Pilbara RED Grants Round 9 Application Form
Form Preview

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 the RED Grants Program Guidelines available online here.

All applicants are encouraged to discuss their project with the Pilbara 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 Pilbara Development Commission on **9173 8401** or email **grants@pdc.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 Privacy Statement

The Department of Primary Industries and Regional Development (DPIRD) and the Pilbara Development Commission (PDC) 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 following links to find out more about how we collect, use and safeguard personal information.

- The DPIRD privacy statement is available at: https://www.dpird.wa.gov.au/privacy
- The Pilbara Development Commission privacy statement is available at: Privacy » Pilbara Development Commission

Collection of personal information

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

Including:

- your name and contact details;
- details about your business (including ABN, trading name, type of entity, GST registration etc);

Disclosure of personal information

We may share this information with other government entities, subject matter experts, due diligence and evaluation contractors in order to assess, verify and evaluate your application under this scheme of assistance, or as required by law.

Information will not be released to any other third parties without prior written approval of the applicant. DPIRD and the PDC 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.

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 PDC and DPIRD. 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:

Grants Coordinator – Pilbara Development Commission

Phone: (08) 9173 8401

Email: grants@pdc.wa.gov.au

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

Freedom of Information

The Pilbara Development Commission and the Department of Primary Industries and Regional Development are also subject to the Freedom of Information Act 1992 (WA) and documents in the possession of these agencies are subject to these provisions. For more information: Freedom Of Information Act 1992 - [07-d0-00].pdf

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 **section 5 of 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 Pilbara Regional Priorities;• Financial commitment towards the Project;• Project readiness and approvals;• Collaboration and partnerships;• Local content outcomes;• Broader regional economic benefits.

The application form provides an 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.Applications 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.**PDC reserves the right to request additional information at any time to clarify aspects of your application.

1.5 Use of Artificial Intelligence (AI) Tools

AI tools may be used to assist with research or to refine or improve responses, however applicants should avoid reliance on AI or excessive use. Generic, repetitive or unsubstantiated claims undermine project credibility and will generally result in a lower assessment score. AI may also make incorrect assumptions that create inconsistencies throughout applications, so all content should only be submitted after thorough review and validation by the proponent.

1.6 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 required to provide a detailed Final Report (Acquittal) within twelve (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	

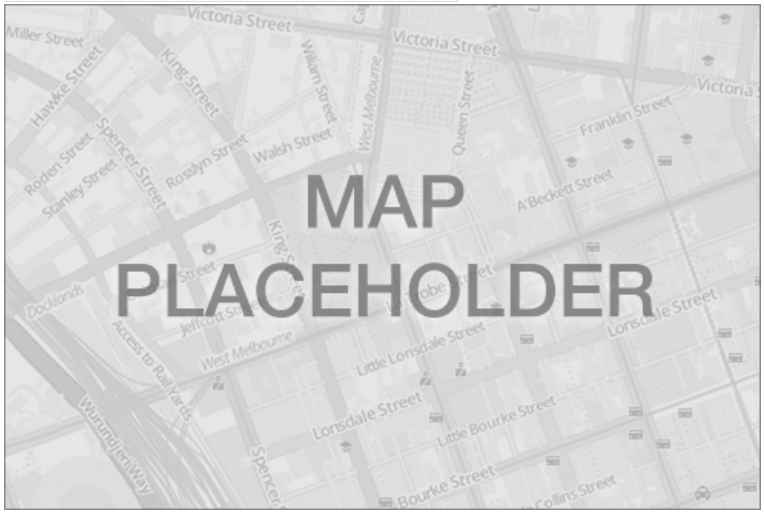
Must be an ABN.

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 *

Must be an email address.

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, Postcode, and Country 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 number

3. Project Information

* indicates a required field

3.1 Project Details

Project Title *

Recommend no more than 15 words

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? *

- ☐ Ashburton, Shire of
- ☐ East Pilbara, Shire of
- ☐ Karratha, City of
- ☐ Port Hedland, Town 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

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

Word count:
Must be no more than 600 words.
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:
Must be no more than 600 words.
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:
Must be no more than 600 words.

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:
Must be no more than 600 words.
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:
Must be no more than 600 words.
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,	Add notes if you need to provide more context.

				government or public dataset (e.g. Census), other datasets.	

4.6 Pilbara Development Commission Regional Priorities

Over and above the Objectives of the RED grants, the Pilbara Development Commission 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.

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

Pilbara Development Commission Regional Priorities *
☐ Economic development, diversification and innovation
☐ Aboriginal empowerment and prosperity

How does the project support the Pilbara Regional Priorities? *

Word count:
Must be no more than 600 words.
MAX: 600 words

How does the project meet industry demand or an identified need in the Pilbara region? *

Word count:
Must be no more than 250 words.
How does the project benefit the broader community/industry?

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.

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 Sources (Ex GST)	Name of other funding sources	Other Funding Sources 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 Application Contribution (ex-GST) B	Total of Other Funding Sources (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 unsuccessful in obtaining the requested funding (RED Grant and Other Funding - if applicable) in full? *

○ 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:

5.4 In-kind Contribution (non-cash)

Please detail any in-kind contributions and how their value has been calculated.

Use the table below to itemise project items funded through in-kind contributions.

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

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:
Must be no more than 600 words.
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 Pilbara 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 PDC on (08) 9173 8401 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.

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

7.2 Timeline and Milestones

Please complete the project milestone table below to indicate the activities being undertaken as part of your project. For complex projects please attach a separate project timeline (eg. Gantt Chart).

Milestone	Start date	End date	Milestone status	Milestone Payment	Explanatory notes	Evidence of Milestone Achievement	Milestone
One per row. e.g. Planning; recruitment; evaluation. Add more rows if you want to list additional milestones.	Leave blank if date is unknown or not relevant. Must be a date.	Leave blank if date is unknown or not relevant. Must be a date.	What is the status of this milestone?	Insert a payment amount against each Milestone (including $0 if no payment) Must be a dollar amount.	Add notes if you need to provide more context.	How do you know your milestone is achieved? e.g. invoices and receipts for concrete pad, bricks, steel frame and bricks	What precisely must the Recipient deliver/do?

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 *

Word count:
Must be no more than 600 words.
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 PDC 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).

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 of authorised person *

Title | First Name | Last Name

Position/Title *

Name of Organisation (Legal Entity) *

Organisation Name

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

Email *

Must be an email address.

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!