

Seasonal Workforce Accommodation Program (SWAP)

ELIGIBILITY CHECKLIST

This checklist is to ensure that applicants have fully considered their eligibility for the Seasonal Workforce Accommodation Program (SWAP).

Eligible entities	
In order to be eligible, you must tick AT LEAST ONE of the following criteria	
For answers (a)-(e) below, you must meet the following criteria: <ul style="list-style-type: none">o Employ staff and have a business operation located in Victoria;o Hold an Australian Business Number (ABN) and held that ABN at 16 March 2020 (date that the COVID-19 State of Emergency was declared);o The proposal is exclusively designed for the benefit of the agriculture seasonal workforce; ando The supported job roles in eligible businesses are based in rural, regional or outer metropolitan Victoria and are for the seasonal agriculture workforce.	
a) You are a licensed Labour Hire provider	<input type="checkbox"/>
b) You are a Victorian Local Government Authority	<input type="checkbox"/>
c) You are an Industry body	<input type="checkbox"/>
d) You are an Accommodation supply business (e.g. hostels, caravan parks)	<input type="checkbox"/>
e) You are a Not-for-Profit organisation (e.g. religious organisations and community groups)	<input type="checkbox"/>
f) You are a farm business that meets the following criteria: <ul style="list-style-type: none">o Employ staff and have a business operation located in Victoria;o Hold an Australian Business Number (ABN) and held that ABN at 16 March 2020 (date that the COVID-19 State of Emergency was declared);o Have, or are expected to have, a turnover of more than \$75,000 in the 2019- 20 financial year; and/or had a turnover of more than \$75,000 in 2018-19; or can show that under normal conditions would generate a turnover of more than \$75,000;o Are a private sector business and are an incorporated body, partnership, company, incorporated not-for-profit or trust;o Can demonstrate a track record of providing a safe and healthy workplace, including accommodation or travel to work transportation if provided; ando The proposed solution aligns with diminished capacity to provide safe transport or accommodation for seasonal workers.	<input type="checkbox"/>

Note: Individuals and schools are EXCLUDED from this grant.

Eligible enterprises and activities In order to be eligible, you must tick ALL of the following criteria	
New accommodation, transport or support services exclusively for Victorian seasonal horticulture workers. Note: The project can be delivered in another state as long as the funding is used solely to support the Victorian seasonal workforce.	<input type="checkbox"/>
Ability to resolve accommodation, transport or support supply issues. Priority will be given to projects supporting the 2020-21 harvest/peak season. Note: Activities that have a plan for supporting future seasons will be considered.	<input type="checkbox"/>
Compliance with DHHS industry directions with respect to COVIDSafe accommodation.	<input type="checkbox"/>
Project supports new activities or works that are not already provided as part of the business's normal practice e.g. new accommodation, a new coordination or support service.	<input type="checkbox"/>
Confirmation that the proposal cannot be met through the Agriculture Workforce Plan Worker Relocation and Transport funding stream, or that the project complements a request for funding from these programs.	<input type="checkbox"/>
The requested funding is between \$10,000 and \$1,000,000, and the Applicant entity is able to fund at least 50%. Note: Unless exceptional circumstances exist that support a greater proportion of investment by the Victorian Government (at the discretion of the Minister for Agriculture).	<input type="checkbox"/>

Note: Purchase of plant or vehicles is EXCLUDED from this grant (but hire associated with accommodation may be considered).

Reporting and Monitoring Attestation

Note: This is only required for applications in excess of \$50,000 or if you are a farm business.

In order to be eligible, you must tick ALL of the following criteria

<p>Regular reporting and record-keeping can be provided over the course of the grant period.</p>	<input type="checkbox"/>
<p>The Applicant agrees on behalf of the entity to Mid-grant Financial Risk Assessment and Probity Check</p> <p>For large grants to ensure that the entity is still in a position to deliver the project.</p> <p>Claim Checks</p> <ul style="list-style-type: none">• To ensure that the entity contracted with is the same one that submitting the claim.• Evidence for the claim has been correctly submitted.• The submitted deliverables are in accordance with the funding agreement and are satisfactory to the department or the submitted evidence of expenditure meets requirements (rebates). <p>Variation Checks</p> <p>To ensure that the grant project under the requested variation meets the policy outcome requirements of the department.</p>	<input type="checkbox"/>

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APPLICATION SCOPING DOCUMENT

This document is a required attachment for applications for grant funding from the Seasonal Workforce Accommodation Program (SWAP).

SECTION A: Application Details	
1. Date this document was submitted:	
2. Please state all businesses and organisations that are party to this proposal (the Applicants): Please state if your business/organisation has a different trading and/or legal name.	
3. Current Australian Business Number (ABN) for all Applicants:	
4. Victorian business address of Applicant:	
5. Name of Local Government Areas (LGA's) where support will be provided:	
6. Contact person Name:	
7. Contact person title within the Organisation:	
8. Applicant Contact details:	Phone (Day)
	Mobile
	Email
	Postal address (if different from business above)
	Website
9. Proposal title:	
10. Declaration from the Applicant's representative:	

In making an application for funding through the SWAP program, I attest on behalf of the Applicant that it has not received funding from any other Government (State or Commonwealth) for the project described in this application.

SECTION B: Overview

1. Description of business/organisation.
Description of how your business connects to the seasonal workforce.

Please include:

- *A description of your business/organisation*
- *How your business/organisation is connected to the accommodation of seasonal horticulture workers*
- *The reach of the organisation to the seasonal horticulture industry in the region/locality*
- *If applicable, the specific industries and jobs that may be supported by this application*

2. Please outline the specific seasonal workforce accommodation supply issue you are addressing in this application.

3. Please tick all streams of funding which apply to your application.

Accommodation and Transport
Please fill out section C(1)

Facilities Hire
Please fill out section C(2)

Seasonal Worker Support Services
Please fill out section C(3)

SECTION C(1): Accommodation and Transport

Delete section if not applicable

1. Proposed number of seasonal workers to be supported:

2. Description of the proposed accommodation and transport support

E.g.

- *the supply of COVIDSafe temporary and permanent accommodation and transport for seasonal workers,*
- *logistics and coordination services to develop, oversee and implement the COVIDSafe accommodation and transport of the seasonal workforce,*

	<ul style="list-style-type: none"> development of proposals and business cases that encourage private sector investment in accommodation for agricultural workers, billeting coordination where this meets COVIDSafe standards. <p>Must include a statement on the impact to the business if support is not provided.</p>
3. In line with the SWAP Guidelines, provide a rationale for why support is required and the solution being achieved through this proposal:	<u>Accommodation Support</u>
	<u>Transport Support</u>
4. Total financial value of project (\$). Funding request (noting 50% in kind funding required).	Total Value: \$
	Funding request value: \$
5. Expected delivery timing:	<u>Start date (and why)</u>
	<u>End date (and why)</u>
6. Please outline a plan to ensure that facilities comply with COVIDSafe conditions as per the DHHS guidelines. <p>These may be provided in the box alongside, or as an attachment to this document.</p>	
SECTION C(2): Facilities Hire <i>Delete section if not applicable</i>	
1. Proposed number of seasonal workers to be supported:	
2. Description of the proposed facilities hire:	<p><i>E.g.</i></p> <ul style="list-style-type: none"> Hire of portable accommodation, toilets, shower blocks, kitchens or other facilities that encourage COVIDSafe practices including social distancing and hygiene, Facilitation services to support COVIDSafe projects. <p>Must include a statement on the impact to the business if support is not provided.</p>

3. In line with the SWAP Guidelines, provide a rationale for why support is required and the solution being achieved through this proposal:	
4. Total financial value of project (\$).	Total Value: \$
Funding request (noting 50% in kind funding required).	Funding request value: \$
5. Expected delivery timing (noting that facility hire should align with peak harvest times within the region):	<u>Start date (and why)</u>
	<u>End date (and why)</u>
<p>6. Please outline a plan to ensure that facilities comply with COVIDSafe conditions as per the DHHS guidelines.</p> <p>These may be provided in the box alongside, or as an attachment to this document.</p>	

SECTION C(3): Seasonal Worker Support Services
Delete section if not applicable

1. Proposed number of seasonal workers to be supported:	
2. Description of proposed support service activities:	<p><i>E.g. Place based pastoral care services to the seasonal workforce, particularly where temporary accommodation exists. Connecting seasonal workers to the community that they are working within and support services to ensure they are provided with timely information and support.</i></p> <p><i>Must include a statement on the impact to the business if support is not provided.</i></p>
3. In line with the SWAP Guidelines, provide a rationale for why support is required and the solution being achieved through this proposal:	
4. Total financial value of project (\$).	Total Value: \$
Funding request (noting 50% in kind funding required)	Funding request value: \$
5. Expected delivery timing (noting that facility hire should	<u>Start date (and why)</u>
	<u>End date (and why)</u>

<p>align with peak harvest times within the region):</p>	
<p>6. Please outline a plan to ensure that the seasonal worker support services comply with COVIDSafe conditions as per the DHHS guidelines.</p> <p>These may be provided in the box alongside, or as an attachment to this document.</p>	
<p>SECTION D: Proposal Support Documentation</p>	
<p>1. Please provide a detailed breakdown or budget of the funds requested.</p> <p>These may be provided in the box alongside, or for larger applications in a detailed budget/ quotes as an attachment to this document.</p>	
<p>2. Please provide any applicable proposal support (e.g. Business Plan) documents.</p> <p>These may be provided in the box alongside, or as an attachment to this document.</p>	
<p>3. Please provide details of any related or relevant Federal or State funding sought and/or obtained by the entity in the last two years or in the coming 6 months.</p> <p>These may be provided in the box alongside, or as an attachment to this document.</p>	
<p>4. Please provide the entity's financial accounts, tax returns or reports for the previous year (for applications of less than \$50,000) or three financial years (for applications equal to or more than \$50,000).</p>	

Please submit your completed form to seasonalworkforce@agriculture.vic.gov.au by 31 December 2020.