Application form for 2025-28 funding

**Gateway to Industry Schools Program**

Welcome to the **Gateway to Industry Schools Program (GISP)** online grant application.

# Applications, please note;

* Before starting this application, please ensure you read and understand the GISP Funding Guidelines 2025-28.
* This is available at <https://desbt.qld.gov.au/training/employers/gateway-schools>.
* Incomplete applications and/or applications received after the closing date will not be considered.
* Responses to questions must be entered in the application.
* Keep your answers clear and concise noting the maximum word limit.
* Attach supporting materials including financial statement, letter of commitment from schools and employers, and a project plan.

If you have any questions, please email [GISP@desbt.qld.gov.au](mailto:GISP@desbt.qld.gov.au).

**Are you eligible to apply?**

Ensure your organisation is eligible to apply for funding for a GISP project (refer to ‘who’s eligible’ in the GISP Funding Guidelines 2025-28.), and that your project addresses the funding requirements.

**Terms and conditions and privacy statement**

The Queensland Government is collecting your personal information to assess and coordinate grants in relation to the **Gateway to Industry Schools Program**.

The Queensland Government, its officers, employees, agents, and subcontractors may use and disclose any of the information provided within the application to third parties including Queensland government departments and agencies; Commonwealth government departments and agencies; other state or territory government departments and agencies and non-government organisations for purposes associated with administration of the Gateway to Industry Schools Program, promotion and research purposes.

Information relating to successful grant applicants may also be the subject of disclosure such as media releases as otherwise provided in the approval letter, the terms and conditions in the application, and the terms and conditions in these guidelines.

The Queensland Government or the Minister responsible for the Training and Skills portfolio may publish information relating to grant recipients such as business name, funding amount and suburb/postcode on government websites and other details in the course of publicising the outcomes of the grants program which may include details of outcomes achieved from the recipient's grant.

The Queensland Government will only use your information for these purposes. Your personal information will be handled in accordance with the Information Privacy Act 2009 and will not otherwise be used or disclosed unless authorised or required by law.

The Queensland Government’s privacy guide in relation to the treatment of information collected may be viewed at www.qld.gov.au/legal/privacy.

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| **Section 1 – Industry oganisation detail** | |
| **Australian Business Number (ABN)** |  |
| **Legal name of organisation** |  |
| **Trading name of organisation** |  |
| **Registered for GST** | Yes or No |
| **Physical address** | Company must be based in Queensland |
| **Postal address** |  |
| **Provide information on your core business activities delivered in Queensland (200 words)** |  |
| **Do you hold public liability insurance (minimum $10 million) to cover the proposed project?** | Yes or No |
| **If no, please provide details on how you plan to obtain insurance including the name of the insurer/s from which quotes will be obtained.** | Text : IMPORTANT TO NOTE – If successful, a copy of a Certificate of Currency is required to be provided prior to the delivery of the proposed project. |

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| **Section 2 Key contacts** | |
| **Authorised contact – This person will be contacted about the application** | |
| **First name** |  |
| **Last name** |  |
| **Position** |  |
| **Phone number** |  |
| **Email address** |  |
| **Project coordinator – if you do not have a person for the position, please enter the same details as provided for the Authorised contact question above.** | |
| **First name** |  |
| **Last name** |  |
| **Position** |  |
| **Phone** |  |
| **Email** |  |

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| **Section 3 Project Overview** | |
| **Industry sector** | Must select one option – Text : Applicants **must** nominate **one** industry sector for which the application is submitted for.   * Aerospace * Agribusiness * Community Services * Screen and Media * Health * Information and Communication Technology * Minerals and Energy * Tourism and Hospitality |
| **How many students do you plan to assist during the contract period?** | In numerical terms, please provide an estimated number of students to be assisted over the contract period (1 February 2025 – 31 January 2028). |
| **How many teachers do you plan to engage during the contract period?** | In numeric forms – please provide an estimated number of teachers to be engaged over the contract period (1 February 2025 – 31 January 2028). |
| **How many schools do you plan to work with?** | In numeric forms – please provide an estimate number of schools to be engaged over the contract period (1 February 2025 – 31 January 2028). |
| **How many employers do you plan to work with?** | In numeric forms – please provide an estimate number of employers to be engaged over the contract period (1 February 2025 – 31 January 2028). |
| **Brief description of your business and experience in meeting the requirements.**  Background information may include: vision, mission, number of years of relevant experience, rate of growth, size, locations, annual turnover, brands, products, key staff and competencies, certifications, etc.  Word limit 300 words |  |
| **Proposed Methodology and Service Delivery**  Provide evidence that demonstrates your organisation’s capability and capacity to manage the project and achieve the project deliverables and timelines. Outline your approach to engaging regional stakeholders.  Detail the proposed methodology and the planned delivery strategies.  Word limit 500 words |  |
| **Skills, Knowledge and Experience – Vocational Education and Training (VET) Sector**  Demonstrate your understanding of issues relevant to VET sector, including but not limited to training and skills pathways, qualifications, and VET investment including apprenticeship and traineeship incentives.  Word limit 500 words |  |
| **Skills, Knowledge and Experience –Industry relevant to your application**  Demonstrate your skills, knowledge and experience in managing and delivering similar projects of varying size, risk and complexity, including a capacity to service the industry sector and regional areas.  Word limit 500 words |  |
| **pre-existing strong industry knowledge and functional networks;**  Demonstrate your existing deep industry expertise and established professional networks and outline your strategies to leverage them for effective project delivery.  Word limit 500 words |  |
| **Skills, Knowledge and Experience – Education sector**  Demonstrate your skills, knowledge and experience in managing and developing relationships with the education sector to maximise outcomes for school staff, students and their influencers.  Word limit 500 words |  |
| **Key personnel**  Provide a position description and/or curriculum vitae for key personnel involved along with recruitment strategies.  Word limit of 500 words |  |
| **Additional information**  Outline any other information that is relevant to the application, and which a reasonable person would think may be useful to DESBT to consider for the future direction in meeting this requirement.  Word limit of 300 words |  |

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| **Section 5 Project Budget – GST exclusive**  **Please note that the funding is capped at $765,000 for the contract period of three years.**  **If your application is approved, this information will be built into the services agreement.** | | | | |
| **Expenditure Item** | | | | **Budget** |
| **A** | **Breakdown of DESBT Funds**  **(exclude co-contributions)** | | |  |
| (a) | Staff wages | | | $ |
| (b) | Administration costs | | | $ |
| (c) | Materials and equipment | | | $ |
| (d) | Other costs | | | $ |
| (e) | Management fee (maximum 5% of $765,000) | | | $ |
| **B** | **TOTAL DESBT FUNDS SOUGHT** | | | **$765,000** |
| **C** | **Co-contributions** | | | **$** |
| **D** | **TOTAL COST OF PROJECT (A+B)** | | | **$** |
| **Project Budget Notes**  Full disclosure of all costings is a mandatory requirement of the application.  **Please provide details including breakdown.** | | | | |
| **Staff wages:**  *Staff wages are for staff included in providing support to the participants (e.g. co-ordinator, mentor, workplace preparation) and* ***does not include*** *the costs of school staff, organisational or recurrent wages for established positions.*  *Include wage level for the project co-ordinator and any other project staff and oncosts.* | | | | |
| **Administration costs:**  *Administration costs include costs for office rent, office utilities, office supplies (consumables), telecommunications, marketing/advertising, financial audit fees, travel costs, equipment hire/lease and venue hire.*  *Please note that core organisational operating cost is not eligible.* | | | | |
| **Materials and Equipment:**  *Resource materials for industry engagement or workforce development activities, or to support non-accredited training (e.g. folders, paper, pens, leased equipment). This funding* ***Cannot*** *be used for the purchase of assets or infrastructure.* | | | | |
| **Other costs:**  *Other costs are for costs not listed elsewhere but required to deliver the project. These are to be detailed.* | | | | |
| **Management fee:**  *The Management Fee is up to a maximum 5% of $765,000.* | | | | |
| **Co-contributions:**  *Provide details of the financial (or in kind) co-contributions provided by other sources (e.g. other government sectors, Industry, Employers, and Schools)* | | | | |
| **Section 6 Declaration** | | | | |
| I have read and understood the terms and conditions and privacy statement.  I state that the information in this application for funding and attachments is to the best of my knowledge true and correct. I agree that the information provided in this application will be used by the Department of Employment, Small Business and Training (DESBT), and that DESBT may request and obtain additional information from appropriate agencies as required for assessment purposes.  I understand that this is an application only and may not necessarily result in funding approval.  I have read and understood the Gateway to Industry Schools funding guidelines. I acknowledge that DESBT will rely on information contained in the application when considering future direction in meeting this demand.    **By submitting this, I certify that I am an authorised officer for this organisation.** | | | | |
| **Yes, I agree** | | | Date          /       / | |
| Name | | | Position | |
| Signature: | |  | | |