#### 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 at the Wheatbelt Development Commission website.

All applicants are strongly encouraged to discuss their project with the Wheatbelt Development Commission prior to submitting an application. Eligible applicants are assessed on a competitive basis.

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

Businesses must contribute a minimum 50% cash to the project (see page 4 of the Guidelines for further information). Not-for-profit and Aboriginal owned entities may be considered on a case-by-case basis.

Please note that supporting documents are supplementary to your application. Please ensure you answer all the questions and provide relevant details where required. Additional information and supporting documentation can be uploaded throughout the application in the relevant section and at the end of the application form.

If you have any questions, or experience issues completing this form, please contact the Wheatbelt Development Commission on (08) 9622 7222 or email <a href="mailto:grants@wheatbelt.wa.gov.au">grants@wheatbelt.wa.gov.au</a>

#### 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

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

### Wheatbelt RED Grants Round 7 Application Form

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 used solely 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. \*

#### **Assessment Process**

The assessment criteria outlined in the Guidelines will be used to determine the suitability of submitted applications.

Applications will be assessed on a competitive basis and should demonstrate:

- · Alignment with RED Grants Program objectives;
- Alignment with Wheatbelt regional priorities;
- Financial co-contribution and project readiness;
- Regional collaboration and Local Content.

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 timeframe should be considered when planning your project. Please refer to the Guidelines for more information.

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; any expenditure incurred prior to the execution of a Grant Agreement is ineligible. As a condition of funding, all grant recipients are required to provide a detailed Final Report (Acquittal) within twelve (12) weeks of project completion

#### 2. Contact Details

\* indicates a required field

#### 2.1 Organisation Details

I	Name of Organisation (Legal Entity) *	ķ
(	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 <u>More information</u>

ACNC Registration
Tax Concessions

Main business location

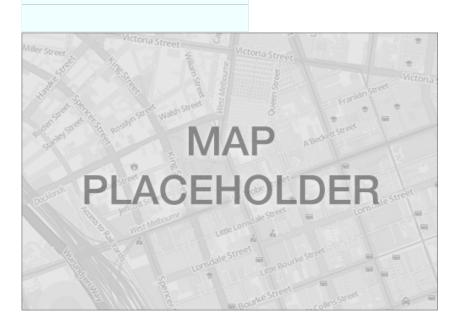
Must be an ABN.

#### **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 information that describes the activities	
Word count: Must be no more than 300 words.	
For a business/company/partnership, ple directors/senior management of the business	
NAME of person in business/company/ partnership	POSITION in business/company/ partnership
Is your entity a Trust? * ○ Yes	○ No
Trustees can only receive and administer grant fun Please	0 110
<b>Upload Trust Deed *</b> Attach a file:	
Trustees MUST submit a copy of their executed Tru	st Deed to be eligible.
2.2 Project Contact Details	
Contact Person's Name * Title First Name Last Name	
Title Tilst 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
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
Organization 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 Include area code. Eg (08)	number.	
<b>Auspicing Organisation</b>	's Contact Person's Email Addre	ess *
Must be an email address.		
Authority from Auspicin Attach a file:	g Organisation *	
Please attach letter from the signed by an authorised person	auspicing organisation confirming agre- on (eg. CEO, Chairperson).	ement to auspice. This must be
Auspice Organisation's	ABN *	
The ABN provided will be uncheck that you have enter	used to look up the following inform ed the ABN correctly.	nation. Click Lookup above to
Information from the Austral	ian 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 Informati	ion	

\* indicates a required field

3.1 Project Details

**Project Title \*** 

Short project descr	ipti	on *				
Word count:						
Must be no more than 1! Provide a short descripti			ina	what you plan	to do	
Trovide a short descripti	011	or your project explains	ilig	wilat you plair	to do.	
Upload a detailed d Attach a file:	esc	cription of the pro	jec	t		
For example Business Pl	an,	Project Plan, Business	Cas	e etc.		
Estimated Project S	tar	t Date				
_						
Must be a date.						
Estimate Project En	d D	ate				
Must be a date.						
Which Local Govern	ıme					
<ul><li>□ Beverley, Shire of</li><li>□ Brookton, Shire of</li></ul>		<ul><li>☐ Kondinin, S</li><li>☐ Koorda, Shi</li></ul>				mmin, Shire of odyay, Shire of
☐ Bruce Rock, Shire of		☐ Kulin, Shire	of		□ Tra	yning, Shire of
☐ Chittering, Shire of		<ul><li>□ Lake Grace</li><li>□ Merredin, S</li></ul>				toria Plains, Shire of
<ul><li>□ Corrigin, Shire of</li><li>□ Cuballing, Shire of</li></ul>		□ Moora, Shir				agin, Shire of andering, Shire of
☐ Cunderdin, Shire of		☐ Mount Mars	shal	ll, Shire of	□ We	est Arthur, Shire of
☐ Dalwallinu, Shire o		☐ Mukinbudir				estonia, Shire of
<ul><li>□ Dandaragan, Shire</li><li>□ Dowerin, Shire of</li></ul>	ΟT	<ul><li>□ Narembeer</li><li>□ Narrogin, S</li></ul>				ckepin, Shire of lliams, Shire of
☐ Dumbleyung, Shire	e of	□ Narrogin, S				ongan-Ballidu, Shire of
☐ Gingin, Shire of		☐ Nungarin, S	Shir	e of	□ Wy	alkatchem, Shire of
☐ Goomalling, Shire o		☐ Pingelly, Sh				garn, Shire of
☐ Kellerberrin, Shire	OΤ	☐ Quairading	, Sr	iire or	⊔ YOI	rk, Shire of
Which sector is mos			-	-		
<ul> <li>Agriculture</li> </ul>	_	Economic evelopment	0	Housing		○ Tourism
<ul> <li>Communications</li> </ul>		Education/Training	0	Mining		○ Transport
○ Culture	0	Environment	0	Recreationa	I	<ul><li>Utilities, Power &amp; Water</li></ul>
<ul><li>Community</li></ul>	0	Health	0	Retail Trade	<u> </u>	<ul><li>Other Services</li></ul>

### 4. RED Grants Objectives

<sup>\*</sup> indicates a required field

### Wheatbelt RED Grants Round 7 Application Form

### 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.

produce create in the contract of the contract
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?
MAX: 600 Words. Please complete Metrics table at the bottom of this section to quantify your outcomes. In answering this question, consider your baseline now - what and how many jobs will be generated as a direct result of this project? Will these jobs be sustained once the project is complete?
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. When answering this question, consider how your project affects the broader value of the local industry, how your project helps it to grow or innovate to achieve positive economic 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. When answering this question, consider any new skills or additional capabilities resulting from the project that will benefit the broader industry and region.
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. When answering this question, consider whether the project will enable future investment in your business and sector, allow other businesses to start up or grow, or allow new industries to emerge or relocate to the Wheatbelt.
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. When answering this question, consider your baseline production now, what will change or increase as a direct result of the project, and how this will benefit your organisation, your broader.

#### Our metrics

industry and the region.

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		Explanatory notes
Which of our	What is the	Identify a	When will	How will you	Add notes if you
metrics (if any)	starting point?	target for the	the target be	collect and	need to provide
will you track?	Identify a figure	metric you have	reached?	verify the data?	more context.

You may be required to report on your progress. Add more rows if you want to list additional metrics.	that reflects the current situation. Must be a number.	chosen - an estimated total for your project. Must be a number.	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.	

#### 4.6 WDC Regional Priorities

Over and above the Objectives of the RED Grants, the Wheatbelt Development Commission Board has endorsed the following regional priorities/themes as part of its <u>Strategic Plan</u> <u>2024-26</u>. Projects that demonstrate alignment with the region's priorities will attract a higher weighting in the assessment process.

Please indicate which of the following Wheatbelt regional priorities/themes are MOST applicable to your project. *  Grow existing, and find and develop new industries  Enhance regional living standards  Increase Aboriginal participation in the regional economy
How does the project support the Wheatbelt Regional Priorities? *
Word count:
MAX: 600 words
How does the project meet industry demand or an identified need in the Wheatbelt region?
Word count:

### 5. Project Budget, Cash Co-contribution and Leveraged Funding

\* indicates a required field

Must be no more than 250 words.

How does the project benefit the broader community/industry?

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. Before completing this section, applicants should refer to Section 4 of the RED Grants Guidelines to confirm items or activities that are ineligible for RED funding.

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 Expenditu Items	Red Grant Applicant Other uFunds contribution (ex Source/ (Ex GST) GST) (Ex GST			_	Other Funding Source Entity Type	ConfirmedPlease Funding? 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 Total of Own Organisation (ex		Total of Other Source/s (ex GST) CTOTAL (A+B+C)			
requested (ex GST) A	GST) B	¢	\$		
\$	\$	<b>P</b>			
Ψ		This number/amount is	This number/amount is		
This number/amount is calculated.	This number/amount is calculated.	calculated.	calculated.		

#### 5.3 Applicant Contribution Funding Details



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 trequested funding (RED Graco Yes		
If yes, explain how the proj may affect project.	ect could proceed with re	educed funding and how this
Options to consider: increasing the project into stages.	e applicant co-contribution; mod	difying the project; or breaking the
Quotes and Other Fund	ing	
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 co	ontributions and how thei	r value has been calculated.
Use the table below to itemise pro	oject items funded through in-ki	nd contributions.
Project item	Name of in-kind source	Estimated value  Must be a dollar amount.
	i	\$
		\$
5.5 Other RED Funding		
Are you applying for RED G Development Commission f  Yes		han one Regional
If yes, please advise which Commi	0 110	nber if known.
RDC Region	Application	number (if known)

5.6 Other Funding Programs

from any other	er State Gove	rnment progr		_	for this project
Please add add	litional lines if r	equired.			
Date of Application	Approved / Pending	Purpose of Funding	Amount	Name of Program	Contact Person
Must be a date.			Must be a dollar amount.		
			\$		
-	ent funding requ			peen investig	ated for the project?
* indicates a re	•	ondbordero			
	older Engage	ement			
	ames and det		takeholders an	d their lev	vel of support for
others in plannir your application	ng and decision m	naking for your p	olved local governr roject. Letters of si		al community and se provided to support
Attach a file:	pport (Option	aı,			
	sidered devel ovide details.	loping partne	rships or collak	oorations f	or the project? If
6.2 Local Co	ontent				

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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.

<b>Do you intend to use</b> O Yes		d/ <mark>or service providers for</mark>	your project? *
Local content for the purp services in the Wheatbelt		lication refers to the sourcing o	of goods and
Local content % *			
Must be a number. Please estimate the perce	entage of local content that	will be applied to your entire p	project.
Local content details	s *		
		cally and explain how the proje to use local content please exp	
7. Project Planni	ng and Governan	ce	
* indicates a required f	field		
O Yes  If No, please contact the with this application.	Wheatbelt Development Co	No on (08) 9622 7222 b	
prepared for the pro	oject? *	cluding a cash flow analy	
O Yes If yes, please upload the	O No document in the next ques	Not Application.	able
Please upload a cop Attach a file:	y of the feasibility stu	dy or business plan.	
7.1 Approvals			
Have the necessary obtained? *	planning and/or build	ing approvals for the pro	ject been
○ Yes	○ No	<ul><li>Not Applic</li></ul>	able

If y	es,	please	fill	in	table	below.
------	-----	--------	------	----	-------	--------

Planning/Building/License no.	Status		Planning Documents (Optional)
7.2 Timeline and Milest	ones		
Please complete the project m undertaken as part of your pro timeline (eg. Gantt Chart).			
When determining milestone of approval and funding agreement this application will, if success	ent finalisation t	meframes. Miles	stones submitted as part of
Milestone		Date for comp	letion
Add additional rows as necessary.	-	Must be a date.	
<b>Project Timeline (Optional)</b> Attach a file:			
7.3 Project Governance			
How will your organisation	ensure the pr	oject is manag	ed responsibly? *
Who will manage the project and	what qualification	s, skills and exper	ience do they have?
How will operating and main funding period? *	intenance cos	s for the proje	ect be met beyond the

#### 7.4 Risk Assessment for your Project

organisation plan to sustain these jobs / cover maintenance costs?

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

For example, if the project creates two new jobs, or commissions new equipment, how does the

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	<b>Managem</b>	ent Plan	(Optional)
Atta	ch 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 condit your project	ions in relation to
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 Wheatbelt 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;

<ol><li>Current year-to-date financial information (income and expenditure statement and/or balance sheet).</li></ol>
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
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
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
<b>Upload addition information and supporting documents here:</b> 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
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.

### Wheatbelt RED Grants Round 7 Application Form

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 <a href="https://dpird.smartygrants.com.au/applicant/login">https://dpird.smartygrants.com.au/applicant/login</a>, 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.

The Wheatbelt Development Commission thanks you for your application!