

Building Better Regions Fund - Infrastructure Projects Stream Application Form

Tracking Code:

SAMPLE

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Receipt

Building Better Regions Fund - Infrastructure Projects 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".

SAMPLE

Instructions

Building Better Regions Fund - Infrastructure Projects 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 Infrastructure Projects Stream will support projects which involve the construction of new infrastructure, or the upgrade or extension of existing infrastructure that provide economic and social benefits to regional and remote areas.

Completing this form

Please read the Program Guidelines before completing this application form.

Attachments

Your application to the Building Better Regions Fund requires a number of mandatory attachments to support your case for funding. You will need to upload these documents into a specially created folder in the Microsoft application, Office365. The Office365 folder will be linked to this application form and will only be accessible by yourself and departmental officers responsible for managing your application.

If you do not already have an Office365 account, please go to signup.live.com and create one before you commence the 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. 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.

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 (28 February 2017) before being deleted.

Submitting your form

Applications may be submitted at any time up until 5.00pm local time on 28 February 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

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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.

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 will be required to attach a letter of support from each project partner in the Project Details and Funding section of this form. A sample letter is available at business.gov.au. Go to the BBRF Infrastructure Projects Stream page, key documents section.

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 *

SAMPLE

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

You must provide evidence to show your not-for-profit status at the file upload location indicated later in this form:

- 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.

You must also attach Audited Financial Statements signed by a qualified auditor for the two most recent consecutive years.

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

Yes

No

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

You must provide a copy of the trust documents showing the relationship of the Incorporated trustee to the trust at the file upload location indicated later in this form.

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 organisation's website address

Contact person

The contact person identified below will be the person that the application document upload instructions and login will be associated with.

Title

Please specify *

First name *

Last name *

Contact phone *

Email 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.

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.

Supporting documentation

Your application to the Building Better Regions Fund requires a number of mandatory attachments to support your case for funding. You will need to upload these documents into a specially created folder in the Microsoft application, Office365. The Office365 folder will be linked to this application form and will only be accessible by yourself and departmental officers responsible for managing your application.

If you do not already have a Microsoft Live or Office365 account, you must establish one before you complete the declaration below.

Go to <https://signup.live.com> to establish an account. You must use the Contact Person email address listed above to ensure the account, the attachment folder and this form are linked.

When you check the declaration checkbox below, instructions on how to access your BBRF attachments folder will be emailed to the contact person identified above.

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.

By checking the box below I understand, acknowledge and accept the following:

1. a folder location for the purpose of applying for this grant will be created and a link sent to the email address provided in the Contact Person section of this form;
2. the location is on an Australian Government security certified hosted solution that will only be accessed by the applicant and Australian government authorised officers;
3. I have established a Microsoft Live or Office365 account which will allow me to access the folder location to which I will upload my supporting documents for this application;
4. I am responsible for the safekeeping of my user credentials and the use of my Microsoft Live or Office365 account with respect to this grant application.

I understand, acknowledge and accept the above and would like to continue with my application *

If you have not received an email within the next hour, please check your junk mail or spam folder, and if email is not there, contact business.gov.au on 13 28 46.

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 will be delivered on completion of the project, e.g. 25 new runway lights, 1 km extension to runway, terminal extension to accommodate 20 additional retail outlets. *

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 be ready to commence your project within 12 weeks of executing a grant agreement with the Commonwealth.

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

For projects classified as Major Cities of Australia (included area), 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).

Are you applying for an exceptional circumstances exemption to allow you to seek up to 100% grant funding for eligible activity costs for your project?

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.

Before you consider seeking an exemption, note:

- Exemptions will only be granted in very limited circumstances
- If an exemption is not granted your application will be ineligible and there will be no opportunity to resubmit your application in the same funding round
- All applications, including those granted an exemption, will be assessed against each of the merit criteria. Applications without co-funding may receive a lower score against the 'value for money' criterion (merit criterion 3)
- 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.

Yes

No

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

You will be required to attach evidence to support your case in the attachment folder created for your application. This must also include evidence to demonstrate the capacity to maintain and fully utilise the project for five years.

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.

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.

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

\$0

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. You should also provide details of costs not covered by the grant 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.

Purchase of materials

Description	FY 2017-18	FY 2018-19	FY 2019-20	Total
<div style="border: 1px solid black; height: 29px;"></div>	<div style="border: 1px solid black; width: 125px; height: 29px;"></div>	<div style="border: 1px solid black; width: 125px; height: 29px;"></div>	<div style="border: 1px solid black; width: 125px; height: 29px;"></div>	<div style="border: 1px solid black; width: 125px; height: 29px; display: flex; align-items: center; justify-content: center;">\$0</div>

Total purchase of materials

External labour hire

Description	FY 2017-18	FY 2018-19	FY 2019-20	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0

Total external labour hire

Plant and equipment hire

Description	FY 2017-18	FY 2018-19	FY 2019-20	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0

Total plant and equipment hire

External consulting costs

Description	FY 2017-18	FY 2018-19	FY 2019-20	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0

Total external consulting costs

Summary budget

Description					Total
Sub total eligible expenditure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other project costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total project costs

--	--	--	--	--

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

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

Total other project costs

--	--	--	--

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 \$20,000 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

\$0

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.

Contributions summary

Total Co-funding (Cash)

\$0

Total value of in-kind

\$0

Evidence of contributions

You must provide a letter from each contributing organisation listed above evidencing the contributions. A sample letter is available at business.gov.au. Go to the BBRF Infrastructure Projects Stream page, key documents section. An authorised person completing the applicant declaration is sufficient confirmation for the Applicant's contribution.

Evidence to support your project budget

You may upload evidence to support your project budget, for example, supplier quotes, contractor quotes, invoices, etc.

These documents can be uploaded into the folder created for your application.

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. Documents are to be uploaded into the folder created for this application.

Merit criterion one - Economic Benefit (15 points)

The economic benefit your project will deliver to the region during and beyond the construction phase *

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 construction phase.

In responding to this criterion you must provide evidence to support your claims; this can include cost benefit analysis, economic modelling, etc.

Merit criterion two - Social Benefit (10 points)

The social benefit your project will deliver to the region during and beyond the construction phase *

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 construction phase
7. addresses disadvantage within the community.

In responding to this criterion you must provide evidence to support your claims; this can include letters of support, community consultation or socio economic data.

SAMPLE

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.

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.

In responding to this criterion you must attach a detail project management plan. Your plan can be uploaded into the folder created for this application.

Supporting documents

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Fields marked with * are required

Supporting documents

Earlier in your application you were sent an email prompting you to log into your Office365 account to allow you to upload documents to support your case for funding.

A checklist of your mandatory and optional documents is below.

Mandatory documents

You must upload all mandatory documents to the Office365 folder before you submit this application form. If you do not include all mandatory documents, your application will be considered ineligible.

Evidence of your not for profit status:

- Current Australian Charities and Not-for-profits Commission's (ACNC) Registration, or
- Incorporated association certificate, or
- Constitutional documents and/or Articles of Association that demonstrate the not for profit character of the organisation.

I have uploaded this attachment *

Audited Financial Statements for the two most recent consecutive years signed by a qualified auditor.

I have uploaded this attachment *

Trust documents showing the relationship of the incorporated trustee to the trust.

I have uploaded this attachment *

Letters evidencing the cash or in-kind contribution from each contributing organisation or individual. They 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.

For Other Commonwealth government funding, a letter of offer or grant agreement would be acceptable.

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.

I have uploaded this attachment *

Letters evidencing the cash or in-kind contribution from each contributing organisation or individual. They 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.

For Other Commonwealth government funding, a letter of offer or grant agreement would be acceptable.

I have uploaded this attachment *

Evidence to demonstrate your case for an exceptional circumstances exemption and evidence to demonstrate the capacity to maintain and fully utilise the project for five years.

I have uploaded this attachment *

Business case

I have uploaded this attachment *

Project Management Plan which addresses

- scope
- implementation methodology
- timeframes
- budget/costing
- approvals

I have uploaded this attachment *

Asset Maintenance/ management plan which includes evidence of how you will maintain the asset in a viable and operational state for at least the period identified at section 9.4 of the Program Guidelines

I have uploaded this attachment *

Risk Management Plan

I have uploaded this attachment *

Cost benefit analysis

I have uploaded this attachment *

Procurement plan

I have uploaded this attachment *

Optional documents

These are other documents that you may consider providing as part of your application.

- Risk Management Plan
- Cost benefit analysis
- Procurement plan
- Evidence to support your claims against the Merit Criteria
- Evidence to support your estimated project costs and any confirmed regulatory approvals, eg supplier quotes, contractor quotes, invoices, etc
- Supplementary diagrams supporting your project.

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

SAMPLE

Please provide details *

Applicant declaration

Building Better Regions Fund - Infrastructure Projects Stream Application Form

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 understand that where I am successful in obtaining a financial grant, the financial information that I provide for the purposes of payment will be accessible to Departmental staff and staff members and will be adapted and modified to be made suitable for use in the Department's accounts payable software system.

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 including the Building Code and WHS Schemes.

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 *