



### Instructions

- Before applying for a grant, you must read and understand the *Backing Queensland Maritime Jobs - Maritime Employment Grant Program Guidelines* available at <https://www.msq.qld.gov.au/MaritimeJobs>, including the eligibility criteria for applicants stated in section 4 of the guidelines.
- Applications will be assessed in accordance with section 5 of the guidelines.
- You must answer each question fully, addressing the eligibility and assessment criteria in the boxes provided. Please provide as much relevant detail as possible about your proposal. There are no word or character limits.
- References in this application form refer to:
  - ◊ **Applicant** means the entity/organisation on behalf of which this application is being submitted and that will be required to enter into a Grant Agreement with us if the application is successful, as described in the guidelines
  - ◊ **Us or We** means Maritime Safety Queensland, for State of Queensland, through the Department of Transport and Main Roads.

### Applicant details - you must complete this part in full.

Full legal name (please print)

Australian Business Number

Street address

Postcode

Postal address for payments and notices

Postcode

Does the applicant have a existing business presence in Queensland?

Yes  No

Please provide details below

**Organisation details:** e.g. corporate structure, chair/CEO, group details (if part of a corporate group - e.g. parent entity if the applicant is a subsidiary)

Please provide details below

### Contact Person for applicant:

Name (please print)

Telephone number

Mobile number

Email address

Date of submission (dd/mm/yyyy)

## Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

Does the applicant meet the mandatory eligibility criteria outlined in section 4.1 of the guidelines?

Yes  No

Is the applicant part of the maritime industry and connected to the sea or waterways?

Marine tourism operators

Fishing and seafood processing

Passenger transportation

Boat and ship building and vessel maintenance

Marine construction, dredging or towage

Other (please provide details below)

Marine logistics, coastal freight and port services

Do you confirm that the applicant is not a person or entity of a type described in section 4.2 of the guidelines?

Yes  No

If no, please provide details

The applicant confirms they are not in receipt of any Queensland and/or Commonwealth government grant funding for the position proposed, including:

- Back to Work - South East Queensland Program
- Back to Work - Regional Program
- Indigenous Skills and Employment Program
- 1000 Jobs Package (Tranche Two) Grant Funding Round

Yes  No

If no, please provide details of any grants received

The applicant confirms that the eligible job is predominantly located in Queensland, including within the Exclusive Economic Zone.

Yes  No

The applicant confirms that the eligible job is:

- Ongoing paid full-time (at least 35 hours per week on average)
- Ongoing paid part-time (at least 20 hours per week on average).

The applicant confirms that the eligible employee is a permanent resident of Australia and be domiciled in Queensland as per Section 4.5 of the guidelines.

Yes  No

The applicant confirms that the employee is not as described in section 4.7 of the guidelines.

Yes  No

If yes, please provide details



### **Criterion 3 - Equity and Diversity - 20%**

Your response to this section will be evaluated:

**Please provide details of the organisation's equity and diversity policies in recruiting new employees.**

Response:


### **Criterion 4 - Employment Demand - 20%**

Your response to this section will be evaluated:

**Please provide detail of how the proposed employees will meet the organisation's needs as well as the maritime industry needs.**

Consider whether or not there is a shortage of the particular position in the organisation, and if this will have positive ramifications for the wider industry.

Response:


**Attachments**

- List of current board/committee members for the organisation
- Position descriptions for any staff to be employed.

**Optional to support your application**

- Extract of your organisation’s training plan (as it relates to a trainee)
- Course enrolment forms where available (as it relates to a trainee).

**Terms and Conditions**

Grants under the Maritime Employment Grant Program will only be able to be expended in accordance with the terms of the Grant Agreement that the applicant will be required to enter into with us if the application is successful.

By submitting this application for funding your organisation, if successful, will enter into a contract with the Queensland Government.

To access the latest version of the terms and conditions applicable to the Maritime Employment Grant please visit <https://www.msq.qld.gov.au/MaritimeJobs>

**Privacy statement**

We collect an applicant’s personal information for the purposes of:

- assessing the applicant’s application
- managing the Maritime Employment Grant Program
- researching and reporting on grant programs.

We (including our employees) may use and disclose the personal information provided in an application to third parties for these purposes, including:

- Queensland government departments and agencies
- Commonwealth government departments and agencies
- other state or territory government departments and agencies
- non-government organisations.

We, or the responsible Minister, may publish grant recipient information on government websites or in media releases while publicising the outcomes of the Maritime Employment Grant Program or the Backing Queensland Maritime Jobs Initiative. Published information may include business name, grant amount, suburb/postcode, and outcome details.

We will only use an applicant’s personal information for these purposes. We will handle an applicant’s personal information in accordance with the *Information Privacy Act 2009*. We will not otherwise use or disclose the information unless authorised or required by law. Applicants (including potential applicants) may view the Queensland Government’s privacy guide at [www.qld.gov.au/legal/privacy](http://www.qld.gov.au/legal/privacy)

**Declarations**

- By ticking this box, you:
  - represent and warrant that to the best of your knowledge, the statements made in this application are true, you have authority to submit this application on behalf of the applicant and that you have read, understood and agree to the terms of and requirements in the guidelines
  - acknowledge that you have read and understand the privacy statement in this application form and consent to the use and disclosure of personal information in accordance with the privacy statement.

**Details of person submitting this application on behalf of the applicant:**

Name (please print)

Telephone number

Mobile number

Email address