

MWDC - RED Grants - Round 4 - Application Form Preview

1. Regional Economic Development (RED) Grants Program - Mid West Region

* indicates a required field

1.1 Application Information

Before completing this application form please ensure you have read the RED Grants Program Guidelines available online at **www.mwdc.wa.gov.au**

Eligible applicants can apply for funding **up to a maximum of \$250,000** for individual projects.

All applicants are encouraged to discuss their project with the Mid West Development Commission prior to submitting an application. Please contact **Kylie Paine** on **9956 8593** or email **grants@mwdc.wa.gov.au**

This form contains mandatory fields. You will be alerted if you save the form without completing the required sections. If you have any questions, or experience issues completing this form please contact **Kylie Paine** on **9956 8593** or email **grants@mwdc.wa.gov.au**

Please note, supporting documents are supplementary to your application. Please ensure you answer all the questions and provide relevant details where required.

The closing date for application is Thursday 21 October 2021 at **4.00pm AWST**.

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

1.2 Eligibility Confirmation

Please refer to Section 4 of the Guidelines to confirm your eligibility before completing this application.

I confirm that the Applicant:

- Has read and understood the program guidelines
- Is eligible to apply under the Guidelines
- Is able to demonstrate the financial viability of the organisation
- Is able to demonstrate alignment with at least one of the objectives of the RED Grants Program

Please confirm that all statements above are true and correct. *

Yes I confirm

1.3 Privacy Statement

Information provided by applicants or collected by Regional Development Commissions (RDCs) or the Department of Primary Industries and Regional Development (DPIRD) in

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relation to an applicant or their application may be used in the administration of the RED Grants Program and in the assessment of this application.

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

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

RDCs 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).

RDCs 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

1.4 Assessment Process

The assessment criteria outlined in the Guidelines will be used to determine the suitability of applications submitted through this program. Applications will be assessed on a competitive basis and should demonstrate:

- Alignment with one or more of the RED Grants Objectives.
- Alignment with one or more of the Mid West Regional Priorities/Themes
- Financial commitment towards the Project.
- Collaboration and partnerships
- Local content outcomes
- Readiness

The application form provides opportunity for applicants to demonstrate how their project meets the requirements listed above and in the Guidelines.

As part of the assessment process, applications may be subject to a due diligence process to determine organisational capacity, governance and financial management.

Applicants should note that the assessment and decision making process could take up to six (6) months to complete and this time frame should be considered when submitting your application. **Please refer to Section 6 of the Guidelines for more information.**

The Mid West Development Commission reserves the right to request additional information at any time to clarify aspects of your application.

1.5 Funding Conditions

Should your application be successful, you will be required to enter into a Grant Agreement outlining the conditions of the grant.

All projects must be approved and a Grant Agreement executed prior to project commencement. **No retrospective payments will be made.**

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As a condition of funding, all grant recipients are required to provide a detailed Final Report (Acquittal) within 12 weeks of project completion. For projects receiving funding of more than \$50,000 the final report is to be audited by an independent auditor.

Only GST registered recipients will have GST added to the grant payment.

2 Contact Details

* indicates a required field

2.1 Organisation Details

Name of Organisation (Legal Entity) *

Name of organisation as listed in official documentation such as ABR, ACNC or ATO.

Applicant organisation 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.

Applicant organisation ACN (if applicable)

Must be a number.

Trading name

Trading name ie name that will be referred to for the delivery of the project (if different to Legal Entity Name above)

Primary Street Address

Address

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Postal Address (if applicable)

Address

Authorising Officer *

Title First Name Last Name

The person who has the legal authority to sign the Grant Agreement if this application is successful

Authorising Officer's Position *

Authorising Officer's Phone Number

Must be an Australian phone number.

Authorising Officer's Mobile Number

Must be an Australian phone number.

Authorising Officer's Email Address

Must be an email address.

Organisation Website

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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 *

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

Is your entity a Trust? *

Yes No

Trustees can only receive and administer grant funding if empowered to do so by the Trust Deed.

Upload Trust Deed *

Attach a file:

Trustees MUST submit a copy of their executed Trust Deed to be eligible.

2.2 Project Contact Details

Contact Person's Name

Title First Name Last Name

Contact Person's Position

Contact Person's Phone Number

(08)

Must be an Australian phone number.
Include area code Eg (08)

Contact Person's Mobile Number

+61

Must be an Australian phone number.

Contact Person's Email Address

Must be an email address.

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Is your organisation being Auspiced? *

Yes No

If your organisation is unincorporated your application must be auspiced by another organisation that is registered as a legal entity.

2.3 Complete only if your organisation is being Auspiced

Please ensure approval is obtained from the nominated auspice organisation prior to completing this section.

Name of Auspicing Organisation *

Organisation Name

Organisation name

Auspice Organisation's Postal Address *

Address

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

Auspice Organisation's Website

Must be a URL.

Auspicing Organisation's Contact Person *

Title First Name Last Name

Auspicing Organisation's Contact Person's Position *

Auspicing Organisation's Contact Person's Phone Number *

Must be an Australian phone number.
Include area code. Eg (08)

Auspicing Organisation's Contact Person's Email Address *

Must be an email address.

Authority from Auspicing Organisation *

Attach a file:

Please attach letter from the auspicing organisation confirming agreement to auspice. This must be signed by an authorised person (eg. CEO, Chairperson).

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Auspice Organisation's 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.

Auspice Organisation's ACN (if applicable)

Must be a number.

3 Project Information

* indicates a required field

3.1 Project Details

Project Title *

Note the title of the project provided in your application may be used for public announcements/media statements if successful

Project Description (Overview) *

Provide a short description (100 words recommended) of your project - what are you out to do?

Upload more detailed project information (optional)

Attach a file:

Upload a detailed description of the project. For example, Business Plan, Project Plan, Business Case, etc.

Estimated Project Start Date *

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Must be a date.

Estimated Project Completion Date *

Must be a date.

Total Project Budget Cost (Cash)

This field is AUTO CALCULATED from Section 6.1 Project Budget and Leveraged Funding section.

Funding requested from RED Grant (Exc GST)

use whole dollars

Applicant's co-contribution (Cash)

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

Funding from Other Sources

This field is AUTO CALCULATED from Section 6.1 Project Budget and Leverage Funding section.

Which Local Government Area(s) will your project be delivered in?

- | | | |
|---|---|--|
| <input type="checkbox"/> Carnamah, Shire of | <input type="checkbox"/> Meekatharra, Shire of | <input type="checkbox"/> Northampton, Shire of |
| <input type="checkbox"/> Chapman Valley, Shire of | <input type="checkbox"/> Mingenew, Shire of | <input type="checkbox"/> Perenjori, Shire of |
| <input type="checkbox"/> Coorow, Shire of | <input type="checkbox"/> Morawa, Shire of | <input type="checkbox"/> Sandstone, Shire of |
| <input type="checkbox"/> Cue, Shire of | <input type="checkbox"/> Mount Magnet, Shire of | <input type="checkbox"/> Three Springs, Shire of |
| <input type="checkbox"/> Greater Geraldton, City of | <input type="checkbox"/> Murchison, Shire of | <input type="checkbox"/> Yalgoo, Shire of |
| <input type="checkbox"/> Irwin, Shire of | | |

What is the industry category based on the activity of the Applicant organisation?

What is the industry activity of the Recipient?

4 Alignment with RED Grants Objectives (Economic Growth and Development Outcomes)

* indicates a required field

Project outcomes

Your project must meet one or more of the RED Grants objectives outlined in the Guidelines.

Describe what is expected to be achieved and the benefits and/or outcomes of the project against the Objectives most relevant to your project.

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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.

Please indicate which RED Objectives are most applicable to your project: *

- 1. Sustainable jobs
- 2. Expanding or diversifying industry
- 3. Developing skills or capabilities
- 4. Attracting new investment in the region
- 5. Increasing Productivity

Applicants are encouraged to select the objectives most applicable to the project. Please provide detailed descriptions in the corresponding fields below.

4.1. Sustainable jobs

How will the project sustain jobs (direct and indirect) as a result of the grant?

Note: 'Direct employment' is the term used for the workers employed by the project. 'Indirect employment' refers to job creation and business growth in the local economy as a result of demand created by the project.

Please complete the below fields to indicate the Direct Employment outcomes expected as a result of the project.

Expected Outcome	Timeframe (over how long) in months.	Target (Number of Jobs) Example 3 FTE	How will this be measured? (Example: People employed/ contractors engaged).
1 Full Time (direct - during project) This question is read only.	<input type="text"/> Number of Months	<input type="text"/> How will this be measured?	<input type="text"/> Number of Jobs
2 Full Time (direct - after the project) This question is read only.	<input type="text"/> Number of Months	<input type="text"/> How will this be measured?	<input type="text"/> Number of Jobs
3 Part Time (direct - during the project)	<input type="text"/> Number of Months	<input type="text"/> How will this be measured?	<input type="text"/> Number of Jobs

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<p>This question is read only.</p>			
	Number of Months	How will this be measured?	Number of Jobs
<p>4 Part Time (direct - after the project)</p>			
<p>This question is read only.</p>	Number of Months	How will this be measured?	Number of Jobs
<p>5 Casual (direct - during the Project)</p>			
<p>This question is read only.</p>	Number of Months	How will this be measured?	Number of Jobs
<p>6 Casual (direct - after the project)</p>			
<p>This question is read only.</p>	Number of Months	How will this be measured?	Number of Jobs
<p>7 Trainee (direct - during the project)</p>			
<p>This question is read only.</p>	Number of Months	How will this be measured?	Number of Jobs
<p>8 Trainee (direct - after the project)</p>			
<p>This question is read only.</p>	Number of Months	How will this be measured?	Number of Jobs

4.2. Expanding or diversifying industry

Which industry will benefit from the project and how will it increase the current value of that industry to the regional economy?

<p>Expected Outcome: Example: New processing facility introduced</p>	<p>Timeframe: Example: Upon installation of equipment</p>	<p>How will it be measured? Example: Commissioning of equipment and new markets secured</p>	<p>Target: Example: 2 new clients taking 500 tonnes product pa., 1000 tonnes product sourced from region</p>

4.3. Developing skills or capabilities

What core skills or capabilities will be developed, and how will this address regional gaps and be applied to generate jobs and growth?

Expected outcome:	Time frame:	How will it be measured?	Target: Example:
Example: Skills training and job matching provided to 100 participants	Example: Within 12 months of project commencement	Example: Number of program participants and secured jobs	Example: 80% of participants secure jobs within 12 months

4.4 Attracting new investment in the region

How will the project unlock future investment in the organisation, industry or region? What is the source of this investment and likelihood it will be secured?

Expected Outcome:	Time frame:	How will it be measured?	Target: Example:
Example: Unlock new markets worth	Example: Within 12 months of project completion	Example: \$ value	Example: \$5m increase in industry value from x to y

\$5 million pa,
create new supply
chains

of new supply
contracts

4.5 Increasing Productivity

What will the impact on the productivity or performance of the applicant's business or organisation from the Grant?

Expected
Outcome: Hint:
5% increase in
production

Time frame:
Hint: within one
year of installing
infrastructure

How will it be
measured? Hint:
sales and revenue
figures

Target: Hint: 5%
increase from x to
y

5 Alignment with Regional Priorities

* indicates a required field

5.1 Mid West Regional Priorities

The Mid West Board has endorsed the following regional priorities/themes as part of its strategic plan. Projects that demonstrate alignment with the region's priorities will attract a higher weighting in the assessment process.

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Please indicate which of the following Mid West regional priorities/themes are MOST applicable to your project.

- Aboriginal economic participation and prosperity
- Economic infrastructure
- Industry growth and diversification
- Liveability

How does the project align with the Mid West Regional Priorities or Themes? *

Word count:

How does the project meet industry demand or identified need in the Mid West region?

How does the project benefit the broader community/industry?

6 Project Budget, Cash Co-contribution and Leveraged funding

* indicates a required field

Financial Audit

For projects requesting more than \$50,000 RED funding, audit costs must be included in the budget table.

The Financial Audit must be independent of the Grantee and 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.

6.1 Project Cash

Details of project items to be funded through CASH contributions. Applicants MUST refer to Section 4 of the Guidelines to confirm items or activities that are not eligible for RED funding before completing this section.

Please attach quotes for all budget line items to justify funding requests. If funding has been secured from other sources please attach written evidence.

Note: Please enter whole dollars only.

Project Items	RED Grant Funds requested (ex GST) A	Applicant Contribution Cash (ex GST) B	Other Funding Source/s (ex GST) C	Name of other source/s	Entity Type	Other funding status	Date decision expected on requested funds	Quote Attached
Include Audit					which best describes		Must be a date.	

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Costs (if applicable)	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.		the predominant business activity of the contributor			

6.2 Total Project Budget

This section is **AUTO CALCULATED** from the above table and amounts will be transposed to Section 3.1.

Total of RED Grant Funds requested (ex GST) A	Total of Own Organisation (ex GST) B	Total of Other Source/s (ex GST) C	TOTAL (A+B+C)
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
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 of secured funding from other sources.

Attach a file:

6.3 Cash Flow

Cash flow requirements for project items should the project cover multiple financial years. Cash flow **MUST** match Total Project Cost in the table above.

Project Items	First Payment 2021/22 (ex GST)	Second Payment 2022/23 (ex GST)	TOTAL
	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
TOTAL			

6.4 In-kind Contribution (non-cash)

In Kind Contribution Details

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Project item/s	Name of in-kind source	Estimated value
		Must be a dollar amount.
		\$

6.5 Other RED Funding

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

Yes No

If yes, please advise which Commission/s and the amount being requested in each region. Please also outline if the purpose of the funding is different across multiple regions.

Date of Application	Purpose of funding	Amount	RDC Region	RDC Contact Person
Must be a date.		Must be a dollar amount.		
		\$		

6.6 Other Funding Programs

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

Yes No

If yes, please provide details including the amount requested and the funding status.

Date of Application	Approved / Pending	Purpose of Funding	Amount	Name of Program	Contact Person
Must be a date.			Must be a dollar amount.		
			\$		

Outline the reason why State Government funding is sought for the project?

Has a loan or equity funding been investigated for the project? Why is Government funding required?

7 Partnerships and Collaboration

7.1 Stakeholder Engagement

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Provide the names and details of local stakeholders and their level of support for the project.

Describe how you have involved local government, the local community and others in planning and decision making for your project. Letters of support may be provided to support your application.

Letters of Support (Optional)

Attach a file:

Have you considered developing partnerships or collaborations for the project? If so, please provide details.

7.2 Local Content

Please detail below how your project meets the following Local Content objectives:

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

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

Yes No

Local content for the purposes of this RED grant application refers to the sourcing of goods and services in the Mid West region or an area within a 50km radius of the project delivery location.

Local content %

Must be a number.

Please estimate the percentage of requested grant funding to be expended on local goods and services.

Local content details

Please detail goods and/or services to be sourced locally and explain how the project meets the local content objectives listed above. If you do not intend to use local content please explain why.

8 Project Planning and Governance

* indicates a required field

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Is the project ready to start if grant funding is approved?

- Yes No

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

8.1 Approvals

Has detailed project planning been completed and necessary approvals obtained?

*

- Yes No Not Applicable

If No please advise status

If applicable please upload relevant documents (eg: lease agreement, licensing, concept designs, planning approval, tenure, etc).

Planning Documents (Optional)

Attach a file:

8.2 Timeline and Milestones

Please complete the project milestone table below. For complex projects please attach a separate project timeline (eg. Gantt Chart)

Milestone 1

Expected date of completion

Must be a date.

Milestone 2

Expected date of completion

Must be a date.

Milestone 3

Expected date of completion

Must be a date.

Milestone 4

Expected date of completion

Must be a date.

Milestone 5

Expected date of completion

Must be a date.

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Milestone 6

Expected date of completion

Must be a date.

Milestone 7

Expected date of completion

Must be a date.

Project Timeline (Optional)

Attach a file:

8.3 Project Governance

How will your organisation ensure the project is managed responsibly? *

Who will manage the project and what qualifications, skills and experience do they have?

Upload qualifications (optional)

Attach a file:

How will operating and maintenance costs for the project be met beyond the funding period?

For example, if the project creates two new jobs, or commissions new equipment, how does the organisation plan to sustain these jobs / cover maintenance costs?

8.4 Risk Assessment for your Project

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 outcomes being achieved. Consider and explain the risk mitigation strategies that will minimise the effects of each stated risk.

Probability:

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

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

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

Risk Management Plan (Optional)

Attach a file:

Upload a copy of your Risk Management Plan

9 Market Viability and Commercialisation

* indicates a required field

9.1 Market Conditions

Please complete this section if you are a business entity applying for funding.

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

Eg. market gaps, market size, estimation of new or increased sales.

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

Eg. product or service, proximity, technologies, barriers to market, price.

9.2 Financial Information

To enable the Mid West Development Commission to undertake a financial viability assessment of the organisation please upload the following financial information

1. Audited financial statements for the last two (2) years
2. Current year-to-date financial information (income and expenditure statement and/or balance sheet)

Upload Financial Information

Attach a file:

Have you provided the information requested above? *

Yes

No

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If No - please outline why

For example, business operating for less than 2 years / never had financial statements audited.

9.3 Liabilities

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

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 - please provide explanation why any litigation or prosecution should not be considered relevant to this application

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

Yes No

If Yes - please provide details

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

Yes No

If Yes - please provide details

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

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

- Yes No

If Yes - please provide details

Is the applicant's business solvent? *

- Yes No

If No - please provide details

10 Application Checklist

* indicates a required field

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.
- 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.

This application includes all required attachments:

- Copy of Incorporation Certificate (if applicable)
- 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:

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Applicants may upload additional attachments to their Application. (Maximum 25mb, recommended size no bigger than 5mb).

10.1 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 *

Upload signature (optional)

Attach a file:

Once this form is submitted via SmartyGrants it will be deemed as authorised by the above signatory.

Dated *

Must be a date.

10.2 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

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



You can also email your feedback to grantsupport@dpird.wa.gov.au.

10.3 Submit your application

Please move to the next page and click Submit to complete your application.

You will receive an email to confirm your submission has been received. Please keep a record of your submission number.

To view your submission at any time, please go to <https://agric.smartygrants.com.au/applicant/login>, enter your email address and password then click Log In.

Once you are logged in click on the My Submissions link near the top of the page.

NOTE: You may download a PDF of your applications prior to submission.

Thank you for your application!