

APPLICATION FORM

Workforce Qualification Assistance Grant



Section 1 – Lodging Applications

Applications must be lodged through QGrants by **5pm, 28 February 2020**. To access QGrants, an online system for managing grant applications and payments, please go to: <https://qgrants.osr.qld.gov.au/portal/>.

Please refer to the QGrants User Guide for step-by-step instructions about lodging an application: <https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding/grants-management/grants-management>.

If you have any questions or require further assistance regarding this funding process, please contact the Department of Education (the Department) on (07) 3328 6687 or WorkforceQualificationGrant@qed.qld.gov.au.

Section 2 – Funding Amount

2.1 Total amount of NON – RECURRENT funding requested (up to \$30,000 GST exclusive)

\$

Note: This amount should be consistent with the amount entered into QGrants during Step 2 – Budget of the lodgement process. Note only the non-recurrent budget section should be completed in QGrants.

Section 3 – Organisation Details

3.1 Applicant

Legal Entity Name	
ABN	

Note: This name should be consistent with the name entered into QGrants during Step 1 – Accounts of the lodgement process.

3.2 Applicant Contact Details (Legal Entity)

Title		Name	
Position			
Phone			
Email			

Section 4 – Service Details

4.1 Beneficiary (Name of Service)

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Note: This name should be consistent with the name entered into QGrants during Step 1 – Accounts of the lodgement process.

4.2 Address (Where the service is delivered)

Street			
Suburb		Post Code	

4.3 Service Particulars

Geographic Coverage	
Operating Hours	

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Section 5 – Project Details

Please provide a brief overview of your proposed project.

(If the service is applying for staff coverage for an educator working towards ECT qualification, do you have relief staff organised and/or available and what qualifications do they hold?)

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Selection Criteria 1: Approved Providers' demonstrated willingness, ability and commitment to supporting services' ongoing staffing compliance.

Provide a brief statement outlining the current qualifications held by staff currently employed by the service and the steps taken by the service to support staff in gaining appropriate qualifications.

Selection Criteria 2: Demonstrated workforce plan and implementation of sustainable attraction and retention strategies.

Provide a detailed workforce plan clearly identifying the strategies in place to attract, upskill and retain staff to ensure compliance and sustainability.

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