LOCAL INNOVATION GRANT  
2023 GUIDELINES FOR PURCHASING

**Introduction and Purpose**

The Adult, Community and Further Education (ACFE) Board is providing a one-off $8,000 (excluding GST) Local Innovation Grant in 2023 to all contracted Learn Local providers to support them to attract and retain pre-accredited learners and improve learner experience.

**Conditions**

The 2023 Local Innovation Grant will:

1. Be available to all providers who have a contract with the ACFE Board to deliver subsidised pre-accredited training in 2023
2. Support projects which can be achieved within available funding under the Local Innovation Grant
3. Be focussed on the attraction and retention of pre-accredited learners
4. Align with Ministerial Statement goals and the ACFE Strategy 2020-25
5. Align with one or more learner needs:

* Building confidence and skills for participation in education and training
* Achieve success in further education and training
* Building confidence and skills for participation in work
* Upskilling and reskilling vulnerable workers

1. Have a clear measurable outcome
2. Not duplicate existing work.

**Criteria**

Your proposal should include one or more of the following objectives:

1. Work to innovatively adapt existing centrally developed courses for an identified local need, to be then made available for promoting and sharing across the sector
2. Outreach work to attract a hard-to-reach cohort or individuals, including in partnership with other Learn Local providers
3. Best practice adaptation of curriculum and resources for online or blended delivery, for promoting and sharing across the sector
4. Development or strengthening of innovative partnership arrangements based on community partnership needs which improve pre-accredited training delivery in the area. E.g. industry - where not part of a Just in Time grant, TAFE-Learn Local or community partnership.
5. Development and testing of innovative marketing approaches, to be then made available for promoting and sharing across the sector
6. Sharing of innovative practices across the sector.

Note: The 2023 Local Innovation Grant can be used by flood impacted providers to address flood impacts on training delivery and learners.

**Local Innovation Grant Requirements**

* Please submit a Local Innovation Grant Purchasing Plan to the Adult Community and Further Education Division at [training.participation@education.vic.gov.au](mailto:training.participation@education.vic.gov.au) for approval. The Regional Manager must approve the Purchasing Plan as meeting grant guidelines in order for the Learn Local provider to receive the grant.
* A one-off payment of $8,000 (excluding GST) will be made once a Local Innovation Grant Purchasing Plan is submitted and approved.
* Local Innovation Grant funds must be fully spent by 31 December 2023. Funds will be reconciled against the Local Innovation Grant Purchasing Plan and any funds not expended in 2023 will be recouped by the ACFE Board.
* Local Innovation Grant funds must be recorded as a discrete item in financial statements. Invoices and payment details relating to purchases must be retained for auditing purposes.
* Your organisation is responsible for the purchase of all goods and your organisation is the legal owner of those goods.
* Your organisation is responsible for payment of all goods and services that exceed the Local Innovation Grant.
* Learn Local providers who have remaining Training Delivery Support Grant funds after meeting the cost associated with this grant, may use these remaining funds to add to the Local Innovation Grant.

**Further Information**

For further information on the grant conditions, including checking whether a proposed purchase meets the criteria, please contact your regional office. Contact details are available on the Learn Local website, or please refer to [Regions](https://www.vic.gov.au/sites/default/files/2022-08/2023_ACFE_Training_Delivery_Guidelines_FINAL_260822.docx) (p27).