



Royalties for Regions Peel Regional Grants Scheme

2014-15 Application Form

Grants between \$20,001 and \$300,000

Applications that do not include the required information may not be competitive.

Applications must be received at the Peel Development Commission 45 Mandurah
Terrace Mandurah office
4.30pm on 11 December 2014

Please read the 'Guidelines' to assist in completing this application and for details of
the submission process.

This funding is for projects starting after 1 June 2015.

How to submit your application:

Post
PO Box 543
Mandurah WA 6210

Deliver
45 Mandurah Terrace
Mandurah WA 6210

Email
Grants@peel.wa.gov.au

The Peel Development Commission does NOT accept late, or faxed applications.

1. GENERAL PROJECT INFORMATION

Project title:

Estimated start date:
(must be after 1 June 2015)

Estimated completion date:

Funds requested from Regional Grants Scheme (excluding GST):

Total CASH component of project
(must match information shown at 8.2)

Total IN-KIND contribution to project
(must match information shown at 8.3)

Total Project Cost (CASH + IN-KIND)
(must match information shown at 8.5)

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

2. ORGANISATION DETAILS

Organisation name:

ABN:

Is the organisation registered for GST?

YES

NO

Please attach a copy of relevant page from <http://abr.business.gov.au> supplying your incorporation status, correct ABN and GST status.

Authorising officer:

Position title:

Contact person:

Position title:

Postal address:

Street address:

Contact telephone:

Contact mobile phone:

Contact e-mail address:

3. PROJECT DESCRIPTION

3.1 What do you aim to achieve with the funds provided

Describe the project in detail. Please limit response to 200 words

3.2 Describe the benefits and/or outcomes of the project

Please limit response to 200 words

4. STATEMENT OF NEED

4.1 Outline what identified need in the Peel region your project is addressing. You may reference relevant industry and/or regional planning documents, statistics or other documentation which demonstrates the need for this project.

4.2 Explain the implications of funding not being provided.
If applicable, attach relevant sections of nominated documents.

5. CATEGORY, SECTOR AND STRATEGIC OBJECTIVES

5.1 Which category of funding is most applicable to your project?

Please tick one box only.

Infrastructure

Services

5.2 Which sector of funding is most applicable to your project?

Please tick one box only.

Agriculture

Communications

Culture

Community

Economic Development

Education

Environment

Health

Housing

Mining

Recreational

Tourism

Transport

Utilities, Power & Water

5.3 Which Royalties for Regions Regional Grant Scheme objective is most applicable to your project?

Please tick one box only.

- Increase capacity for local strategic planning and decision-making.
- Retain and build the benefits of regional communities.
- Promote relevant and accessible local services.
- Assist communities to plan for a sustainable economic and social future.
- Enable communities to expand social and economic opportunities.
- Assist regional communities to prosper through increased employment opportunities, business and industry development opportunities, and improved local services.

5.4 Describe how the Royalties for Regions Regional Grant Scheme objective selected in question 5.3 is most applicable to your project?

5.5 Describe how your project aligns with relevant existing regional development strategic planning.

6. PARTNERSHIPS AND LOCAL DECISION MAKING

- 6.1 Provide evidence of partnerships and other support for your project by listing letters of support or equivalent documents from your project partners, local government and/or other organisations.**

Please attach the letters of support which are up to date and relevant to current project.

- 6.2 Describe how you have involved your local government/s, the local community or others in planning and decision making for your project.**

7. PROJECT PLANNING AND MANAGEMENT

7.1 To enable a grant agreement to be developed, your project must be ready for implementation by 1 June 2015.

Will your project be ready by then? YES NO

7.2 Describe the current status of the project and the action you have taken to progress it to demonstrate that detailed project planning has been completed.

If applicable, attach copies of documents which demonstrate the approvals (e.g. planning and environmental approvals, land assembly).

If applicable, attach any relevant project planning documents, including feasibility studies, business and marketing plans, impact studies, and research documents.

7.3 For complex projects applicants may wish to attach a separate project timeline (eg. Gantt Chart)

Is a separate timeline attached? YES NO

If no, provide details of the proposed timeline for your project.

TASK	START DATE	FINISH DATE	RESPONSIBLE ENTITY

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

No more than 200 words and no attachments

7.5 Explain how your organisation will ensure the project is managed responsibly.

7.6 Provide details of the project's ongoing and maintenance costs and how they will be funded.

If applicable, attach documents relevant to the ongoing funding and maintenance costs

7.7 Has your organisation received program and/or grant funding from the State/Commonwealth Government and/or other organisations within the last three years for similar or related projects?

YES NO

The Peel Development Commission may contact any persons or organisations in the assessment of the application and information may be provided to other agencies, as appropriate.

If yes, please provide details of this funding.

YEAR	PROJECT	AMOUNT (\$)	ORGANISATION FUNDING RECEIVED FROM	CONTACT TELEPHONE NUMBER

8. TOTAL PROJECT BUDGET AND LEVERAGED FUNDS

Preference will be given to projects that can demonstrate a high level of financial commitment to the project through sourcing other project funding and/or a direct financial contribution.

8.1 Does your application demonstrate a financial (cash) commitment from your organisation or other sources?

YES NO

If no, please explain why this is the case.

8.2 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 the request for funding is \$150,000 or more, you must provide additional information as outlined in Appendix 1.

If funding has been approved from other sources, please provide written evidence of funding contributions.

PROJECT ITEMS	OWN ORGANISATION \$ (EX GST)	OTHER SOURCE/S \$ (EX GST)	NAME OF OTHER FUNDING SOURCE/S, INCLUDING OTHER ROYALTIES FOR REGIONS FUNDING SOURCE/S	OTHER FUNDING STATUS: APPROVED OR REQUESTED	DATE DECISION EXPECTED ON REQUESTED FUNDS	FUNDS REQUESTED FROM THE PEEL DEVELOPMENT COMMISSION \$ (EX GST)	TOTAL \$ (EX GST)	QUOTE ATTACHED
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
Audit Costs								<input type="checkbox"/>
TOTAL								

Please consider promotional aspects (eg. signage) of your project and audit costs including budget allocations, where relevant.

8.3 Details of project items to be funded through IN-KIND contributions

PROJECT ITEMS	OWN ORGANISATION \$ COST (EX GST)	OTHER SOURCE/S \$ COST (EX GST)	NAME OF OTHER IN-KIND SOURCE	TOTAL \$ COST (EX GST)
TOTAL				

8.4 Provide details of how all in-kind contributions have been calculated.

8.5 Please total the project cost (excluding GST)

Total value of project (excluding GST) CASH 8.2 + IN-KIND 8.3	\$
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This information must match the total project cost stated on page 2

8.6 Audit

Audit costs must be included in the budget.

Auditor means an accountant who 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 who is independent from the Grantee.

The name of the organisation completing the financial audit for this project is _____

9. APPLICATION CHECKLIST

By submitting this application, I acknowledge:

- The Peel Development Commission does not accept late or faxed applications.
- Information provided in this application is to the best of my knowledge, accurate and complete.
- If lodged by hand or through the post, please provide three copies of the application (one original and two copies) unbound, but clipped together using a paper or bulldog clip or similar.
- This application is not bound, but clipped together using a paper or bulldog clip or similar.
- This application is authorised by my organisation and includes the relevant 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.
- Promotional aspects (eg. signage) of this project have been considered and budget allocations included where relevant.
- I have read the Guidelines and acknowledge the eligibility criteria for funding.
- The Peel Development Commission may request additional information from applicants.
- The Peel 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 Peel Development Commission will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.
- This application includes all *required* attachments:
- Copy of relevant page from <http://abr.business.gov.au> supplying your incorporation status, correct ABN and GST status.
- Letters of support which are up to date and relevant to current project.
- Quotes for all budget line items to justify funding request.
- Written evidence of funding contributions from other sources.
- Additional information as outlined in Appendix 1 of the Guidelines where the request for funding is \$150,000 or more.

Note: The Peel Development Commission reserves the right to request additional information for projects under \$150,000 if it is deemed to be necessary.

10. DECLARATION

The declaration is to be signed by the Chief Executive Officer/Chairperson or equivalent.

I _____
NAME **TITLE**

of _____
ORGANISATION

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 Peel Development Commission will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

_____ this _____ day of _____ 201____
SIGNATURE **DAY** **MONTH** **YEAR**

APPENDIX 1 – ADDITIONAL BUSINESS CASE INFORMATION REQUIRED FOR FUNDING REQUESTS OF \$150,000 OR MORE

For requests for funding of \$150,000 or more you must provide the following additional information in support of your application.

1. OBJECTIVES AND BENEFITS

1.1 Detail what you intend to achieve with the RGS funds provided.

Ensure that the objectives are 'SMART', i.e.: Specific, Measurable, Achievable, Realistic and associated with a specific Timeline.

1.2 Provide a summary of the expected benefits of your project and how they will be measured.

Are you able to quantify the expected benefits from the project? How will you know if they are achieved? Over what timescales are the benefits likely to be achieved? Provide targets for key benefits from the project.

What evidence do you have that the targeted benefits are realistic and likely to be achieved (e.g. previous experience, studies from similar projects etc.)?

1.3 Outline how the benefits of the project will outweigh the costs.

Why do you think this project represents value for money?

2. RISK MANAGEMENT

2.1 Provide a risk management plan for your project.

The risk management plan must outline how your organisation will identify and manage risks that may prevent the project progressing, or that may hinder the achievement of project outcomes and deliverables.

Please contact the Commission directly if you require a template to assist with completing your risk management plan.