TRAINING DELIVERY SUPPORT GRANT
2020 GUIDELINES FOR PURCHASING

**Introduction and Eligibility of Funds available**

The Training Delivery Support Grant (TDSG) provides funds to eligible providers to purchase equipment and resources that will support delivery of quality programs and services to learners experiencing educational disadvantage.

A grant of $5,500.00 (excluding GST) will be paid to providers that have a contract with the ACFE Board to deliver government subsidised pre-accredited training in 2020.

The funds can be used to purchase **teaching and learning equipment and resources to support eLearning and/or classroom delivery of training**.

**Use of Grant**

**Funds can be used** to buy (or contribute to buying) equipment and essential resources that improve delivery of pre-accredited training either in the classroom or through eLearning. This includes items such as:

* Student Management System (SMS) licence fees
* Software to support eLearning (including training in its use)
* Classroom IT equipment - touch screen monitors, laptops, netbooks, tablets (e.g. iPad), headsets for conferencing, interactive whiteboards, printers or scanners
* Audio equipment, digital cameras
* Adaptive technologies or software for use by people with disabilities
* Pre-accredited course promotion materials e.g. website development, brochures

**Funds cannot be used** to pay wages, pay for travel, buy office supplies or stationery, buy furniture or fittings or pay for repairs or maintenance.

**Conditions**

* TDSG funds must be fully spent by 31 December 2020**.** Unspent funds must be returned to the ACFE Board.
* TDSG funds must be recorded as a discrete item in financial statements. Invoices and payment details relating to purchases must be retained for auditing purposes.
* You are responsible for the purchase of all goods and your organisation is the legal owner of those goods.
* You are responsible for payment of all equipment costs that exceed the TDSG for your organisation.

**Further Information**

For further information on the grant conditions, including checking whether a proposed purchase meets the conditions, please contact your regional office. Contact details are available on the Department of Education and Training’s website, see: [Regions](https://www.education.vic.gov.au/about/department/structure/Pages/regions.aspx)