

# Building Better Regions Fund - Community Investments Stream Application Form

Tracking Code:

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# Receipt

Building Better Regions Fund - Community Investments Stream Application Form

*Fields marked with \* are required*

Your form has been successfully submitted. Please keep a copy of this acknowledgement for your records.



00000000

Date and Time:

Receipt Number: **00000000**

To save or print a copy of the completed form and acknowledgement go to the "File" menu and select "Save as" or "Print".

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# Instructions

Building Better Regions Fund - Community Investments Stream Application Form

Fields marked with \* are required

## About Building Better Regions Fund

The \$297.7 million Building Better Regions Fund supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future.

The program will run over four years from 2016-17 to 2019-20.

The program has been designed to achieve the following outcomes in regional and remote communities

- create jobs
- have a positive impact on economic activity, including indigenous economic participation through employment and supplier-use outcomes
- enhance community facilities
- enhance leadership capacity
- encourage community cohesion and sense of identity.

The program will fund projects in regional Australia outside the major capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide, and Canberra.

The Community Investments Stream will fund community building activities including, but not limited to, new or expanded local events, strategic regional plans, and leadership and capability building activities. These projects will deliver economic and social benefits to regional and remote communities.

## Completing this form

Please read the Program Guidelines before completing this application form.

## Disclosure of information

The Commonwealth's use and disclosure of your information (provided in this application or otherwise) is set out in the Building Better Regions Fund Program Guidelines.

## Google Places

The address search fields in this form use Google Places to help fill in the address details. By using this feature you agree to be bound by Google's Terms of Service and are subject to Google's Privacy Policy.

## Getting help

If you require assistance completing this application form please contact us on 13 28 46 or at [business.gov.au](http://business.gov.au). Our website and staff can help you with forms, finding business information and services and allow you to provide feedback, comments or suggestions.

You should also read the Program Guidelines and sample grant agreement before completing an application. View these documents at [business.gov.au](http://business.gov.au).

## Requirements

This form functions best when it is completed using the most recent version of your internet browser. This form is not compatible with Internet Explorer 8 or earlier browsers. If you are using an earlier browser version, you may have difficulty in displaying the form correctly or it may not display at all.

## Unsubmitted forms

You can save your unsubmitted form by clicking SAVE FOR LATER at the top of this form.

This form has a Tracking Code displayed in the top right corner. Please make a note of this Tracking Code for your records. The Tracking Code is required to reopen your saved form and you will need to provide this code if you require assistance with your form.

Incomplete, unsubmitted forms are retained until the closing date for the round (31 March 2017) before being deleted.

## Attachments

All attachments marked as required must be attached before your application can be submitted. Files with ".pdf, .rtf, .doc, .docx, .xls, .xlsx" extension types can be uploaded. Total file size of all attachments in the application should not exceed 20MB. Please note that there is a size limit of 2MB per attachment. It is recommended that document sizes be kept to a minimum to reduce upload times.

To reduce the file size of documents you can convert the document to a PDF (by opening the document, selecting 'Save As' and choosing 'PDF (.pdf)' or by removing unnecessary images. Where only a part of the supporting document is relevant to the application, that part plus the cover and contents pages may be provided rather than the entire document. For example an excerpt from a master plan or feasibility study.

## Submitting your form

Applications may be submitted at any time up until 5.00pm local time on 31 March 2017.

You will be provided with a receipt to confirm that your submission has been successful. Please keep this receipt for your records by using the "Download the form and receipt" link or by emailing yourself a copy of the receipt and submission. Both of these options are available in the "To keep a copy of the completed form" box on the Submission Complete page.

If you have any enquiries relating to submission of your form, you will need to provide your receipt number.

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# Applicant information

Building Better Regions Fund - Community Investments Stream Application Form

Fields marked with \* are required

## Joint application

Joint applications by two or more entities are acceptable, provided you have a lead applicant who is the main driver of the project, is eligible and is making a cash contribution to the project.

Is this a joint application?

Yes

No

The lead applicant must complete this form. If you are unsure of the status of your application as a joint application please contact us on 13 28 46 or at [business.gov.au](mailto:business.gov.au).

Please list all the joint project partner organisations for this application, starting with the lead applicant. If the lead applicant is a trustee of a Trust, enter the Trust's ABN.

You must attached a letter from each project partner confirming their commitment to the project in the Project Details and Funding section of this form.

Please enter the ABN of all Australian partners (if they have an ABN) in the joint application and click the Validate button to retrieve your registration details.

You will be required to provide a copy of the Trust documents showing the relationship of the Incorporated Trustee to the Trust.

Australian Business Number (ABN)

Australian Company Number (ACN)

Entity Name \*

You will be required to provide a copy of the Trust documents showing the relationship of the Incorporated Trustee to the Trust.

Australian Business Number (ABN)

Australian Company Number (ACN)

Entity Name \*

Are there international project partners?

Yes

No

### International project partners

*Please enter details of all international project partners*

#### International project partner

Entity name \*

Country \*

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### Type of applicant

*In this section you must indicate what type of entity you operate under.*

*All entities must have an ABN.*

Select which type of entity your organisation is: \*

not for profit organisation

a local governing body

Are you also an incorporated trustee on behalf of a trust?

*If yes is selected - Attach a copy of the trust documents showing the relationship of the Incorporated trustee to the trust.*

Yes

No



Please attach evidence to show your not-for-profit status: \*

- Australian Charities and Not-for-profits Commission Registration
- State or territory incorporated association
- Governance documentation that includes not for profit clauses or statements, and non-distribution of dissolution clauses.

File:

You must attach Audited Financial Statements for the two most recent consecutive years signed by a qualified auditor (or for the period the organisation has been incorporated if less than two years)

File:

## Applicant details

*These details have been populated from the first collaboration partner entered above.*

You will be required to provide a copy of the Trust documents showing the relationship of the Incorporated Trustee to the Trust.

Australian Business Number (ABN) \*

Australian Company Number (ACN)

*The entity name refers to the name that appears on all official documents or legal papers. The entity name may be different from the business name.*

Entity Name \*

*Your business may have registered one or more business names. If you operate under a business or trading name you can enter alternate name(s) here. If your business or trading name is not listed here select 'other'.*

Business/Trading Name

*If you have not registered your business name but trade under another name enter it here.*

Other Business/Trading Name \*

GST Registered

Please upload a copy of the Trust documents showing the relationship of the Incorporated Trustee to the Trust

File:

## Trust and trustee details

*These details have been populated from the first collaboration partner entered above.*

You will be required to provide a copy of the Trust documents showing the relationship of the Incorporated Trustee to the Trust.

Trust Australian Business Number (ABN)

Trust Australian Company Number (ACN)

*The entity name refers to the name that appears on all official documents or legal papers. The entity name may be different from the business name.*

Trust Entity Name

*Your business may have registered one or more business names. If you operate under a business or trading name you can enter alternate name(s) here. If your business or trading name is not listed here select 'other'.*

Trust Business/Trading Name

*If you have not registered your business name but trade under another name enter it here.*

Other Business/Trading Name \*

Trust GST Registered

Please upload a copy of the Trust documents showing the relationship of the Incorporated Trustee to the Trust

File:

You will be required to provide a copy of the Trust documents showing the relationship of the Incorporated Trustee to the Trust.

Trustee Australian Business Number (ABN) \*

Trustee Australian Company Number (ACN)

*The entity name refers to the name that appears on all official documents or legal papers. The entity name may be different from the business name.*

Trustee Entity Name

Your business may have registered one or more business names. If you operate under a business or trading name you can enter alternate name(s) here. If your business or trading name is not listed here select 'other'.

Trustee Business/Trading Name

If you have not registered your business name but trade under another name enter it here.

Other Business/Trading Name \*

Trustee GST Registered

Please upload a copy of the Trust documents showing the relationship of the Incorporated Trustee to the Trust

File:

## ANZSIC details

What is the applicant's main business activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

The Australian and New Zealand Standard Industrial Classification (ANZSIC) is a classification system used by government to group data about organisations based on their primary business activity.

The ANZSIC codes and titles are available from the Australian Bureau of Statistics (ABS) website. Phone 13 28 46 if you require assistance.

ANZSIC division \*

ANZSIC class \*

ANZSIC class

## Address details

Provide your Organisation Street Address (Australian Head Office)

Google Places - start entering your address to search Google Places and if found will auto fill the fields below. If not found, please enter the address details directly in the fields below.

Address Line 1 \*

Address Line 2

Address Line 3

Suburb \*

State \*

State

Postcode \*

Country \*

Please enter the country's two digit code. You can find the two digit code by clicking this link to the ISO resource.

Is the Postal Address the same as the Organisation Street Address entered above?

Yes

No

Provide your Postal Address

Google Places - start entering your address to search Google Places and if found will auto fill the fields below. If not found, please enter the address details directly in the fields below.

Address Line 1 \*

Address Line 2

Address Line 3

Suburb \*

State \*

State

Postcode \*

Country \*

Please enter the country's two digit code. You can find the two digit code by clicking this link to the ISO resource.

Provide your business' website address

Project location

Your project location is determined by its latitude and longitude.

Your project location will determine your project's remoteness classification. If your project has multiple sites, choose your most remote site as your project location to ensure you receive the appropriate remoteness classification. You should record each project site.

Where there is a mix of regional and remote locations, we will consider your entire project location as remote for the purposes of the co-funding requirement.

Based on the nature of your project, you may have a project that has no physical location. In these instances you must nominate a project location based on where the majority of the benefit from your project will flow and substantiate your nominated location with evidence.

Is the above listed head office address your project location?

Yes

No

### Project location

*Google Places - start entering your address to search Google Places and if found will auto fill the fields below. If not found, please enter the address details directly in the fields below.*

Address Line 1 \*

Address Line 2

Address Line 3

Suburb \*

State \*

State

Postcode \*

Country \*

*Please enter the country's two digit code. You can find the two digit code by clicking this link to the ISO resource.*

Enter the latitude and longitude of your project in the format latitude,longitude. This can be copied directly from the mapping tool once you have located your project on the map.

*Provide the latitude and longitude of your project location. Click here to access the mapping tool that will help you determine the longitude and latitude of your project.*

Latitude and Longitude \*

Do you have additional project site locations?

Yes

No

A project site address must be a street address, not a postal address.

### Site Address

Google Places - start entering your address to search Google Places and if found will auto fill the fields below. If not found, please enter the address details directly in the fields below.

Address Line 1 \*

Address Line 2

Address Line 3

Suburb \*

State \*

State

Postcode \*

Enter the latitude and longitude of your project in the format latitude,longitude. This can be copied directly from the mapping tool once you have located your project on the map.

Provide the latitude and longitude of your project location. [Click here to access the mapping tool that will help you determine the longitude and latitude of your project.](#)

Latitude and Longitude \*

### Latest financial year figures

Has the applicant existed for a complete financial year? \*

Yes

No

Select the latest complete financial year. \*

Select the latest complete financial year. \*

Enter the number of months completed in financial year to date \*

Latest Financial Year Figures

The information collected in this section is required to evaluate the performance and impact of our programs. All amounts in the table below must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the incorporated entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

**FY**

Sales Revenue (Turnover) \*   Not applicable

*Total revenue from the sale of goods and services, as reported in the applicant's Business Activity Statement (BAS).*

Export Revenue \*   Not applicable

*Total revenue from export sales, as reported in the applicant's Business Activity Statement (BAS).*

R&D Expenditure \*   Not applicable

*Expenditure on Research and Development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.*

Taxable Income \*   Not applicable

*Taxable income or loss as per the Applicant's Business Income Company Tax Return Form.*

Employees, including working proprietors and salaried directors (headcount) \*   Not applicable

*Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business.*

Independent contractors (headcount) \*   Not applicable

*Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.*

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# Project details and funding

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Fields marked with \* are required

## Project title and description

If your application is successful, the details you provide below will be published on the departmental website. Published project details will include:

- name of the applicant
- title of the project
- a description of the project and its intended outcomes
- amount of funding awarded.

Provide a project title. \*

If the application is successful, this project title may be used by the Australian Government in published material.

Provide a brief project description for publication on our website. \*

Please provide a brief overview description of the project outcome to be used in media releases, launches and other promotional documents.

Ensure your project description focuses on what the project expects to achieve through implementation. Explain what it is you are going to do and how it will benefit your region or community.

## Project outputs

Summarise the individual items that the project will deliver, eg. an event, completion of a skills audit, attendance a leadership course, etc. \*

## Project employment



What is the total expected full time equivalent employment (employees and independent contractors) generated during the project period \*

How many of these employees do you anticipate will be indigenous \*

What is the total expected full time equivalent long term employment (employees and independent contractors) generated following the project period \*

How many of these employees do you anticipate will be indigenous \*

## Project duration

*You must complete your project within 12 months of executing a grant agreement with the Commonwealth and by 31 December 2019. Project expenditure cannot be claimed before a grant agreement has been executed.*

Estimated start date

Estimated end date

## Remoteness and exceptional circumstances

*This section is to enter information on your project's remoteness classification and case for exceptional circumstances.*

### Remoteness classification

You identified your project location in the Applicant Information section of this form. Your project location (latitude and longitude) determines your remoteness classification. The criteria for the remoteness classification is based on the Australian Bureau of Statistics' Remoteness Structure under the Australian Statistical Geography Standard.

It is very important that you specify the correct remoteness classification. An error may cause your co-funding to be inadequate and your application to be considered ineligible. If your project includes multiple site locations and there is a mix of regional and remote classifications we will consider your entire project location as remote for the purposes of the co-funding requirement.

What is the remoteness classification of your project location?

*Click here to access the mapping tool that will help you determine the remoteness classification of your project location.*

- Major Cities of Australia (included area)
- Inner Regional
- Outer Regional
- Remote
- Very Remote

If your total project cost is between \$5,000 and \$20,000 there is no Co-Funding Requirement.

For projects classified as Major Cities of Australia (included area) or Inner Regional or Outer Regional, the Co-Funding Requirement is a cash contribution on at least a 1:1 basis (i.e. for every dollar of grant funding requested, you must contribute one dollar of co-funding).

For projects classified as Remote or Very Remote, the Co-Funding Requirement is a cash contribution on at least a 3:1 basis (i.e. for every three dollars of grant funding requested, you must contribute one dollar of co-funding).

Is your total project cost between \$5,000 and \$20,000?

Yes

No

Are you applying for a full or partial exemption to the co-funding requirement due to exceptional circumstances?

*NOTE: Exceptional circumstances will only be granted in very limited circumstances. If an exemption is not granted your application will be ineligible. You are encouraged to leverage cash contributions, community partnerships and in-kind contributions, even if you seek an exemption, to strengthen your application and increase your score against the 'value for money' criterion.*

Exceptional circumstances may include:

- Drought and/or disaster declaration
- Limited financial capacity of the local council
- Impact of industry decline
- Significant recent change in population or community demographics
- Other exceptional circumstances.

Yes

No

If yes, please demonstrate your case for exceptional circumstances including how they are preventing you from meeting the co-funding requirement \*

You must attach evidence to demonstrate your case for exemption.

Evidence to demonstrate your case for exemption

File:

If your case for an exemption to the co-funding requirements is accepted and your application is successful, you will be required to commit to operate and maintain your project infrastructure and deliver project benefits for five years regardless of the project cost.

Based on the information you have provided you are claiming the following co-funding requirement up to . This co-funding requirement will be used in calculations later in this form. It is very important that you specify the correct remoteness classification. An error may cause your co-funding to be inadequate and your application to be considered ineligible.

Please identify your Local Government Area

*Click here to access the mapping tool that will help you determine your Local Government Area.*

## Project activities

*Provide details of your project activities. If your application is successful, these activities will form the basis of the milestones in your grant agreement.*

*The dates for the activities must fall between your estimated project start and end dates.*

*Note: your project will not be able to start until you have all relevant regulatory approvals.*

### Activity

Activity title \*

Activity description \*

Estimated start date \*

Estimated end date \*

Activity cost (\$A) (ex GST) \*

Total Activity Costs

## Project budget

Provide details of your total eligible project costs over the life of the project to be paid for with grant funding and co-funding.

Amounts must be GST exclusive. We only provide grant funding based on eligible activities. Refer to the Program Guidelines for guidance on eligible activities.

**Regional leadership and capability**

Description	FY 2017-18	FY 2018-19	FY 2019-20	Total
				\$0

<b>Total regional leadership and capability</b>				
---	--	--	--	--

**Local events and activities**

Description	FY 2017-18	FY 2018-19	FY 2019-20	Total
				\$0

<b>Total local events and activities</b>				
--	--	--	--	--

**Strategic planning**

Description	FY 2017-18	FY 2018-19	FY 2019-20	Total
				\$0

<b>Total strategic planning</b>				
---------------------------------	--	--	--	--

**Summary budget**

Description					Total
<b>Sub total eligible expenditure</b>					
Other project costs					
<b>Total project costs</b>					

**Other project costs not covered by the grant and co-funding**

Description	FY 2017-18	FY 2018-19	FY 2019-20	Total
				\$0

<b>Total other project costs</b>				
----------------------------------	--	--	--	--

### Source of funding

Complete the table below to show how you will fund the eligible project costs.

Amounts must be GST exclusive. Note, the minimum grant amount under the program is \$5,000 and the maximum grant amount is \$10 million.

Grant amount sought (\$A)

Other Commonwealth government funding (\$A)

Total Commonwealth government funding (\$A)

Grant percentage of eligible costs (%)

Please identify other Commonwealth Government funding sources

#### Commonwealth Government funding source

Commonwealth department name \*

Description/program name

Amount \*

Total of other Commonwealth Government funding source

### Contributions

To describe your funding strategy for the project, complete the fields below.

*Enter cash and in-kind contributions from you, the applicant, and any other contributors.*

*If your total project costs are between \$5,000 and \$20,000 contributions are not required. You are encouraged to leverage cash contributions, community partnerships and in-kind contributions to strengthen your application and increase your score against the 'value for money' criterion.*

*The guidelines require the lead applicant of a joint application to make a cash contribution to the co-funding, unless you are seeking an exceptional circumstances co-funding exemption.*

### Contributions summary

Total Co-funding (Cash)

Total value of in-kind

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You must attach a letter from each contributing organisation listed in the tables above evidencing the contributions. A sample letter is available at [www.business.gov.au](http://www.business.gov.au). Letters must:

- be on the organisation's letterhead
- signed and dated by an authorised person
- set out the value and timing of contributions and any conditions attached to those contributions.

An authorised person completing the applicant declaration of this form is sufficient confirmation of the Applicant's contribution.

In addition, if the organisation is a project partner in a joint application, the letter must include the following information:

- details of the project partner organisation
- an overview of how the organisation will work with the lead organisation and any other project partner organisations to successfully complete the grant activity/project
- an outline of the relevant experience and/or expertise the organisation will bring to the group
- the roles/responsibilities the organisation will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

# Merit criteria

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Fields marked with \* are required

To be competitive you will need to score highly against each merit criterion. We will assess your application against the indicators listed beneath each merit criterion. The merit criteria are weighted. The amount of detail and supporting evidence you provide should be in line with the project size, complexity and grant amount requested.

Your response to each criteria should provide a complete picture of your claims. Supporting documents can be provided as evidence of your claims.

## Merit criterion one - Economic Benefit (15 points)

**The economic benefit your project will deliver to the region during and beyond the project period \***

Economic benefits for a region may cover increases in economic activity, improvements in productivity, wider access to markets or fairer and more equitable economic outcomes. Examples of how your project could demonstrate these economic benefits include:

1. increasing the number or value of jobs, new businesses or the production of goods and services in the region (this includes direct and indirect opportunities created through the project)
2. providing opportunities for growth in existing sectors, e.g. tourism, agriculture, manufacturing
3. the use of local suppliers and goods
4. increasing efficiency of the transport system or service delivery
5. increasing Indigenous economic participation – including Indigenous employment and supplier-use outcomes
6. the degree to which the project delivers benefits beyond the project period.

Describe the economic benefit your project will deliver to the region during and beyond the project period.

*In responding to this criterion you should provide evidence to support your claims; this can include cost benefit analysis, economic modelling, etc. Evidence can be attached at the Supporting documents section of this form.*

## Merit criterion two - Social Benefit (10 points)



**The social benefit your project will deliver to the region during and beyond the project period \***

Social benefits for a region may cover increases in regional amenity, improving community connections and inclusion and providing opportunities for learning and knowledge creation. Examples of how your project could demonstrate these social benefits include:

1. making a region a more attractive place to live
2. improving community connections and social inclusion
3. supporting or protecting local heritage and culture
4. strengthening community institutions, governance and leadership capacity
5. increasing community volunteering
6. the degree to which the project delivers benefits beyond the project period
7. addresses disadvantage within the community.

Describe the social benefit your project will deliver to the region during and beyond the project period.

*In responding to this criterion you should provide evidence to support your claims; this can include letters of support, community consultation or socio economic data. Evidence can be attached at the Supporting documents section of this form.*

**Merit criterion three - Value for money (5 points)**

**The value for money offered by your project \***

You may demonstrate the value for money through identifying:

1. the extent to which the project leverages additional funding (this includes cash contributions above the co-funding requirement and in-kind contributions)
2. the extent to which the project leverages additional partnerships
3. the likelihood of the project going ahead without the grant funding. Explain how the grant will impact the project in terms of size, timing and reach.

Describe the demonstrated value for money offered by your project.

*Evidence can be attached at the Supporting documents section of this form.*

Merit criterion four - Project delivery (5 points)

SAMPLE

**Your capacity, capability and resources to carry out the project \***

You may demonstrate this through identifying:

1. your readiness to commence the project with appropriate approvals planned for or in place
2. your track record with similar projects including managing similar grant funding
3. your access to people with the right skills and experience
4. your access to infrastructure, capital equipment, technology, intellectual property
5. how you will operate and maintain the infrastructure and benefits of the project
6. a detailed project plan which includes addressing
  - scope
  - implementation methodology and how you will manage project dependencies
  - timeframes
  - budget/costing
  - risk
  - how you will maintain benefits of the project.

SAMPLE

Describe the demonstrated capacity and capability of your organisation to carry out the project.

*In responding to this criterion you must attach a detailed project management plan. The plan can be attached at the Supporting documents section of this form.*

# Supporting documents

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Fields marked with \* are required

## Supporting documents

Any supporting documentation you would like to attach to the application can be uploaded here. The following restrictions apply to attachments:

- Total file size of all attachments in the application should not exceed 20MB
- file size of each attachment cannot exceed 2MB
- only files with the following file type extensions can be uploaded (.pdf, .rtf, .doc, .docx, .xls, .xlsx)

It is recommended that document sizes be kept to a minimum to reduce upload times.

To reduce the file size of documents you can convert the document to a PDF (by opening the document, selecting 'Save As' and choosing 'PDF (.pdf)' or by removing unnecessary images or creating a zip file.

Where only a part of the supporting document is relevant to the application, that part plus the cover and contents pages may be provided rather than the entire document. For example an excerpt from a master plan or feasibility study.

For assistance with any technical issues experienced while completing this application form or attaching documents, please Contact Us. Our website and staff can help you.

Business case \*

*A Business case to support your project.*

File:

Project Management Plan \*

*A project management plan to support your case against merit criteria four - Project delivery*

File:

Risk Management Plan

*Mandatory for grant requests over \$100,000*

File:

You can attach documents to support your application including:

- evidence to support your claims against the merit criteria
- risk management plan (for grant requests over \$100,000 this is mandatory)
- cost benefit analysis
- evidence supporting estimated project costs
- any confirmed regulatory approvals.

Applicants can add up to 8 non-mandatory attachments

Attachment

SAMPLE

# Contact details

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Fields marked with \* are required

## Primary contact

Person authorised to act on behalf of the applicant. (Note: At least one phone number or mobile must be entered and all the remaining fields below are mandatory unless stated otherwise.)

Title	Please specify *
<input type="text"/>	<input type="text"/>

Given Name *	Family Name *
<input type="text"/>	<input type="text"/>

Position Title \*

Please enter either a phone or mobile number \*

Phone	Mobile
<input type="text"/>	<input type="text"/>

Email \*

Provide the postal address of the primary contact.

Google Places - start entering your address to search Google Places and if found will auto fill the fields below. If not found, please enter the address details directly in the fields below.

Address Line 1 \*

Address Line 2

Address Line 3

Suburb *	State *	State	Postcode *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Country \*

Please enter the country's two digit code. You can find the two digit code by clicking this link to the ISO resource.

AU

Is the applicant the primary contact's employer?

Yes

No

What is the relationship of the primary contact to the applicant? \*

Name of primary contact's employer \*

ABN of primary contact's employer (if applicable)

Please provide a contact for the applicant organisation

Title

Please specify \*

Given Name \*

Family Name \*

Position Title \*

Please enter either a phone or mobile number \*

Phone

Mobile

Email \*

Please provide the postal address for the contact of the applicant organisation

*Google Places - start entering your address to search Google Places and if found will auto fill the fields below. If not found, please enter the address details directly in the fields below.*

Address Line 1 \*

Address Line 2

Address Line 3

Suburb \*

State \*

State

Postcode \*

Country \*

Please enter the country's two digit code. You can find the two digit code by clicking this link to the ISO resource.

## Feedback

How did the applicant hear about the program? \*

- Advertisement
- Attend Public Forum
- Call Centre
- Direct Mail / Email
- Industry Group
- Internet
- Newspaper / Magazine
- Word of mouth
- Social Media
- Other

Please provide details \*



# Applicant declaration

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Fields marked with \* are required

## Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following:

- Australian Government Public Data Policy Statement,
- Commonwealth Grants Rules and Guidelines,
- Program Guidelines,
- applicable Australian laws.

Accordingly, I understand that the department may:

1. share information in this application with other government agencies:
  - (a) for purposes directly related to the administration and governance of the Program;
  - (b) for any purposes including government administration, research or service delivery; and

2. publish non-sensitive information in this application in the public domain, including on the department's website; unless otherwise prohibited by law.

I confirm that I have read and understood the privacy, confidentiality and disclosure provisions outlined in the Program Guidelines.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true \*

## Applicant declaration

I declare that I have read and understood the Program Guidelines.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, true, accurate and complete. I also understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws and regulations.

I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the (the department) may, during the application process, consult with other government agencies, including State and Territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the Department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the Department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Fraud Control Guidelines and for management purposes and/or terminating any Agreement between the Commonwealth and the recipient including recovering funds already paid.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and to sign and submit this declaration on behalf of the applicant.

I declare that I have in place the appropriate arrangements to manage project partners.

I approve of the information in this application being communicated to the department in electronic form.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true \*

By including my name in this application it is deemed to be my signature for the purpose of this application \*

State your name \*

State your email address \*