

REGIONAL ECONOMIC DEVELOPMENT (RED) GRANTS - ROUND 3

Application Information

Before completing this application form, please ensure you have read the Guidelines located on www.mwdc.wa.gov.au

Contact grant team on **99568594** or email grants@mwdc.wa.gov.au for queries.

The closing date for applications is **7 July 2020 at 5 pm.**

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. Summary

* indicates a required field

Organisation Name *

Organisation Name

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

Project Name *

MWDC Round 3 Application

Form Preview

Total Project Cost (Cash)

\$

This total is automatically populated from the Budget.

Funding requested from RED Grants (Excluding GST)

\$

This total is automatically Populated from the Budget.

Applicant's co-contribution (Cash)

\$

This total is automatically populated from the Budget.

Leverage Funding (Cash)

\$

This total is automatically populated from the Budget.

3. Organisation Details

* indicates a required field

Project Contact Details

Contact Person's Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

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 *

Authorising Officer *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Position Title *

MWDC Round 3 Application

Form Preview

CEO, Chairperson or equivalent

Applicant ABN *

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Trading Name (if different to above)

Street Address *

Address

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

Postal Address (if applicable) *

Address

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

Organisation Website

Must be a URL.

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

MWDC Round 3 Application

Form Preview

Word count:

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

Word count:

4. Project Details

* indicates a required field

4.1 Brief Project Description *

Word count:

Provide a brief clear and concise overview of the proposed project including what will be funded, where, why and impact on jobs and growth for the region. NOTE: If your application is successful the information provided in 3.2 will be made public.

4.2 Detailed Project Information (Optional) - enables you to upload a detailed description of the project here - ie. Business Case, Business Plan, Gantt.Chart.

Attach a file:

It is recommended that upload file size is no bigger than 5mb (Total file size upload per application is 25mb).

4.3 Explain why you need a RED grant and what specifically the funding will be used for. *

Word count:

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

5. Project Budget

* indicates a required field

5.1 Provide details of your project budget in the table below *:

- List all cash expenditure for the project i.e. RED grant expenditure, your own cash expenditure and other funding sources.

MWDC Round 3 Application

Form Preview

Attach a file:

It is recommended that upload file size is no bigger than 5mb (Total file size upload per application is 25mb).

Word count:

Please explain why quotes and written evidence of other approved funding have not been attached.

5.3 Provide details of in-kind contributions towards the project, i.e. non-cash contributions you will be providing (OPTIONAL).

Project item/s

Name of in-kind source

Project item/s	Name of in-kind source
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

6. Project Planning and Management

* indicates a required field

6.1 Have you completed a feasibility study or business plan including a cash flow analysis for your project? *

Yes

No

If Yes, please attach.

Attach a file:

It is recommended that upload file size is no bigger than 5mb (Total file size upload per application is 25mb).

If you have not provided one, please explain why.

Word count:

6.2 Is the project ready to start by Quarter 2 of 2020/21 if RED Grant funding is approved? *

Yes No

At least 1 choice and no more than 1 choice may be selected.

If No, contact the Mid West Development Commission before proceeding with this application

MWDC Round 3 Application

Form Preview

6.3 Provide significant milestones and dates for the delivery of the project in the table below (include start and finish dates for the project). *

In planning milestones please consider that REDS Grants are intended for succinct projects i.e. 12 mths as opposed to 2-3 yr projects.

Project Milestone	Target Completion Date
	Must be a date.

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

Attach a file:

It is recommended that upload file size is no bigger than 5mb (Total file size upload per application is 25mb).

6.4 Are there any planning approvals required and, if so, what is their status? Please provide details. *

Word count:

Describe whether utilities have been engaged and the result i.e. are transformers adequate for power load, access to water, planning approval secured or applied for, aquaculture lease secured, road access approval, fire management plan etc.

6.5 Provide documents to demonstrate project readiness including trust deeds, lease agreements, copy of titles, licensing arrangements, concept designs. *

Attach a file:

NB If a Trustee, to demonstrate eligibility the Deed of Trust must be provided with the application. Please check with own accountant / lawyers before submitting to ensure the Deed of Trust has a clause allowing the trust to legally enter into a grant agreement otherwise the application may not be accepted.

6.6 Provide details of who will manage the project; what qualifications, skills and experience do they have; and how will your organisation ensure the project is managed responsibly? *

MWDC Round 3 Application

Form Preview

Word count:

Consider personnel and how you will manage finances, how will you manage communications (regular project team meetings, steering committee, regular updates to MWDC), will you subcontract out specialist skills

6.7 Provide details of how operating and maintenance costs will be met for the initiative beyond the funding period. *

Word count:

Demonstrate the project will be sustainable in the longer term

6.8 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

Upload a copy of your Risk Management Plan (optional)

Attach a file:

It is recommended that upload file size is no bigger than 5mb (Total file size upload per application is 25mb).

7. Market Viability and Commercialisation

* indicates a required field

7.1 Are you a commercial business applying for funding? *

Yes No

A commercial business is defined as a business or individual who provides a service or sells physical products with the intention of making a profit.

7.2 Why is your project necessary? Please detail the benefits to the wider industry/community if the project is implemented. *

MWDC Round 3 Application

Form Preview

Word count:

Necessity - consider market gaps, market size, estimation of new or increased sales. Wider benefits - consider 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.

7.3 Describe any major competitors to your project or project activity in the region. *

Word count:

8. Community/Stakeholder Engagement

* indicates a required field

8.1 Have you considered or investigated collaborating with another business or Not for Profit/Non-Governmental Organisation for the project? *

Yes No

If yes, please provide details.

Word count:

8.2 Provide the details/names of key stakeholders that have been consulted and their level of support for the project *.

Key Stakeholder	Level of Support	Letter of Support Provided (yes/no)
Name of Key Stakeholder	(Communication, Consultation, Participation, Partnership)	Select from drop down list.

Upload Letters of Support for your application (Optional)

Attach a file:

MWDC Round 3 Application

Form Preview

It is recommended that upload file size is no bigger than 5mb (Total file size upload per application is 25mb).

8.3 Do you intend to use local contractors and/or service providers for your project subject to an open and competitive process? *

Yes No

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. *

Word count:

8.4 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:

9. RED Objectives and Regional Priorities

* indicates a required field

9.1 Which Sector is MOST applicable to your project? *

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

You can only choose one

9.2 Does the project align with the objectives of the RED Grants program?

MWDC Round 3 Application

Form Preview

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

9.2.1 Sustainable Jobs *

Yes No

If yes, provide details:

Word count:

i.e jobs sustained (direct and indirect) as a result of the grant.

Expected Outcome	Timeframe	How will this be measured?	Target
Example: 10 jobs (Full Time equivalent) retained or created (type of job i.e. direct / indirect) during which phase of the project (construction/operation).	Example: after 2 years, or during project phase only (i.e. construction jobs).	Example: Number of contracts in place..	Example: 3 x FTE

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, i.e. full-time positions.

9.2.2 Maximising recovery from the COVID-19 Pandemic *

Yes No

If yes, provide details

Word count:

Specify how the pandemic has impacted your business and how the grant funds will assist you to recover from and adapt to new operating conditions.

Expected Outcome	Timeframe	How will this be measured?	Target
Example: 10% increase in sales.	Example: within 2 months of completion	Example: sales and revenue figures.	example: 10% increase from x to y.

MWDC Round 3 Application

Form Preview

9.2.3 Expanding or Diversifying Industry *

Yes No

If yes, provide details.

Word count:

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 this be measured?	Target
Example: new canning line introduced.	Example: upon installation of equipment.	Example: commissioning of new equipment and new markets secured.	Example: 2 new clients taking 500 tonnes product pa, 1,000 tonnes product sourced from the region.

9.2.4 Developing Skills or Capabilities *

Yes No

If yes, provide details.

Word count:

Specify which core skills will be developed, how it will address regional gaps and how the skills/capabilities will be applied to generate jobs.

Expected Outcomes	Timeframe	How will this be measured?	Target
Example: skills training and job matching provided to 100 participants.	Example: within 12 months of commencement.	Example: Number of participants through program and secured positions.	Example: 100 secured positions within 12 months.

9.2.5 Attracting New Investment in the region *

Yes No

If yes, provide details.

Word count:

Specify the quantum of investment this grant will unlock into the particular project or industry, the likelihood and the provider of this investment.

MWDC Round 3 Application

Form Preview

Expected Outcome	Timeframe	How will this be measured?	Target
Example: \$5m investment in new aquaculture hatchery.	Example: within 3 months of FAA execution.	Example: confirmation of investment received.	Example: \$5m investment.

9.3 How does your project align with the Mid West Regional Priorities?

Indicate alignment and describe how they align.

9.3.1 Tourism *

Yes No

If yes, provide details.

Word count:

How will the project help grow the regional tourism industry, how will it deliver on any gaps or opportunities etc

9.3.2 Mid West Economic Infrastructure *

Yes No

If yes, provide details.

Word count:

How will your project enhance our critical infrastructure including roads, energy, ports, telecommunications etc.

9.3.3 Agribusiness *

Yes No

If yes, provide details

Word count:

Consider how the project will drive regional growth, create jobs, diversify the economy, deliver innovation etc

9.3.4 Industry Development *

Yes
 No

If yes, provide details

MWDC Round 3 Application

Form Preview

Consider how the project supports local content and capabilities, aboriginal business development, workforce development, innovation, regional access, growth in niche industry sectors etc

10. Other State Government Funding

* indicates a required field

10.1 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:

Word count:

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

Yes No

If yes, please provide details in the table below.

Date of Application	Status (approved or pending)	Purpose of Funding	Amount Sought	Name of Funding Source/ Program	Source Name and Contact Telephone or Email
			\$		
Must be a date.	Select approved or pending from the drop-down list		Must be a whole dollar amount.		

Total funding for this project from any other State Government program

\$

This total is automatically calculated from the table above.

11. Financial Viability

* indicates a required field

MWDC Round 3 Application

Form Preview

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

11.1 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.

Word count:

11.2 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, please provide details.

Word count:

11.3 Has there been any significant financial matter which may impact on the project? *

Yes No

If yes, please provide details.

Word count:

11.4 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, please provide details.

Word count:

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

Yes No

If yes, please provide details.

MWDC Round 3 Application

Form Preview

Word count:

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

- Yes No

If yes, please provide details.

Word count:

11.7 Is the Applicant's business solvent? *

- Yes No

11.8 Has the Applicant provided the last two years of audited financials to demonstrate capacity with this application? *

- Yes No

If yes, please upload financials here.

Attach a file:

It is recommended that upload file size is no bigger than 5mb (Total file size upload per application is 25mb).

If no, please outline the reasons.

Word count:

12. Application Checklist

12.1 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.
- The Mid West Development Commission may request additional information from applicants.
- The Mid West 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.
- The Mid West Development Commission will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

12.2 This application includes all required attachments:

- Quotes to justify funding request.
- Written evidence of funding contributions from other sources.

MWDC Round 3 Application

Form Preview

- Copy of organisation's annual financial statements for the last 2 financial years. If no, please contact the MWDC before submitting this application.
- If a Trustee, a copy of the Trust Deed

13. Declaration

* indicates a required field

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.

14. 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

MWDC Round 3 Application

Form Preview

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

Word count: