

# Great Southern - RED Grants Round 2 - Application Form

## Form Preview



Department of  
Primary Industries and  
Regional Development



## REGIONAL ECONOMIC DEVELOPMENT (RED) GRANTS - ROUND 2

\* indicates a required field

### Application Information

Before completing this application form, please ensure you have read the Guidelines located on [www.gsdc.wa.gov.au](http://www.gsdc.wa.gov.au)

Contact grant team on **9842 4888** or email [admin@gsdc.wa.gov.au](mailto:admin@gsdc.wa.gov.au) for queries.

The closing date for applications is **Friday 13th September 2019 at 12 midnight.**

Incomplete applications and/or applications received after the closing date will not be considered.

### 1. Privacy Statement

Information provided by applicants or collected by the Regional development commission (RDC) or the Department of Primary Industries and Regional Development (DPIRD) in relation to applicant or their application may be used in the administration of the RED Grants Program and in the assessment of this application.

Clarification on the other funding sources for your project stated in your application and project budget may be sought from the other funding bodies.

Any information provided (personal, financial or otherwise) will be solely used for the purpose of the RED Grants Program.

RDC and DPIRD will store personal information collected in this application, supporting documentation and any grant administration, monitoring and evaluation activities in compliance with its obligations under the *Privacy Act 1988* (cth).

RDC and DPIRD are also subject to the Freedom of Information Act 1992 and documents in the possession of these agencies are subject to these provisions.

**I have read and understood the privacy statement and I consent to and authorise such uses and disclosures. \***

Yes I confirm

### 2. Organisation Details

\* indicates a required field

**Organisation Name \***

Organisation Name

Name of organisation as listed in official documentation such as with ABR, ACN or ATO

**Applicant ABN \***

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The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Trading Name (if different to above)

### Primary Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

### Postal Address (if applicable)

Address

  

### Authorising Officer

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Position Title

CEO, Chairperson or equivalent

### Organisation Website

Must be a URL.

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**Provide a brief description of the Nature of your business and include any information that describes the activities that are currently undertaken \***

Word count:

**For a business/company/partnership, please provide names of all partners/directors/senior management of the business. \***

Word count:

### Project Contact Details

**Contact Person's Name \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Position Title \***

**Contact Person's Phone Number \***

Must be an Australian phone number.

**Contact Person's Mobile Number**

Must be an Australian phone number.

**Contact Person's Email \***

Must be an email address.

### 3. Project Details

\* indicates a required field

**Project Name \***

**Location/Town of Project**

Address

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### Location of Project

- City of Albany
- Shire of Broomehill-Tambellup
- Shire of Cranbrook
- Shire of Denmark
- Shire of Gnowangerup
- Shire of Jerramungup
- Shire of Katanning
- Shire of Kent
- Shire of Kojoonup
- Shire of Plantagenet
- Shire of Woodanilling

### Estimated Project Start Date \*

Must be a date.

### Estimated Project End Date \*

Must be a date.

### Total Project Cost (Cash) \*

Must be a dollar amount.

What is the total budget of the project?

### Funding requested from RED Grants (Excluding GST) \*

Must be a whole dollar amount (no cents) and no more than \$250,000.

What is the grant amount requested in this application?

### Applicant's co-contribution (Cash) \*

Must be a whole dollar amount (no cents).

What is the cash contribution towards this project by the applicant?

### Leverage Funding (Cash)

Must be a dollar amount.

Total leverage funding from sources other than RED & applicant cash?

### In-Kind Contribution (Non-Cash)

Must be a dollar amount.

Description of any in-kind contribution(s)

## 4. Project Description

\* indicates a required field

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### 4.1 Brief Project Description \*

Word count:

Provide a brief clear and concise overview of the proposed project. NOTE: If your application is successful the information provided in 4.1 will be made public.

### Detailed Project Information (Optional)

Attach a file:

Upload detailed description of the project here eg can be provided as an attachment to the application ie. Business Case, Business Plan, Gantt.Chart).

### 4.2 What specifically will the funding be used for towards your project? \*

Word count:

Provide specific details on what the funding will be used for.

### 4.3 Are you applying for RED Grant funding from more than one Regional Development Commission for this project?

Yes  No

If yes, please advise which one/s and the amount being requested in each region and what are the expected outcomes if the project is delivered in multi-regions:

Date of Application	Status (Approved/Pending)	Purpose of funding	Amount	Name of funding Source/Program	Source Name and Contact Telephone or Email
			\$		

### 4.4 Has your organisation applied for, or been approved funding for this project from any other State Government program?

Yes

No

Date of Application	Status (Approved/Pending)	Purpose of Funding	Amount Sought	Name of Funding Source/Program	Source Name and Contact Telephone or Email
			\$		

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### 4.5 How does the project align with the Objective of the RED Grants program

Indicate which objectives shown below are most applicable to your project and describe how they align.

#### 4.5.1. Sustainable jobs growth

Word count:

(ie. job creation s(direct and indirect) as a result of the grant)

#### 4.5.2. Increasing productivity

Word count:

(ie. what will be the impact on the productivity or performance of the proponent's business or organisation from the grant?)

#### 4.5.3. Expanding or diversifying industry

Word count:

(ie. specify which industry, the current economic value of that industry to the regional and how this project will add/expand this value?)

#### 4.5.4. Developing skills or capabilities

Word count:

(ie. specify which core skills will be developed, how it will address regional gaps and how the skills/capabilities will be applied to generate jobs and growth)

#### 4.5.5. Attracting new investment in the region

Word count:

(ie. specify the quantum of investment this grant will unlock into the particular project or industry, the likelihood and the provider of this investment?)

### 4.6 How does your project align with regional priorities? \*

Word count:

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(regional priorities for each region are outlined on each RDC's website)  
Indicate alignment and describe how they align

### 4.7 Outline the rationale for why State Government funding is sought for the project?

Word count:

(ie. has a loan or equity funding been investigated for the project?) Why is Government funding required? Identify the need or unmet demand in the region for the project, how does the project benefit the broader community/industry.

### 4.8 Describe what is expected to be achieved and the benefits and/or outcomes of the project

*(Outcomes refer to the intended economic impact that is expected as a result of delivering the Project with the Grant funding - the expected outcomes provided should be realistic as you will be expected to report against these under a Grant Agreement and acquittal of the project if successful)*

#### 4.8.1. Sustainable Jobs Growth

(ie. job creation (direct and indirect) as a result of the grant)

Expected Outcome	Timeframe	How will this be measured?	Target

#### 4.8.2 Increasing productivity

(ie. What will be the impact on the productivity or performance of the proponent's business or organisation from the grant?)

Expected Outcome	Timeframe	How will this be measured?	Target

#### 4.8.3 Expanding or diversifying Industry

(specify which industry, the current economic value of that industry to the region and how this project will add/expand this value)

Expected Outcome	Timeframe	How will it be measured?	Target

#### 4.8.4 Developing Skills or capabilities

(specify which core skills will be developed, how it will address any regional gaps and how the skills/capabilities will be applied to generate jobs and growth)

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Expected Outcome	Timeframe	How will it be measured?	Target

### 4.8.5 RED Attracting new Investment in the Region

(specify the quantum of investment this grant will unlock into the particular project or industry, the likelihood and the provider of this investment)

Expected Outcome	Timeframe	How will it be measured?	Target

**Note: "Direct employment" is the term used for the workers employed by these projects. By contrast, indirect employment refers to job creation and business growth in the local economy as a result of demand created by the project and its direct employees. FTE refers to Full Time equivalents, ie. Full time positions.**

## 5. Category / Sector

\* indicates a required field

### Which Sector is MOST applicable to your project? \*

- |                                      |  |                                    |  |
|--------------------------------------|--|------------------------------------|--|
| <input type="radio"/> Agriculture    | <input type="radio"/> Economic Development | <input type="radio"/> Housing      | <input type="radio"/> Transport                |
| <input type="radio"/> Communications | <input type="radio"/> Education/Training   | <input type="radio"/> Mining       | <input type="radio"/> Utilities, Power & Water |
| <input type="radio"/> Culture        | <input type="radio"/> Environment          | <input type="radio"/> Recreational | <input type="radio"/>                          |
| <input type="radio"/> Community      | <input type="radio"/> Health               | <input type="radio"/> Tourism      |  |

You can only choose one

## 6. Community/Stakeholder Engagement

### 6.1 Provide the details/names of key stakeholders that have been consulted and their level of support for the project:

### Letters of Support (Optional)

Attach a file:

Upload letters of support for your application

### 6.2 Detail the local partnerships and collaborations that will be developed through the project.



## 7. Project Planning and Management

### 7.1 Is the project ready to start by Quarter 3 of 2019/20 (ie. January-March 2020) if RED Grant funding approved?

Yes  No

If No contact the RDC before proceeding with this application

### 7.2 Has detailed project planning been completed and necessary approvals been obtained?

Word count:

(List below, and if applicable provide documents ie lease agreements, demonstration of ownership of land, licensing, concept designs as attachment/s to this application.

Attach a file:

### 7.3 Provide proposed significant milestones for the delivery of the project below:

Word count:

For complex projects applicants should attach a separate project timeline to the application (e.g. Gantt Chart)

Attach a file:

**Project Milestone**

**Target Completion Date**

Project Milestone	Target Completion Date

### 7.4 Who will manage the project and what qualifications, skills and experience do they have, and how will your organisation ensure the project is managed responsibly:

Word count:

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### 7.5 Provide details of how operating and maintenance costs will be met for the initiative beyond the funding period:

Word count:

### 7.6 Risk assessment for your project

(Please complete the Risk Assessment table below, or attach a copy of your Risk Management Plan to your application)

Risk Description	Risk Probability (Low, Medium, High)	Mitigation Strategy

Identify the risks associated with the Project (that the applicant can reasonably control or influence) and include issues that may prevent the Project progressing or that may hinder the achievement of the stated Project outputs/outcomes being achieved. Consider and explain the risk mitigation strategies that will minimise the effects of each stated risk. The focus of this section should cover the full lifecycle of the project and “post” funding risks such as operation and maintenance requirements.

#### Risk Probability Table

Low	Unlikely to occur during the project period and with little impact on the project
Medium	Possibility of occurrence and with some impact on the project
High	Very likely to occur during the project period and potentially impacting heavily

Attach a file:

Upload a copy of your Risk Management Plan

### 7.7 Do you intend to use local contractors and/or service providers for your project?

Yes  No

Word count:

If yes please estimate the % of the requested grant funding to be expended on local content (local businesses, suppliers, knowledge and skills). If no please provide an explanation as to why.

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### 7.8 Explain how your project meets the Local Content objectives of

- Building the capability of local suppliers, and the delivering opportunities for regional businesses to supply items/services for the project;
- Increase regional employment and regional business participation through subcontractors, suppliers, apprenticeships and traineeships;
- Support for emerging or new industries in the region, and promotion and awareness of local industry/businesses; and
- Benefit the regional economy through any other identifiable means.

Word count:

### 7.9 Audit

Provide name of the organisation that will complete the financial audit for this project (if known):

Word count:

Note: For projects requesting more than \$50,000 funding, audit costs must be included in the budget in section 8. The Financial Audit should be undertaken by a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants and independent from the Grantee/Applicant.

## 8. Project Budget and Leveraged Funds

### 8.1 Details of project items to be funded through CASH contributions

Please attach quotes for all budget line items to justify funding requests wherever possible. If funding has been approved from other sources, please attach written evidence of funding contributions.

Project Items	RED Grant	Own	Other	Name of other funding source/s	Other	Date decision expected	Quote Attached (Yes/No)
	Funds requested (ex GST) A	Organisations B	Source/s (ex GST) C		funding status B		
	\$	\$	\$				

### Budget

This section is calculated automatically

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Total RED Grant Funds requested (ex GST) A	Total Own Organisation (ex GST) B	Total of Other Source/s (ex GST) C	Total (A+B+C)
\$	\$	\$	\$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Attach quotes and written evidence.

Attach a file:

### 8.2 Cash Flow Requirements for the project.

Project Items	First Payment (ex GST)	Second Payment (ex GST)	TOTAL
	\$	\$	\$
TOTAL			

### 8.3 Details of IN-KIND contributions towards the project.

Project item/s	Name of in-kind source

## 9 Market Viability and Commercialisation

\* indicates a required field

### Are you a business applying for funding?

Yes  No

### 9.1 Please provide a summary assessment of the market conditions in relation to your project

Word count:

(i.e., market gaps, market size, estimation of new or increased sales):

### 9.2 Describe any major competitors to your project or project activity in the region:

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Word count:

### 9.3 Has the applicant considered or investigated collaborating with another business or NFP/NGO for the project?

Word count:

### 9.4 Please detail the benefits to the wider industry/community if the project is implemented.

Word count:

(ie. Diversification of the economy, establishment of new industry or product line, increased demand for locally produced goods and services (economic multipliers), increased regional jobs, provision of outputs for local consumption.

## 10. Financial Viability

*Please note you may be required to provide documentation upon request relating to the following.*

### 10.1 Has the applicant or any of its senior office bearers been involved in any litigation or prosecution in the past three (3) years? \*

- Yes  No

**If Yes - provide details and/or explanation of why the litigation or prosecution should not be considered relevant to this Application in the section below.**

Word count:

### 10.2 Has the Applicant or any of its senior office bearers (directors, partners, presidents, executive directors, project managers) been involved with any business failure (liquidation, voluntary administration or receivership)? \*

- Yes  No

**If Yes - provide details.**

Word count:

### 10.3 Has there been any significant financial matter which may impact on the ability of the Applicant to deliver the project? \*

- Yes  No

**If Yes - provide details.**

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Word count:

**10.4 Are there any future commitments or contingent liabilities that might materially affect the Applicant in the delivery of the project or performance of the activity? \***

- Yes  No

**If Yes - provide details.**

Word count:

**10.5 Has the applicant ever been found in default of its creditors? \***

- Yes  No

**If Yes - provide details.**

Word count:

**10.6 If the application is successful does the Applicant have the financial capacity to cover all planned project activity expenditure? \***

- Yes  No

**10.7 Is the Applicant's business solvent? \***

- Yes  No

**10.8 Has the Applicant provided the last two years of audited financials to demonstrate capacity with this application. \***

- Yes  No

**If No, please outline reasons.**

Word count:

## Application Checklist

**11. By submitting this application, I acknowledge:**

- I have read the Guidelines and I acknowledge the eligibility criteria for funding.
- I have contacted the Regional Development Commission to discuss the project.
- Information provided in this application is to the best of my knowledge, accurate and complete.
- This application is authorised by my organisation and includes the CEO/Chair signature.
- Audit costs are included in the budget and the nominated auditor is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants and is independent from the Grantee.

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- The Regional Development Commission may request additional information from applicants.
- The Regional Development Commission is authorised to contact any persons or organisations in the assessment of the application and understand that information may be provided to other agencies, as appropriate.

### 12. This application includes all required attachments:

- Copy of Incorporation Certificate
- Copy of organisation's annual financial statements for the last 2 financial years
- Quotes for all budget line items to justify funding request
- Written evidence of funding contributions from other sources

### Upload supporting documents

Attach a file:

Allows applicants to upload one or more file attachments to their Application. (Maximum 25mb, recommended size no bigger than 5mb).

### DECLARATION

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant is successful, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I do hereby declare that all the information supplied in this application form for Royalties for Regions funding is, to the best of my knowledge, accurate and complete; that I have read and accept the requirements of the *Guidelines*, and that the Regional Development Commission to which this application has been submitted to will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

### Name of Authorised Person

Organisation Name

### Position/Title

### Dated

Must be a date.

Once the form is submitted via SmartyGrants, this form will be deemed to have been signed by the above.

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### Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**Please indicate how you found the online application process**

- Very easy     Easy     Neutral     Difficult     Very difficult

**Please provide us with your suggestions about any improvements to the application process and/or application form that you think we need to consider.**

**DO NOT USE**  
Form is for information only.  
Please apply online through  
GSDC SmartyGrants link.