Peel RED Grants Round 9 - Application form

Form Preview

Collection Notice

* indicates a required field

The Department of Primary Industries and Regional Development (DPIRD) is committed to protecting your privacy. This notice outlines how we collect, use, and disclose your personal information for the purposes of verifying your eligibility to apply for this scheme of assistance, and if approved, provide the appropriate support.

Please view the department's **privacy statement** on our website to find out more about how we collect, use and safeguard personal information.

Collection of personal information

We are collecting your personal information to verify your eligibility under Round 9 of the Peel Regional Economic Development (RED) Grants Program, and if approved, provide the recommended support.

Including: [remove/add items as necessary]

- your name and contact details;
- payment information (including your bank details);
- details about your business (including ABN, trading name, type of entity, GST registration etc);
- trust details and beneficiaries;
- tax details (business and/or financial);
- business financial statements
- name and contact details of co-contributor (cash and/or in-kind) to your proposal.

Requirement to collect information

The *Royalties for Regions Act 2009* and *Financial Management Act 2006* requires us to collect this information.

Disclosure of personal information

We may share this information with other government agencies as required by law, the Peel Development Commission, subject matter experts assessing applications, and evaluation contractors in future

Consequences of not providing personal information

If you choose not to provide certain personal information, we may be unable to verify your eligibility to apply for this scheme of assistance, or provide you with related support and/or services.

Access and correction

You have the right to access and correct your personal information held by the department. To do so, please contact us using the details provided below.

Contact us

If you have any questions or concerns about this collection notice or how your personal information is handled, please contact us at:

Privacy Officer - Department of Primary Industries and Regional Development
Phone: 1300 374 731 (1300 DPIRD1) Email: enquiries@dpird.wa.gov.au Website: www.dpird.wa.gov.au

For more information about our privacy practices, please visit our website at www.dpird.wa.gov.au.

I have read the Collection Notice *
○ Yes

1. Regional Economic Development (RED) Grants Program

* indicates a required field

1.1 Application Information

Before completing this application form, please ensure you have read Peel's RED Grants Program Guidelines here.

All applicants are encouraged to discuss their project with the Peel Development Commission prior to submitting an application.

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

If you have any questions, or experience issues completing this form please contact the Peel Development Commission on 9535 4140 or email grants@peel.wa.gov.au.

1.2 Eligibility Confirmation

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

I confirm 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 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.**

As a condition of funding, all grant recipients are requred 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.

Applicants are encouraged to seek independent tax and financial advice on the potential implications of obtaining funding, including the impact on assessable income.

2. Contact Details..

* indicates a required field

2.1 Organisation Details

Name of Organisation (Legal Entity) *
Organisation Name

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.

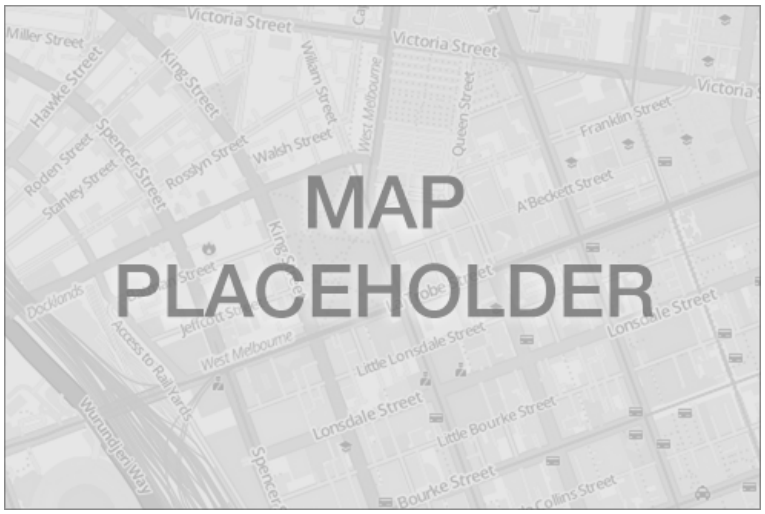
Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Trading Name

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

Primary Street Address *
Address



Postal Address (if applicable)
Address

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 *

Word count:
Must be no more than 300 words.

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

NAME of person in business/company/partnership	**POSITION in business/company/partnership**
	Other:
	Other:

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 *

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

Contact Person's Mobile Number

Must be an Australian phone number.

Contact Person's Email Address *

Authorised person
Title First Name Last Name

Authorised Person's Position

Authorised Person's Email

Must be an email address.

Authorised person's Mobile Phone Number

Must be an Australian phone number.

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).

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 *

Short project description *

Word count:
Must be no more than 150 words.
Provide a short description of your project explaining what you plan to do.

Upload a detailed description of the project
Attach a file:

For example Business Plan, Project Plan, Business Case etc.

Estimated Project Start Date

Must be a date.

Estimate Project End Date

Must be a date.

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

- ☐ Boddington, Shire of
- ☐ Mandurah, City of
- ☐ Murray, Shire of
- ☐ Serpentine-Jarrahdale, Shire of
- ☐ Waroona, Shire of

Primary Category *

- ○ Agriculture
- ○ Communications
- ○ Community
- ○ Culture
- ○ Economic Development
- ○ Education
- ○ Environment
- ○ Health
- ○ Housing
- ○ Mining
- ○ Recreational
- ○ Tourism
- ○ Transport
- ○ Utilities, Power & Water

4. RED Grants Objectives

* indicates a required field

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.

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 Final Report for the acquittal of the project if successful.

Please include What, When, Where and How your project will specifically meet the identified objectives. This can include your current situation, timeframes and targets showing how it will differ after project implementation.

If you would like to review the RED Grants Objectives and descriptions of metrics for each, please click here.

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

You may consider some of the following questions when answering the sustainable jobs criteria:

- How many direct jobs will be created by your project, during its implementation and upon completion?
- Are the jobs full-time or part-time, permanent, temporary, or casual?
- What types of jobs will be created?
- Will your total payroll hours increase, and by how much?
- How does the project contribute to wider industry development?
- Will your project result in new jobs for Aboriginal people?
- Will you employ trainees or apprentices as a result of the project?

How will the project create jobs as a result of the grant?

MAX: 600 Words. Please complete Metrics table at the bottom of this section to quantify your outcomes.

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?

Word count:
MAX: 600 words. Please complete Metrics table at the bottom of this section to quantify your outcomes.

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?

Word count:
MAX: 600 Words. Please complete Metrics table at the bottom of this section to quantify your outcomes.

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?

Word count:
MAX: 600 Words. Please complete Metrics table at the bottom of this section to quantify your outcomes.

4.5. Increasing productivity

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

Word count:
MAX: 600 Words. Please complete Metrics table at the bottom of this section to quantify your outcomes.

Our metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring. Here we would like you tell us which of our quantitative metrics you may be able to report on.

Metric	Baseline	Target	Timeframe	Collection method	Explanatory notes
Which of our metrics (if any) will you track? You may be required to report on your progress. Add more rows if you want to list additional metrics.	What is the starting point? Identify a figure that reflects the current situation. Must be a number.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	When will the target be reached?	How will you collect and verify the data? E.g. survey, interviews/ case studies, focus groups, administrative data (e.g. case management data), observation/ estimation, government or public dataset (e.g. Census), other datasets.	Add notes if you need to provide more context.

Peel Regional Focus Area

Projects aligned with the Peel's focus area of **manufacturing** will receive greater weighting in the assessment process.

How does your project align with Peel's Focus Area?

5. 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 Certified Practicing Accountant, Chartered Accountant or Registered Auditor.

5.1 Project Cash

Please detail project items to be funded through CASH contributions. Applicants should refer to Section 4 of the Guidelines to confirm items or activities that are ineligible 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.

Please add additional lines if required.

Project Expenditure Items	Red Grant Funds requested (Ex GST)	Applicant contribution (Cash) (ex GST)	Other funding Source/s (Ex GST)	Name of other funding source/s	Other Funding Source Entity Type	Confirmed Funding?	Please attach quote(s)
	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.		Where is the money being sourced from?		
	$	$	$				
	$	$	$				
	$	$	$				

5.2 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 Applicant Organisation (ex GST) B	Total of Other Funding 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.

5.3 Applicant Contribution Funding Details

How will the applicant's contribution be funded? *

NOTE: This does not include State funding. Please describe whether the project will be self-funded from cash reserves, external investment either as equity or debt, bank loan or other form of debt financing.

Can the project proceed if the applicant is not successful in obtaining the full requested funding amount (RED Grant and Other Funding - if applicable)? *

○ Yes ○ No

If yes, explain how the project could proceed with reduced funding and how this may affect project.

Options to consider: increasing the applicant co-contribution; modifying the project; or breaking the project into stages.

Quotes and Other Funding

Attach quotes and evidence of secured funding from other sources.

Attach a file:

5.5 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 application number if known.

RDC Region	Application number (if known)

5.6 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.

Please add additional lines if required.

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? *

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

6. Partnerships and Collaboration

* indicates a required field

6.1 Stakeholder Engagement

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

Word count:

MAX: 600 words. Describe how you may 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.

6.2 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 Peel region.

Local content % *
Must be a number.
Please estimate the percentage of local content that will be applied to your entire project.

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.

7. Project Planning and Governance

* indicates a required field

Is the project ready to start if grant funding is approved? *
○ Yes ○ No
If No, please contact the Peel Development Commission on (08) 9535 4140 before proceeding with this application.

Has a feasibility study or business plan including a cash flow analysis been prepared for the project? *
○ Yes ○ No ○ Not Applicable
If yes, please upload the document in the next question.

Please upload a copy of the feasibility study or business plan.
Attach a file:

7.1 Approvals

Have the necessary planning and/or building approvals for the project been obtained? *

○ Yes ○ No ○ Not Applicable

If yes, please fill in table below.

Has any Due Diligence been conducted specific to Aboriginal Heritage for any activities that will take place on land, sea or country?

○ Yes ○ No ○ Underway

Upload copy/copies of relevant approval documents here:

Attach a file:

Planning/Building/License no.	Status	Planning Documents (Optional)
	Other:	
	Other:	

7.2 Timeline and Milestones

Please tell us about the administrative stages you expect to pass through as part of your project.

Milestone	Date for completion
	Must be a date.

Project Timeline (Optional)

Attach a file:

7.3 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?

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?

7.4 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.

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

Risk Management Plan (Optional)
Attach a file:

Upload a copy of your Risk Management Plan

8. Market Viability and Commercialisation

* indicates a required field

8.1 Market Conditions

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.

8.2 Financial Information

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

1. Financial statements verified by a Certified Practising Accountant, Chartered Accountant or Registered Auditor 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:

If you have NOT provided the requested financial information above, please outline why

For example, business operating for less than 2 years / never had financial statements verified by CPA, Chartered Accountant or registered Auditor.

8.3 Liabilities

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

Please indicate if any of the following apply: *

☐ The applicant or any of its senior office bearers have been involved in any litigation or prosecution in the past three (3) years
☐ The applicant or any of its senior office bearers (directors, partners, presidents, executive directors, project managers) have been involved with any business failure, including liquidation, voluntary administration or receivership
☐ There is a significant financial matter which may impact on the ability of the applicant to deliver the project (past, present or future)
☐ There are future commitments or contingent liabilities that might materially affect the applicant in the delivery of this project or performance of the activity

☐ The applicant has, at any time, been found in default of its creditors
☐ Confirm none of the above apply

Please provide further details or comments relating to your answer above *

9. 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 (if applicable) 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 Practicing 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.
Please ensure you have answered all the questions and provided relevant details where requested. Supporting documents are supplementary to your application.

This application includes all required attachments:
☐ Copy of Incorporation Certificate (if applicable)
☐ Copy of organisation's annual financial statements for the last two (2) financial years
☐ Quotes for all budget line items to justify funding request
☐ Written evidence of funding contributions from other sources

Upload addition information and supporting documents here:
Attach a file:

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

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 RED Grants 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 *

Title First Name Last Name

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

Position/Title *

Name of Organisation (Legal Entity) *

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

Email Address *

Mobile Number *

Dated *

Must be a date.

9.1 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 RED Grants 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

Title First Name Last Name

Position

Organisation
Organisation Name

Email

Must be an email address.

Mobile Number *

Dated

Must be a date.

9.2 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. If you do not receive an email please check your junk email folder. Please keep a record of your submission number.

To view your submission at any time, please go to https://dpird.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!