



Royalties for Regions Peel Regional Grants Scheme

2016 Application Form

Grants between \$50,001 and \$300,000

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

Applications must be received by the Peel Development Commission by
4.00 pm on Thursday 17 March 2016

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 July 2016.

How to submit your application:

Post
PO Box 543
Mandurah WA 6210

Deliver
Level 1, 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 July 2016)

Estimated completion date:

Funds requested from Regional Grants Scheme:

(excluding GST)

Total CASH component of project

(must match information shown at 8.1)

Total IN-KIND contribution to project

(must match information shown at 8.2)

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:

E-mail address:

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 non-technical terms. Explain what the Project plans to achieve. Explain what/if any innovation will be involved in delivering the Project. Provide sufficient evidence to adequately support the amount of Royalties for Regions Funding requested for these outputs. Please limit response to 200 words.

3.2 Describe the benefits and/or outcomes of the project

Outcomes refer to the intended impact that is expected as a result of undertaking the Project with Royalties for Regions funding.

Outcomes (What benefits will be gained from what you will do?)	Performance Measure (What are you measuring?)	Performance Measure method (How are you measuring it?)
<i>Example for a community event project (output)</i> <i>Outcome: increased visitor numbers.</i>	<i>Example: attendance registered at X event compared to previous years.</i>	<i>Example: record attendance at X event.</i>
<i>Example for a community kitchen upgrade (output)</i> <i>Outcome: reduce the waiting list for Meals on Wheels.</i>	<i>Example: increase in lunches prepared; decrease in numbers on waiting list.</i>	<i>Example: recorded lunches submitted weekly; waiting list reviewed monthly.</i>

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.

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

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, including Peel Regional Investment Blueprint.

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 July 2016.

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?

Please limit to 200 words and no attachments.

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

Please describe the governance processes associated with the Project.

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 Provide a risk analysis for your project.

Identify the risks associated with the Project and include issues that may prevent the Project progressing (such as other funding sources not being secured), or that may hinder the achievement of the stated Project outcome(s) and deliverables. Consider and explain the risk mitigation strategies which 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. Please address if the Project will result in unfair competition to existing industry and/or business?

The following template is provided as a guide to completing your risk analysis.

RISK DESCRIPTION	RISK PROBABILITY (LOW, MEDIUM, HIGH)	ACTION MANAGER	CONTAINMENT STRATEGY

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

7.8 Has your organisation recently (within the last **three years) received program and/or grant funding from other organisations?**

YES NO

If yes, please provide details of this funding.

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

Note – By submitting this application form the applicant authorises the Peel Development Commission to contact any party in relation to this application and the applicant.

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

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

8.2 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				

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

8.4 Please indicate if you are requesting 2016 Regional Grants Scheme funds from other Regional Development Commissions for this project.

Tick multiple boxes if required.

FUNDS REQUESTED	REGIONAL DEVELOPMENT COMMISSION	AMOUNT REQUESTED (\$)
<input type="checkbox"/>	Kimberley Development Commission	
<input type="checkbox"/>	Pilbara Development Commission	
<input type="checkbox"/>	Gascoyne Development Commission	
<input type="checkbox"/>	Mid West Development Commission	
<input type="checkbox"/>	Wheatbelt Development Commission	
<input type="checkbox"/>	Goldfields-Esperance Development Commission	
<input type="checkbox"/>	Peel Development Commission	
<input type="checkbox"/>	South West Development Commission	
<input type="checkbox"/>	Great Southern Development Commission	

8.5 Please total the project cost (excluding GST)

Total value of project (excluding GST) CASH 8.1 + IN-KIND 8.2	\$
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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.
- Three copies of the application (one original and two copies) must be submitted.
- 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.
- Copy of your organisation's annual financial statement for the recent financial year.
- Letters of support which are up to date, signed by the duly authorised officer and relevant to current project.
- Quotes for all budget line items to justify funding request.
- Written evidence of funding contributions from other sources.
- Contacted the Peel Development Commission staff to discuss project prior to submitting application.

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 _____ 2016
SIGNATURE **DAY** **MONTH**