GOVERNMENT OF
WESTERN AUSTRALIA

CTF Skills Innovation Grant Guidelines

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CTF
Construction
Training Fund

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General Information

Introduction

The Skills Innovation Grant supports industry-led projects that test new or improved ways to build skills, capability and productivity across Western Australia's building and construction workforce. The grant provides a structured pathway for industry stakeholders to seek CTF support for practical, innovative initiatives that respond to current or emerging workforce, training and industry capability needs. The Skills Innovation Grant links to the CTF strategic plan 6.1 Identify and develop mechanisms and opportunities for sharing of ideas and resources.

The grant aligns with CTF's strategic focus on identifying and developing mechanisms and opportunities for sharing ideas and resources. It is intended to encourage collaboration, support project development and enable industry to trial approaches that may deliver broader benefit across the sector.

These guidelines outline the administrative requirements for the Skills Innovation Grant, including eligibility, funding, application, assessment, approval and accountability requirements. They apply from 30 October 2026 and may be updated from time to time.

Overview

Objectives

The objectives of the Skills Innovation Grant are to:

- support industry-led projects that build skills, capability and productivity in Western Australia's building and construction workforce
- encourage new or improved approaches to training, workforce attraction, retention, participation, safety or industry capability
- enable applicants to test practical solutions to identified workforce, skills or training challenges
- promote collaboration and the sharing of ideas, resources and learnings across the construction industry
- ensure CTF funds are invested in projects that deliver clear, practical and measurable benefit to the industry.

The grant supports practical projects that test innovative approaches and respond or contribute to current or emerging workforce, skills and training needs in Western Australia's building and construction industry.

Innovation definition

What innovation means for this grant

For the Skills Innovation Grant, innovation means introducing, adapting or improving an idea, approach, partnership, product, service or training model that creates practical value for Western Australia's building and construction industry.

An application should:

- respond to a clear workforce, skills, training, safety, productivity or participation need
- offer a new, improved or different approach from what is currently available or commonly used
- be practical to deliver, test or implement
- support CTF's purpose of investing levy funds to build construction workforce capability and productivity; and
- demonstrate potential benefits for employers, workers, apprentices, trainees, students, trainers or the broader industry.

Examples may include a new training model, technology-enabled learning or workplace support, a partnership to address a skills gap, or a practical pilot that improves workforce attraction, retention, safety, capability or productivity.

Funding allocation

Funding available

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

1. Applicants must contribute at least 20% of eligible project costs. This contribution may include in-kind costs.

2. Grant payments will be made upfront, with acquittal required midway through the project and upon completion.

3. Applicants may submit applications in partnership, but one legal entity must be identified as the funding recipient.

4. Skills Innovation Grants awarded to successful applicants do not include Goods and Services Tax (GST), although all payments will include a GST component.

Withholding payment and repayment

5. 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

The eligibility criteria for the Skills Innovation Grant are available in the Skills Innovation Grant Criteria document.

6. Demonstrate to CTF that the project will contribute to the objectives of the Skills Innovation Grant.

7. Demonstrate to the CTF that adequate insurance is held by the applicant.

8. Propose a project that is soundly planned for the environment in which it will operate, including the cost, size and use of the project to be funded.

9. Demonstrate that the applicant and the proposed project are financially viable.

Application process

Providing information about the Skills Innovation Grant program to industry

10. Each year, CTF will invite industry stakeholders seeking funding support to apply through the Skills Innovation Grant program.

11. CTF will make information about the application process publicly available, including eligibility criteria, required documentation, application closing dates, assessment procedures, decision-making processes and CTF contact details.

12. 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.

13. Applicants should complete an application form and submit it innovate@ctf.wa.gov.au by the closing date.

Meeting the objectives of the Skills Innovation Grant

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

Assessment and ranking of projects for funding

15. Once the CTF has established that a project for consideration is eligible for funding, it will rank the projects primarily based on established evaluation criteria.

16. The CTF will use a sufficiently discriminating assessment methodology to assess the full range of applications. The CTF will ensure that these are applied consistently and equitably, which can be supported by evidence.

Conflict of interest

17. Where there is an actual or potential conflict of interest at any project stage, the CTF will 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.

18. The CTF will document all steps to resolve conflicts of interest. This documentation is to be made available to the Board upon request.

Approval process

19. CTF must be satisfied that an applicant requires financial assistance for project expenditure and that the expenditure meets the aims of the Skills Innovation Grant.

Timing

20. The deadline for submitting applications for Skills Innovation Grants is published on the CTF website.

21. 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

22. The CTF will 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.

23. Applicants must keep a detailed description of the scope of work, including project components and professional fees.

Ad hoc schedules

24. As a rule, the CTF will 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.

25. Ad hoc schedule projects are subject to the same assessment criteria as annual Schedule projects.

Review of decision

26. Where the CTF does not recommend a project, CTF will provide reasons to the applicant and should allow the applicant to have the application reviewed.

27. This review process must be:
    a. Independent of the original assessment process and personnel
    b. Acceptable to the CTF.

28. 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

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

Public announcement of funding

30. The Minister reserves the right to make public announcements about the Skills Innovation Grant or relevant projects at any time and to inform industry about project approval.

31. 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

32. 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

33. 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 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

34. When funds are approved for payment in a particular program year, CTF should ensure that the applicant enters into a legally binding agreement to proceed with the project by the end of that year, or by a later date approved by CTF.

35. 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

36. 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.

37. All variation requests must be submitted to the CTF for consideration and approval by the Director Skills Development.

38. The CTF will approve all changes in writing.

Savings

39. 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

40. 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

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

Accountability

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

Records and information provision

43. Applicants must keep records relating to all income and expenditure of funding in accordance with Australian Accounting Standards and generally accepted accounting practices. These records must be kept separately within the applicant's accounting records and retained for at least seven years.

44. If an applicant fails to provide CTF with requested information, this will be considered a breach of the agreement and the applicant's ongoing obligations. As a result, CTF may act, including delaying any further payments to the applicant.

45. 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).

46. 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 minimize risk, including documentation relating to the applicant's Risk Management Plan
    e. support and document policy formation and decision-making
    f. ensure business performance and continuity

Compliance with laws

47. Applicants must comply with all Commonwealth, State and local laws, approvals, licences, standards and regulatory requirements relevant to their organization, project activities, workforce, participants, records, safety, privacy and use of grant funds.

    This may include, but is not limited to:

    - *Building and Construction Industry Training Fund and Levy Collection Act 1990* (WA)
    - *Work Health and Safety Act 2020* (WA)
    - *Freedom of Information Act 1992* (WA)
    - *State Records Act 2000* (WA)
    - *Equal Opportunity Act 1984* (WA)

- *Working with Children (Screening) Act 2004* (WA), where relevant

These Guidelines are provided for general information and grant administration purposes only. They do not constitute legal advice, and applicants should obtain their own independent legal, financial or professional advice about their circumstances and obligations.

Privacy and Freedom of Information

48. 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 CTF's Skills Innovation Grant are required to:

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

Contact information

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

In person
104 Belgravia Street
Belmont WA 6104

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

Email: innovate@ctf.wa.gov.au