Occupational Health and Safety standards to be met within the course are: <ul style="list-style-type: none">• as prescribed in this course descriptor <i>(If not an OH&S course then the standards relevant to the course should be stated)</i>

Overall outcome	<p>At the completion of the course, the learner will be able to:</p> <ul style="list-style-type: none"> • identify and apply the relevant OH&S legislation, regulations and codes of practice to their workplace; and • plan, prepare and apply safe work practices for self and others.
Underpinning knowledge and skills	<p>A broad application of the knowledge of:</p> <ul style="list-style-type: none"> • workplace and equipment safety requirements • materials and MSDS • WPH&S Act • other relevant acts, regulations and codes of practice • company policy <p>The skills to:</p> <ul style="list-style-type: none"> • work safely according to instructions • use power and hand tools • handle material safely • select materials to MSDS requirements • communicate effectively

Learning Outcomes	Assessment Criteria
1. Plan and prepare for safe work practices	<ul style="list-style-type: none"> • Identify and adhere to quality assurance requirements associated with the company's safety operations. • Select, fit and make ready for use appropriate personal protective equipment. • Select tools and equipment consistent with safe work requirements of the job. • Check tools and equipment serviceability and report faults to supervisor. • Erect appropriate barricades, hoardings and signage at job location.
2. Use safe work practices to carry out work	<ul style="list-style-type: none"> • Carry out work safely and in accordance with OH&S legislation and company policy. • Identify and report safety hazards and workplace accidents/incidents. • State and apply industry/site safety responsibilities. • Select and operate firefighting equipment according to the type of fire. • Implement site emergency and first aid procedures. • Identify and adhere to signals/sirens for blasting operations.
3. Assume responsibility for safety of self and others.	<ul style="list-style-type: none"> •
4. Etc	<ul style="list-style-type: none"> •

ANNEXURE B. OHS INITIATIVES – PROJECT COMPONENTS

<p>Awareness & Training Module</p> <p>If your Project involves the development of OH&S training and awareness module please provide full details including how the training will be delivered, the frequency and/or the period.</p>
<p>Awareness Information & Training Material</p> <p>If your Project involves the development of OH&S training material or information material for disseminating, please provide full details including how the material will be delivered, the frequency and/or the period.</p>
<p>Awareness Services</p> <p>If your Project involves the provision of services such as informing others about workplace OH&S training and awareness please provide full details including how the services will be delivered, the frequency and/or the period.</p>

ANNEXURE C. OHS INITIATIVES – FORECAST DELIVERABLES TEMPLATE

Please provide forecast deliverables for your Project. You will be required to report against this in your quarterly reporting to Incolink.

As guidance, please note the following:

a) Planned Activities

- Provide a short description of the activities to be undertaken through your project, including any specific resources developed and the nature of the training or information session/workshops. In particular, include additional information regarding onsite and off-site information sessions/workshops.
- Provide sufficient information for a person with little knowledge of your industry or organisation to understand what is being delivered and how. It should clearly state, for example, the extent to which the services you provide are similar or different from one another.
- Terminology (including acronyms) that is readily understood in the industry must be explained.
- Provide as much detail as possible on information relating to: the duration, attendance, frequency and content of activities.

b) Evaluation Method

- Provide detailed information in relation to the proposed evaluation method for your project. If an internal survey or review is to be conducted, please outline what this will involve.

c) Funding allocation

- Check that the percentage of funding allocated to each of the activities adds up to 100%.
- Where a percentage of funding is allocated to “Other”, provide a brief description of what this is.

d) Number of industry participants reached by each method

- Confirm that the estimated number of industry participants reached is linked to the specific method.
- If numerous information sessions are held with the same group of employers/employees, ensure this is clearly stated.

e) Information sessions/workshops to be held

- Ensure the table includes the estimated number of sessions/workshops as requested (rather than a percentage).

f) Percentage of time delivering training

- Adopt a consistent approach to calculating the percentage of time in each quarter (i.e. as a proportion of time spent in that quarter or as a proportion of time spent across the entire year).

g) Incomplete information

- A robust explanation is required where estimates are not provided.

ANNEXURE D. PROJECT BUDGET/EXPENDITURE STATEMENT

**ANNEXURE E. INDUSTRY GRANTS PRINCIPLES, ELIGIBILITY AND ASSESSMENT
CRITERIA**