

26TEN Grants Program for Workplaces 2023–24

Information for Applicants

Contents

What is the application process?.....	4
Who can apply?	4
What is the program focus?	5
What types of projects will be funded?.....	5
How do I plan my project?	6
How should I write my application?	6
What are the selection criteria?.....	6
Who will deliver the reading, writing, or maths training?	7
How will reading, writing or maths be measured?	8
What do I need to report?.....	8
What are the grant conditions?	8
Intellectual property.....	9
Appendix 1 – Case Study.....	10
Appendix 2 – Understanding the Results Chain	11
Appendix 3 - Adult Literacy Skills Officer Pay Rates.....	15
Appendix 4 – Intellectual Property	16
Appendix 5 – Get Ready Grant.....	17
What is the application process?.....	17
What are the selection criteria?.....	17

At a glance

Apply for up to \$50 000 to run a project* to help your workers improve their reading, writing, maths, speaking, listening, and digital skills with the 26TEN Workplace Grant Program.

You can apply if you're an employer, part of an employer group, or a training organisation working with a Tasmanian employer.

The goal of the grant program is to support workers to improve their skills so they can do their jobs better, providing mutual benefit to your organisation and individual workers. Your organisation would contribute by releasing workers from their regular duties to participate, encouraging and supporting them as they participate, and providing necessary resources such as computers and training rooms.

26TEN Get Ready Grant

***If you are not sure where to begin**, you might consider applying for \$5 000 in funding to employ an Adult Literacy Trainer to help you get started. The Trainer will work with your organisation to:

- identify your business needs and skill gaps
- help design a project that fits
- help you write an application for the full 26TEN Workplace Grant.

For more information, check out the Get Ready Grant – Appendix 5.

Grants open:	3 July 2023
Grants close:	16 February 2024
Total grant pool:	\$500 000 (ex GST)
Grant range:	\$5 000 - \$50 000 (ex GST)

We strongly recommend you speak to us at 26TEN before starting to plan your project.

Contact Jennifer Dunbabin or Kate Boatwright

by email: programs@26TEN.tas.gov.au

phone: 03 6165 6122.

Apply online at SmartyGrants:

<https://doetasmania.smartygrants.com.au> and select 2023-24 26TEN workplace grants.

When can my organisation apply?

You can apply from Monday 3 July 2023 to Friday 16 February 2024. Applications will be assessed and grants given to the successful applicants in two phases:

- Tranche 1 applications will close on 29 September 2023 and grants will be awarded in early December 2023.
- Tranche 2 applications will close on 16 February 2024 and grants will be awarded in early May 2024.

Your application must meet all requirements and be of high quality to be successful.

Get Ready grant applications will be evaluated and awarded throughout the grant round. Check out the Get Ready Grant (Appendix 5) for more information.

What is the application process?

1. Read this document carefully.
2. Contact Jennifer Dunbabin or Kate Boatwright at 03 6165 6122 or programs@26TEN.tas.gov.au to discuss your proposed project.
3. Fill out the results chain document (found in Appendix 2).
4. Submit your application and results chain through the SmartyGrants portal.
5. Your application will be evaluated by a Selection Panel.
6. The Minister for Education, Children and Youth will approve or deny your application.
7. You will be notified of the results.

TIP: If you work in the aged care, early childhood, or disability sectors, talk to your peak body first. They have already run 26TEN projects and may have resources that could help you.

Who can apply?

If you operate in Tasmania, you may be eligible to apply if you fit into one of the following categories:

- an organisation or sole trader
- a group of organisations or sole traders
- a private or not-for-profit organisation
- an industry association or peak body
- a Registered Training Organisation (in partnership with any of the above)

You can apply for up to two years of funding, but you need to apply each grant round (once a year). For your second year of funding, the application process will be simpler.

If your organisation is large with operations in different parts of the state, you can apply for grants at individual sites.

Note: If your workers are on work visas, they are not eligible to participate in funded projects.

Before you apply, we suggest that your organisation's management attend a (free) one-hour [26TEN Literacy Awareness Workshop](#). If your application is successful, this workshop is a compulsory first step in your project. We also recommend that you hold a free [26TEN Plain English Workshop](#) for your organisation.

What is the program focus?

Our focus is on:

- organisations who have a large proportion of workers with low or no qualifications
- industries likely to have employees with low literacy
- micro, small and medium-sized organisations
- alignment with the [26TEN Coalition](#) sector plans: community, legal, media, state government, local government, agriculture, education, and health
- Tasmanian Government's key industry sectors:
 - tourism and hospitality
 - building and construction (including civil construction)
 - advanced manufacturing (including maritime and defence manufacturing)
 - information and communications technology
 - aged services
 - disability services
 - agriculture
 - aquaculture
 - transport and logistics.

What types of projects will be funded?

We fund projects that help improve the reading, writing, maths, and digital skills of workers. To apply for funding, your project must show a good understanding of the skills needed in your organisation and your participants' development needs.

Your project must also provide evidence of your training needs, such as informal or formal assessment data or information, or anecdotal evidence. This can help increase the chances of your application being approved.

We provide funding for the following types of projects:

- A1 projects that offer general reading, writing, maths, and speaking and listening support to employees in the workplace who lack the necessary skills
- A2 projects that offer reading, writing, maths, and speaking and listening support for adults who are participating in existing workplace training or learning programs. Funding will only be provided for the literacy training component, not the entire program.

A3 projects that are a new idea and have been approved by 26TEN

Your project may also include:

- basic digital literacy training for workers with low reading, writing, or maths skills at the Australian Core Skills Framework level 3 and below
- development of training resources for use in your project
- improving workplace communication skills, including using plain English
- training for staff to support low literacy workers or clients in the future
- surveys, consultations, and research to determine the literacy needs of your workers
- training in learning skills (ACSF core skill 1 – 'learning how to learn').

Your project must include at least 50% of the activities described in A1 or A2. We will not provide funding for projects that are already funded by other sources, have funding available elsewhere, or cover costs not directly related to the project or hardware and equipment purchases.

How do I plan my project?

To plan your project, we recommend filling out the [blank results chain template](#). The results chain is a helpful tool for planning your project. To use it, start by thinking about what you want to achieve and work backwards from there. When you're ready to submit your application, make sure to include the completed results chain document.

How should I write my application?

- Assume the reader doesn't have any background knowledge of your organisation, so provide enough context and information.
- Use simple and easy to understand language.
- Ensure that your budget is accurate and complete. You can use the provided example budget as a guide.
- Be specific and clear about what you want to achieve, such as stating the exact number of people who will benefit from the training and how long the training will be.
- If possible, include examples and evidence to support your claims.
- Provide any necessary documents that show the responsibilities of your partner organisations.
- Have someone else review your application before submitting it to make sure it's clear and easy to understand.

What are the selection criteria?

1. **Capability** of personnel involved, including relevant skills and experience of:
 - project team members

- the Adult Literacy Trainer.
2. **Capacity** of the organisation, such as:
 - strong commitment to the project
 - support from upper and middle management
 - plans for ongoing support after the project ends
 - efforts to address low literacy stigma.
 3. **Benefits**, including:
 - value for money
 - likelihood of bringing significant benefits to individuals and organisations
 - in-kind contributions
 - alignment with government and community initiatives.

Selection criteria weighting

Category	Criterion	Weighting
Capability	1	30%
Capacity	2	30%
Benefits	3	40%

Scoring scale

0 = criteria not met

1 = criteria not met, but a few elements present

2 = criteria not met, but very close

3 = criteria met

4 = criteria met to a high standard

5 = criteria met to a very high standard

During the selection process, we may seek advice and further information from:

- 26TEN staff
- government / industry sources
- you and your project partner/s.

Who will deliver the reading, writing, or maths training?

The reading, writing, or maths training will be delivered by an Adult Literacy Trainer.

The Trainer could either be a literacy practitioner from a Registered Training Organisation or an individual practitioner.

When writing your application, you need to mention who your Adult Literacy Trainer will be. If you need help finding a Trainer, contact us before the application deadline.

We have a list of Trainers who have relevant skills and experience, including understanding of the Australian Core Skills Framework for assessment and planning, a teaching qualification (at least TAE Cert IV), at least two years of experience teaching literacy and numeracy to adults, and knowledge of adult literacy issues.

You can find information about the pay rates for Adult Literacy Trainers in Appendix 3.

How will reading, writing or maths be measured?

The Adult Literacy Trainer will be responsible for measuring skill improvements using the [Australian Core Skills Framework \(ACSF\)](#). They must use or create suitable measurement practices and tools that are appropriate for your specific situation.

The ACSF has five core skills that are important for people to be able to participate effectively in society. These core skills are: Learning, Reading, Writing, Oral Communication, and Numeracy.

If you need more information about the ACSF, or if you would like support in establishing your measures, please contact us.

What do I need to report?

Your reporting will help us support your project and determine how effective your activities, methods, and strategies are. The reports will also serve as evidence for the continued funding of literacy projects in Tasmania.

These reports must be completed:

- mid-project report (using the 26TEN template)
- final report and evaluation (using the 26TEN template)
- financial acquittal (using the provided template)
- a minimum of three stories to be used by 26TEN during the project.

What are the grant conditions?

- You will become a member of the [26TEN Network](#) if you receive a grant. If a group of organisations receive the grant together, all organisations will also become members.
- People who take part in your project shouldn't have to pay for anything.
- You must spend the grant money according to the budget.
- You must promote 26TEN throughout your project, which includes using the 26TEN logo on any materials produced during the project.
- Any leftover money from the grant must be returned to 26TEN. If there is a small amount left over, you can ask to use it for literacy and numeracy projects, but it's up to 26TEN to decide.
- 26TEN will promote your project on their website and social media.

- If you don't complete the required reports, you won't receive any more funding until they're done.
- You may need to take part in an evaluation at the end of the project.
- 26TEN has the right to reject any application, change the application process, or change the conditions of the grant. They may also ask for changes to your project plan before awarding the grant.
- Other general conditions are included in the Grant Deed, which you can request.

Intellectual property

The ownership of any material created under a 26TEN grant project will belong to 26TEN (which is part of Libraries Tasmania) on behalf of the State of Tasmania's Department for Education, Children and Young People. For more details, check out Appendix 4.

Appendix I – Case Study

A Tasmanian aquaculture and food processing business found that many of their workers were struggling with basic literacy and communication skills. This was causing a variety of issues throughout the business, such as incorrect forms and hard-to-understand documents. To address these issues, the business worked with 26TEN and received a grant to hire an Adult Literacy Trainer.

The grant project was a success, with the Trainer providing reading, writing, and maths support to workers, helping them improve their skills and confidence. The business also rewrote its documentation in plain English to make it more accessible to workers with low literacy.

The business then received a second grant from 26TEN the following year. With the help of the same Trainer, the business aimed to educate managers to support workers with low literacy, to improve workers' competence and confidence with digital tools, and to support ongoing literacy skill development for all workers.

The project was a huge success. The Trainer developed a positive relationship with all workers and each worker involved in literacy training received over 25 hours of support. The whole organisation was on board with the project, and the Trainer was flexible and worked around workers' schedules.

As a result of the improved literacy and digital skills of their staff, the organisation decided to continue employing the Trainer even after the 26TEN funding had finished. They are now in the process of rolling out a workplace literacy policy to support all workers with their reading, writing, maths, and digital skills.

More success stories about 26TEN projects can be found [on our website](#).

Appendix 2 – Understanding the Results Chain

The results chain model breaks down the steps of your project into manageable stages with clearly defined terms. We have provided a template to guide you in defining these terms.

[Results chain template](#) - for you to use and upload as part of your application.

Here are the terms we use in our projects:

ACTIVITIES

Activities refer to the specific actions you will take as part of the project. For example, activities could include 'delivering a digital skills workshop' or 'creating a training resource.'

OUTPUTS

Outputs are the direct results of the activities. Outputs can be quantifiable and can include the number of:

- meetings held
- participants receiving LLN training
- assessments conducted
- learning plans created

OUTCOMES

Outcomes are the changes that occur as a result of your project outputs. They should be measurable and demonstrate the success of the project. Outcomes should be linked to both activities and outputs, and help answer questions such as 'what have we achieved?' and 'how do we know?'

IMPACTS

Impacts are the ultimate goals of the project. An impact could be 'improved quality of life for participants.' Measuring the longer-term benefits and impacts will likely be beyond the scope of your project.

However, it is important to try and identify and measure overall impact as best you can. You can ask yourself – what do we hope to achieve with this project and how might we measure success?

Here are two examples to give you an idea about how to use the results chain - a simple one about making a birthday cake and an example from a recent 26TEN project application.

Making a birthday cake for a child

What actions will you take?

What will be produced?

What will be the effect?

What are you hoping to achieve?

Activities

Outputs

Outcomes

Impacts / Benefits

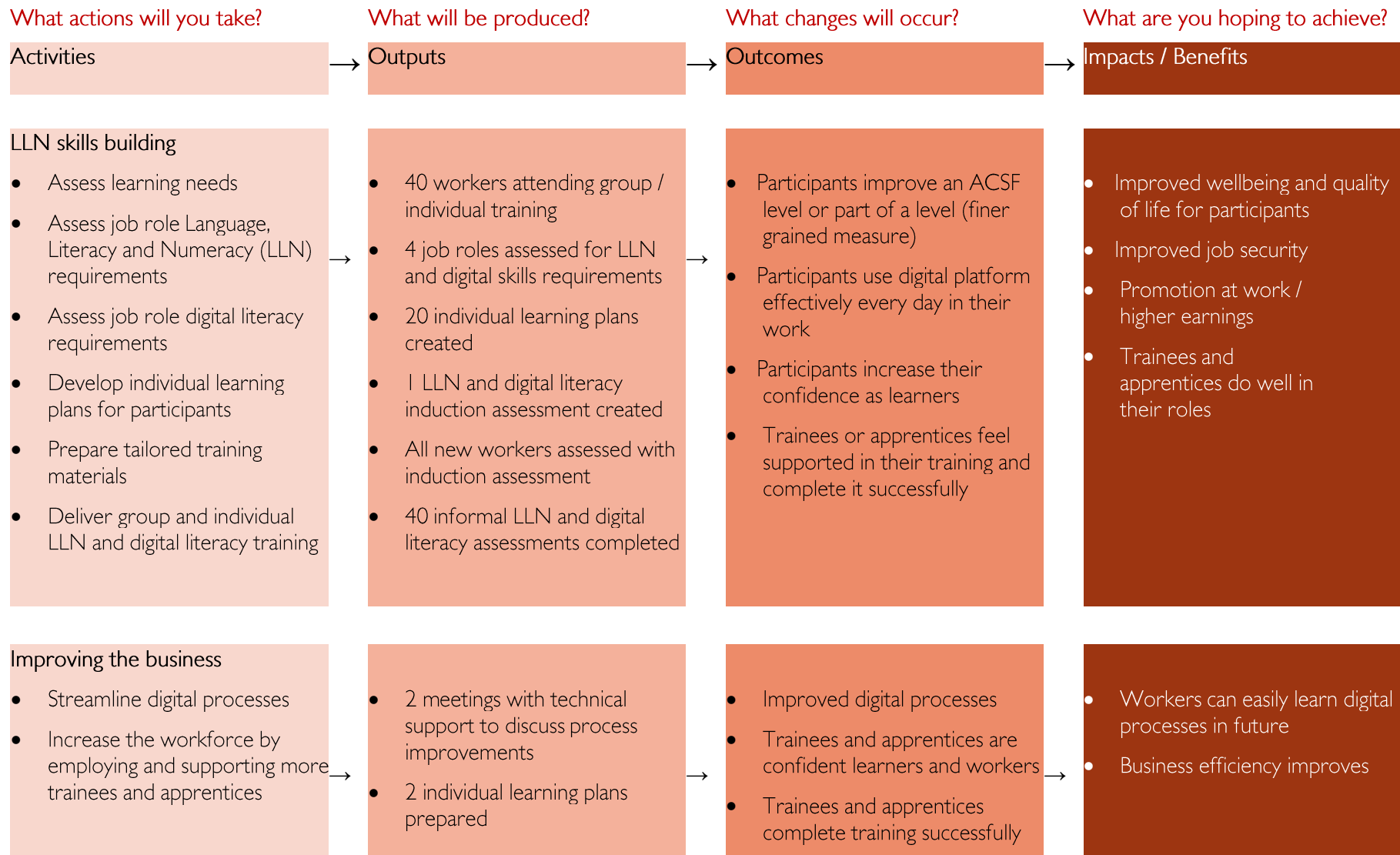
- Select recipe
- Purchase required ingredients
- Gather baking supplies
- Prepare the cake
- Bake the cake
- Decorate the cake
- Serve the cake

- # of pieces of cake produced
- # of family members who ate cake

- Happy child on their birthday

- Family bonds increase
- Child's sense of security and being loved improve

Here's an example from a recent 26TEN Workplace Grant application: The project focuses on helping current workers, new apprentices, and trainees switch from a paper-based work system to a digital one.



Setting up lasting supportive LLN environment within the business

- Train technical support officer to mentor workers in digital literacy skills
- Train supervisors to assist in digital literacy training
- Coordinate Plain English workshops
- Make sure all levels of the organisation are aware of and support the project
- Past learners of the digital literacy demonstrate their support of the program

- 2 workshops to train technical support officer and supervisors to be mentors of digital literacy
- 5 coordinators attend plain English workshop
- Spread the word of the digital literacy project through the intranet, newsletter and events
- 5 past learners of the digital literacy project champion the project

- Mentors support workers with digital literacy skills improvement
- Workplace documents are created using plain English
- All levels of the organisation are aware of and supportive of 26TEN project
- Participants feel like they are learning skills that are relevant and necessary

- Workers are supported in their learning into the future
- Workplace documents are accessible for all workers in the future
- Higher job satisfaction for workers
- The organisation has a culture of encouraging and supporting learning and development
- Good workforce morale
- Having low LLN skills is no longer stigmatised

26TEN Campaign Support

- Support the work of local 26TEN community of practice
- Support the 26TEN communities program
- Collect learner stories for 26TEN team about the project
- Collect photos for 26TEN team about the project

- 3 meetings with community of practice to discuss ways to support their work
- Collect 3 stories of learners to submit to 26TEN

- 26TEN becomes more visible and able to work towards more change
- People are influenced by stories and are motivated to get help
- Other workplaces can see the benefits of improving LLN skills in their workplaces

- 26TEN campaign increases momentum
- Adult literacy levels in Tasmania improve

Appendix 3 - Adult Literacy Trainer Pay Rates

When preparing your grant application, you need to include a comprehensive budget that covers the cost of employing an Adult Literacy Trainer. This budget must include the trainer's pay rate and the number of hours worked per week or fortnight.

It is common to employ an Adult Literacy Trainer as a contractor, which is the simplest option.

This guide provides information on the recommended pay scale for Adult Literacy Trainers within the 26TEN program. Offering a salary within this range will make your application competitive with other successful grant recipients. The suggested pay scale is based on the skills and experience required to be an Adult Literacy Trainer.

The following pay rates are suggested:

Sessional/casual employment (Hourly rate)	\$58.15 - \$81.36 per contact / ACSF assessment hour
Part-time/full-time employment (Salary range, pro-rata)	\$60,524 - \$84,184 (incorporates all teaching duties, including ACSF assessment hours)
Contractor	Negotiated with contractor. This could range from \$60 - \$100 depending on the experience of the Trainer

Please note that there may be additional obligations for the Adult Literacy Trainer, such as attending moderation and professional development sessions. 26TEN will provide further details as they become available.

Appendix 4 – Intellectual Property

The ownership of any materials created as part of the 26TEN grants program will belong to 26TEN (Libraries Tasmania) for the State of Tasmania (via the Department for Education, Children and Young People). These materials will usually be shared using a Creative Commons license (Attribution-BY).

If any existing materials being used in the project contain third-party intellectual property, but it's not a large part of the material, the project manager or private entity must get a license from the State to make sure they can use the project material without breaking any third-party intellectual property rights. If the project manager hires someone else to work on the project, they must agree to these same conditions.

If a large portion of pre-existing materials are used in the project with only minor changes, the organisation may discuss the ownership of intellectual property rights with the State.

Appendix 5 – Get Ready Grant



Are low reading, writing, and maths skills affecting the job performance of your workers? Do you want to address this problem but don't know where to begin?

With the grant amount of up to \$5 000, you can employ 26TEN Adult Literacy Trainer to assess your business needs, identify skill gaps among your employees, and develop an application for the full 26TEN Workplace Grant (up to \$50 000).

To be eligible, your organisation must be:

- Tasmanian
- new to 26TEN workplace grants
- dedicated to improving workers' skills.

The Get Ready Grant is available all year with assessments and awards given throughout the year.

What is the application process?

- call Jennifer Dunbabin or Kate Boatwright at 03 6165 6122 or email programs@26TEN.tas.gov.au for more information and to express your interest
- fill out your application and submit it through the [SmartyGrants portal](#)
- we will review your application
- you will be told if you got the grant.

What are the selection criteria?

1. You will need a strong project manager and/or team who is dedicated to improving your workers' literacy and numeracy skills.
2. You have some proof, even if it's just stories, that there are problems in your organisation that could be solved by improving your workers' literacy and numeracy skills.