

ELIGIBILITY CHECKLIST

Applicants are required to complete an online application form and provide evidence to substantiate their claims against the eligibility criteria as outlined below.

All documents must be scanned online and be valid, current, legible and in a standard format (e.g. PDF, JPEG or Word). Some documentation is required to be certified.

Criteria	Guideline reference	Evidence requirements
Applicant eligibility	Section 3.1	<p>WorkCover Employer Number and WorkCover insurance Certificate of Currency (must be attached to application)</p> <p>Australian Business Number (ABN) and Australian Company Number (ACN) (if applicable)</p> <p>Organisation's address in Victoria</p> <p><i>For labour hire providers only:</i> confirmation that you have a Victorian Labour Hire Authority licence</p> <p><i>For charitable and not-for-profit organisations only:</i> confirmation your organisation is registered with the ACNC</p> <p><i>For Aboriginal businesses only:</i> confirmation your business is registered with the Kinaway Chamber of Commerce</p> <p>Certificates of Currency for relevant insurances including public liability (must be attached to application)</p> <p>Confirmation the applicant is aware of its responsibilities as an employer</p> <p>The Authorised Representative completing the application must provide a certified copy of an approved identification document. An approved identification document is one of the following:</p> <ul style="list-style-type: none"> • Australian or international passport • Australian visa • Australian driver licence • ImmiCard • Medicare card • Pensioner concession card
Employee eligibility	Section 3.2	<p>Employee Consent Form signed by each employee (must be attached to application) confirming:</p> <ul style="list-style-type: none"> • the employee's identity (supporting evidence must be attached) • the employee's working arrangements (i.e. number of hours per week) • the priority group(s) and gender identity • the employment commencement date • employment status at the time of commencing work • the employee's residency status <p>Employment contract (if available) and employee payslip (must be attached to application)</p>

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Job eligibility	Section 3.3	<p>Confirmation that each job is for a minimum of 12-months and provided on a permanent or fixed-term basis (i.e. part-time or full-time, not casual, and for at least a minimum of 19 hours per week)</p> <p>Confirmation that the full-time salary or wages is not above \$120,000 per annum excluding superannuation (pro rata for part-time)</p>
Statutory declaration	N/A	<p>A statutory declaration (must be attached to application) to verify:</p> <ol style="list-style-type: none"> that the applicant is authorised to act on behalf of the organisation that the eligible employee(s) do not displace existing employees the number of full-time equivalent (FTE) employees excluding the eligible employee(s) that all employees are paid at least legal minimum wages and entitlements as specified in the applicable award, enterprise agreement or National Employment Standards that the eligible employee(s) are entitled to work for the applicant as: Australian citizens; holders of Australian permanent residence visas with work entitlements; holders of Australian temporary work visas; holders of student visas who are enrolled in an eligible course of study in Australia; or holders of Australian refugee and humanitarian visas with work entitlements that the eligible employee(s) commenced employment with the applicant within 12 weeks of the date of application (unless the employee(s) were previously employed under the Working for Victoria initiative or were employed by the applicant under casual employment arrangements and have transitioned to a permanent or fixed-term job of at least 19 hours per week with the applicant) (for private sector, Aboriginal businesses, social enterprises, sole traders only) a payroll of less than \$20 million in the financial year immediately preceding the date of application (for applicants seeking wage subsidies for more than three employees only) that at least 60 per cent of the roles for which wage subsidies are being sought are provided to women (for applicants applying in respect of employee(s) who have transitioned from casual employment to a fixed-term or permanent position) that the applicant employed the employee(s) for 16 hours or less per fortnight prior to the employee(s) transitioning to fixed-term or permanent position(s) with the applicant on or after 16 March 2021

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Financial information (if applicable)	N/A	<p>Applicants seeking funding of \$200,001 or more will be subject to a financial risk assessment (FRA) and required to provide financial documents to the Department to facilitate this check (must be attached to application)</p> <p>Applicants will be required to provide audited financial reports for the last two financial years. This should be the 'final accounts' with Directors' Report & Declaration and should include:</p> <ul style="list-style-type: none"> - Profit & Loss Statement - Balance Sheet - Cashflow Statement - Notes to the Accounts <p>Where the latest financial report is more than six months old, the following will be required:</p> <ul style="list-style-type: none"> - up-to-date management or interim financial statements (Profit & Loss Statement and Balance Sheet); or - in case of public listed corporations, half yearly financial report <p>If the applicants' accounts are not audited, unaudited accounts which have been prepared by an accountant will be accepted</p> <p>Note that local governments and publicly funded universities and educational institutes are exempt from the FRA process and are not required to provide these documents</p> <p>For organisations that have been registered for less than two years, or have no trading history, the following documents will be required:</p> <ul style="list-style-type: none"> - Any Audited Final Accounts or Final Accounts prepared by an accountant - Up-to-date management or interim financial statements (Profit & Loss Statement and Balance Sheet). - In the case of public listed corporations, half yearly financial reports. These could be Internal Accounts or Accounts prepared by an accountant <p>Applicants with less than two years of trading history will also need to submit Profit & Loss and Cashflow Projections for:</p> <ul style="list-style-type: none"> - 1 July 2021 – 30 June 2022 - 1 July 2022 – 30 June 2023 - 1 July 2023 – 30 June 2024