

# Catalyst Funding Guidelines

## What is Catalyst Funding?

The overall objective of Catalyst Funding is to help eligible tenants and household members pay for tools, services, training and education that help them to find and maintain a job.

Catalyst Funding forms part of the Catalyst program. More information about Catalyst can be found [here](#).

## How to access Catalyst Funding

Catalyst Funding aims to help tenants and household members with some of the costs of finding or keeping a job.

We will consider the following factors when we are deciding whether to approve an application for funding:

- Availability of funds.
- Whether funding can be sourced from another service provider, including an employment service provider.
- Funding is based on the needs of each applicant. Each applicant can receive a maximum of \$500 each calendar year.
- Whether funding is value for money. For any expense over \$100, the applicant must provide at least two quotes.
- Funding must meet any relevant laws.
- Applications must meet the overall objective of the Catalyst Fund. Examples of what may be funded are listed [here](#).

## Applications for funding

### Eligibility

To be eligible, the applicant must:

- Be our tenant or a household member
- Be unable to access all other funding, including funding from their employment service provider
- Get approval for their application from our Employment Opportunities Manager.

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## Application process

Tenants and household members who want to apply for Catalyst Funding must first discuss their needs with our Employment Opportunities Manager to make sure that their request meets the Catalyst Funding guidelines.

Applicants must then complete the online application form and submit supporting information where required. Once we receive the application form, we will process the funding request within 5 working days (if approved).

Applicants can apply for Catalyst Funding up to twice in any calendar year. All requests must meet the Catalyst Funding guidelines and cannot be more than \$500 in total.

## Examples of how funding may be used

- Administration fees for accredited training
- Pre-employment checks (e.g. national police check)
- Employer-required training (e.g. first aid certificate)
- Work-related licensing (e.g. construction white card)
- Preparation for job interviews, such as clothing or a haircut
- Driving lessons/test
- Tools

## Payment

Once the funding request has been approved, we will make payment within 5 working days. We can pay the service provider directly or reimburse the applicant once we have received the relevant payment information.

## Payment information

For payments to the service provider, the applicant must give us a tax invoice which includes:

- The service provider's name, address, ABN and payment details
- The amount due
- A description of items or expense
- The applicant's name and address

For reimbursements, the applicant must provide:

- A receipt with the service provider's name, address, description of items, and amount
- A handwritten cash receipt will only be acceptable for amounts under \$30 (e.g. a receipt for a haircut)

If vouchers or cards are given to an applicant, they must sign to confirm they have received the voucher or card (e.g. Opal cards).

Applicants do not need to repay any money they receive from Catalyst Funding.

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## Responsibilities

Catalyst Funding is managed by our Employment Opportunities Manager. Decisions about funding requests can be made by the:

- Employment Opportunities Manager
- Head of Region, Customers and Communities
- General Manager, Customers and Communities.

## Appeals

If an applicant wants to appeal a funding decision (for example, where a funding request has been declined), they should contact our Employment Opportunities Manager. If they are still not happy with the response, they can [lodge an appeal using our appeals process](#).