

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

All documents must be uploaded to the application form and be valid, current, legible and in a standard format (e.g. PDF, JPEG or Word).

Criteria	Guideline reference	Evidence requirements
Applicant eligibility	Section 3.1	<p>WorkCover Employer Number and WorkCover insurance Certificate of Currency <b>(must be attached to application)</b></p> <p>Australian Business Number (ABN) and Australian Company Number (ACN) (if applicable)</p> <p>Organisation's address in Victoria</p> <p><i>For incorporated associations only: registration number with Registrar of Incorporated Associations, Consumer Affairs Victoria (CAV).</i></p> <p><i>For labour hire providers only: Victorian Labour Hire Authority licence registration number</i></p> <p><i>For charitable and not-for-profit organisations only: confirmation your organisation is registered with the ACNC</i></p> <p><i>For trusts only: a completed DJPR trustee declaration form</i></p> <p>For authorised external representatives of the Applicant organisation only: A signed letter authorising you to submit the application to the Jobs Victoria Fund on behalf of the Applicant organisation</p> <p>The Authorised Representative completing the application must provide a copy of one of the following approved identification documents:</p> <ul style="list-style-type: none"> <li>• Australian or international passport</li> <li>• Australian visa</li> <li>• Australian driver licence</li> <li>• ImmiCard</li> <li>• Medicare card</li> <li>• Pensioner concession card</li> </ul>
Employee eligibility	Section 3.2	<p>Employee Consent Form signed by each employee <b>(must be attached to application)</b> confirming the employee's:</p> <ul style="list-style-type: none"> <li>• identity (supporting evidence must be attached)</li> <li>• working arrangements (i.e. number of hours per week)</li> <li>• priority group(s) and gender identity</li> <li>• employment commencement date in the new eligible position</li> <li>• employment status at the time of commencing work in the new eligible position</li> <li>• residency status</li> </ul> <p>Employee payslip (must be attached to application) and employment contract (if available)</p> <p>For people with disability who work less than 19 hours per week only: an Employment Services Assessment (ESAT), a Job Capacity Assessment (JCA) or a letter from a doctor outlining the number of hours the employee is able to work</p> <p>For people who provide <a href="#">constant care</a> and work less than 19 hours per week only: A Commonwealth Carer Payment statement or where a carer is not in receipt of a Carer Payment, a letter from a doctor outlining the number of hours the employee is able to work</p>
Job eligibility	Section 3.3	<p>Payslip confirmation (must be attached to application) that shows:</p> <ul style="list-style-type: none"> <li>• For employees working 19 hours or more only: each job is for at least a minimum of 19 hours per week</li> <li>• For employees with a disability or who provide constant care working between 8 and 19 hours only: each job is for at least eight hours per week</li> <li>• The full-time salary or wages is not above \$120,000 per annum excluding superannuation (pro rata for part-time)</li> </ul>

Criteria	Guideline reference	Evidence requirements
Statutory declaration	N/A	<p>A statutory declaration (must be attached to application) to verify:</p> <ul style="list-style-type: none"> <li>that the Authorised Representative or person making the statutory declaration is authorised to act on behalf of the Applicant</li> <li>that the Eligible Employees do not displace existing employees</li> <li>that the Eligible Employees are paid at least national minimum wage or the applicable award rate specified in the applicable award, enterprise agreement or National Employment Standards</li> <li>that the Eligible Employees are legally entitled to work for the Applicant</li> <li><i>for private sector businesses, subsidiary companies, private trusts, sole traders, social enterprises, and Aboriginal businesses:</i> a payroll of less than \$40 million in the financial year immediately preceding the date of application</li> <li><i>for applicants applying for employees who have transitioned to a job which offers at least 10 additional hours per week:</i> that the employee is working at least 10 additional hours per week than their previous employment arrangements and is employed on a fixed-term or permanent basis (i.e. part-time or full-time)</li> </ul>
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 <b>(must be attached to application)</b></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 &amp; Declaration and should include:</p> <ul style="list-style-type: none"> <li>Profit &amp; Loss Statement</li> <li>Balance Sheet</li> <li>Cashflow Statement</li> <li>Notes to the Accounts</li> </ul> <p>Where the latest financial report is more than six months old, the following will be required:</p> <ul style="list-style-type: none"> <li>up-to-date management or interim financial statements (Profit &amp; Loss Statement and Balance Sheet); or</li> <li>in case of public listed corporations, half yearly financial report</li> </ul> <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 Applicants seeking funding of \$200,001 or more that have been registered or incorporated for less than two years, or have no trading history, the following documents will be required:</p> <ul style="list-style-type: none"> <li>Any Audited Final Accounts or Final Accounts prepared by an accountant</li> <li>Up-to-date management or interim financial statements (Profit &amp; Loss Statement and Balance Sheet).</li> <li>In the case of publicly listed corporations, half yearly financial reports. These could be Internal Accounts or Accounts prepared by an accountant</li> </ul> <p>Applicants with less than two years of trading history will also need to submit Profit &amp; Loss and Cashflow Projections for:</p> <ul style="list-style-type: none"> <li>1 July 2022 – 30 June 2023</li> <li>1 July 2023 – 30 June 2024</li> <li>1 July 2024 – 30 June 2025</li> </ul>