

Keystone Project Application Form

Template Instructions: This template is for organisations intending to apply for project funding from Keystone Tasmania. Please ensure you read and take into consideration the Keystone Strategic Plan and that your project proposal aligns with one or more of the Keystone strategic priorities.

To be completed by applicant:

(Instructions: Be brief and use dot points in the boxes below)

Project ID (see Keystone Project Funding Table 2021 for reference):

Title of Project:

Proposed Start Date:

Proposed Completion Date:

Background/Context:

What identified need does this project address?

(Provide details of data/ reports/ other evidence that support the need for this project)

Objective(s):

Output(s):

Target Outcome(s):

How will the success of the project be measured?

How will you work collaboratively with Keystone (and others) to achieve project outcomes?

Governance

Project Owner:

Phone:

Project Manager:

Phone:

Any other governance arrangements:

How does the project relate to the Keystone Strategic Plan?

(Describe which priority or priorities your project aligns with below)

Keystone Strategy:

Relation:

1 - Promote quality pathways to employment by initiating and supporting programs that create sustainable employment opportunities in the Tasmanian construction industry.

2 - Support those in employment to develop their skills, obtain industry accreditation and pursue career opportunities by funding high-quality training and professional development programs.

3 - Champion industry-wide initiatives that promote diversity, innovation and advancement in all areas through research, promotion and stakeholder engagement.

Review and Reporting Commitments

(When and how will you be reporting?)



Work schedule

(Please provide a schedule of major milestones to be achieved throughout the life of project and when you expect these to be achieved)

Milestone Number	Milestone Description	Date Achieved
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Budget & payment schedule

(Provide a detailed budget including contributions from other parties and proposed payment schedule. Please take note of Keystone's Trading Terms and Conditions.)

Stakeholder & Communication Strategy

(Provide a plan for communicating the project to key stakeholders)

Diversity Considerations

(How does the project contribute to increasing diversity/ ensuring access for diverse groups in the building and construction industry?)

Innovation/ Technology

(How is the design of the project different to, or an improvement on, similar projects?)

(How does the project utilise, or promote, the use of new and/or varied technology?)

Major Risks & Minimisation Strategies

(What are the major risks to the success of the project and your plan to address them?)

Risk Management

Instructions: Please include an analysis of your risk management for this project in the table below. Identify any changes in risk status to the previous report. See risk grading key below.

Grade	Description
E	Extreme
A	High/High
B	High/Medium or Medium/High
C	High/Low or Medium/Medium
D	Medium/Low
N	Low/Low

Risk	Likelihood	Consequence	Grade
Comprehensive description of the Extreme, major A and B grade risks or any significant changes in grading, and new risks identified.	Low / Medium / High	Low / Medium / High	

Please attach copies of your Organisation's Strategic Plan and most recent Annual Report. Evidence of successful engagement with training and/or workforce development, will support your application.

Major Risks & Minimisation Strategies

*(What are the major risks to the success of the project and your plan to address them?
 Please include an analysis of your risk management for this project in the table below.*

Use risk grading key below:

Grade	Description			
E	Extreme	C	High/Low or Medium/Medium	
A	High/High	D	Medium/Low	
B	High/Medium or Medium/High	N	Low/Low	

Risk	Likelihood	Consequence	Grade	For major A and B Grade Risks: If Risk is realised what is the impact
Description of the risk.	Low / Medium / High	Low / Medium / High	Use grading key	



Major Risks & Minimisation Strategies (Cont.)

Risk	Likelihood	Consequence	Grade	For major A and B Grade Risks: If Risk is realised what is the impact
Description of the risk.	Low / Medium / High	Low / Medium / High	Use grading key	



Keystone
TAsMANIA

Building capacity.
Building Tasmania.

Project Funding Application Form

Office use only:

Approved Not Approved

Payment schedule

Payment schedule		
Funding Perdioid	Anticipated Date	Amount (Incl. GST)
		Total: