



Australian Government

Department of Industry, Science,
Energy and Resources

Department of Infrastructure, Transport,
Regional Development and Communications

Sample application form

Building Better Regions Fund – Community Investments Stream – Round 5

Version: December 2020

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

You can save your changes at any time by using the Save button. To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory. If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)
or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

If you do not have an ABN we will ask you why you do not have one. You should note the following.

If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select – Building Better Regions Fund – Round 5
- Field 2 select – Community Investments Stream – Round 5

When you have selected the program, the following text will appear.

The Building Better Regions Fund (the program) will run over 7 years from 2017-18 to 2023-24.

The Round 5 grant opportunity was announced in Budget Paper 2, *Supporting Regional Australia*. \$200 million is available for this grant opportunity, with \$100 million of this dedicated to tourism-related infrastructure projects. Community Investment Projects (as outlined in these guidelines) cannot be funded from the \$100 million dollar tourism-related infrastructure funds.

The **objectives** of the program are to:

- drive economic growth
- build stronger regional communities into the future.

The intended **outcomes** of the program are to:

- 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 a sense of identity.

The maximum grant amount is \$1 million and the minimum is \$5,000.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEDT on **12 March 2021**. *Note: closing date has been extended from 5 March 2021 (by one week)*. Please take account of time zone differences when submitting your application.

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B. Eligibility

We will ask you the following questions to establish your eligibility for the Building Better Regions Fund – Community Investments Stream – Round 5 grant opportunity.

Questions marked with an asterisk are mandatory.

Select one of the following options.

- Are you one of the following eligible entities?*
- An incorporated not for profit organisation
 - an Australian local government agency or body as defined in the glossary of the grant opportunity guidelines.
 - Non-distributing co-operatives
 - None of the above
- If you are a not for profit organisation, can you demonstrate your not for profit status through one of the following:
 - Current Australian Charities and Not for profits Commission's (ACNC) Registration
 - State or territory incorporated association status
 - Constitutional documents and/or Articles of Association that demonstrate the not for profit character of the organisation

You will be required to provide evidence later in the application.

You must select yes or no to proceed to the next question.

- Is your project located in one of the following eligible locations? *

 - Very Remote
 - Remote
 - Outer Regional
 - Inner Regional
 - Major Cities

Please use the [mapping tool](#) to determine the eligibility of your project location. Information from the mapping tool will be required throughout your application. We advise you to keep the mapping tool open.

If you answered no to the above question, you must answer yes to the next question to be eligible.

- Is your project located in an excluded area whereby significant benefits and employment outcomes will flow directly into an eligible area?

Excluded areas are the Urban Centre and Locality (UCL) cities over 1 million people for Sydney, Brisbane, Perth and Adelaide as defined by the Australian Bureau of Statistics Australian Statistical Geography Standard. For the city of Canberra, the excluded area is only the part of the Canberra-Queanbeyan Significant Urban Area that is located within the Australian Capital Territory.

If you answered yes to this question, you will be required to address how the benefits and outcomes will flow into an eligible area within the merit criteria section.

You must answer yes to proceed to the next question.

- Can you meet the evidence requirements for the minimum share of project costs? *

If you will be making a cash contribution to the project, you must use the Accountant Declaration form available on business.gov.au. If your project will receive a cash contribution from other sources, you must provide formal documentation confirming the cash contributions from those sources. A template may be found on business.gov.au. If you intend to apply for a co-funding exemption, you will be required to provide evidence to support your case later in the application.

Refer to Section 3.1, Table 1 in the grant opportunity guidelines for further information about varying project circumstances and its impact on the minimum share of project costs.

You must answer yes to proceed to the next question.

Does your project include new or expanded local events, strategic regional plans, or leadership and capability strengthening activities that provide economic and social benefits to regional and remote areas? *

Refer to section 5 of the grant opportunity guidelines for further information on eligible and ineligible activities.

You must answer yes to the next question to be considered eligible.

- Does your project include less than 50% of project costs for the construction of new infrastructure, the upgrade or extension of existing infrastructure? *

Note: The construction of new infrastructure, or the upgrade or extension of existing infrastructure are not eligible activities under the Community Investments stream. If you continue with your application under the Community Investment stream, the infrastructure costs will not be considered eligible activities. You should read the Grant Opportunity Guidelines for the Infrastructure Projects stream and consider if your project better suits the eligible activities outlined for that stream.

C. Applicant address

C.1. Applicant street address

You must provide your street address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

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D. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

D.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your organisation.

D.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

D.3. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting.

D.4. Eligible activities

- Select the eligible activities that your project will include.
 - Local Events
 - Strategic Planning
 - Regional Leadership and Capability

You may select more than one option.

D.5. Risk Management

Identify risks to the project and how you intend to mitigate the risks.

Risk

(Title of risk)

Your response is limited to 75 characters including spaces and does not support formatting.

Describe risk

Your response is limited to 5,000 characters including spaces and does not support formatting.

Likelihood

Almost certain/Likely/Possible/Unlikely/Rare

Consequence

Negligible/Minor/Moderate/Major/Catastrophic

Risk management strategy

Your response is limited to 5,000 characters including spaces and does not support formatting.

D.6. Project Management

Describe how the project will be managed from commencement to completion. Include the following information (where applicable):

- Approvals in place or being sought
- How will goods and services be procured
- How will you ensure the project is delivered on time, on budget and to the required standards, e.g., will you have a dedicated project manager.

Your response is limited to 5,000 characters including spaces and does not support formatting.

D.7. Employment numbers

An employment factsheet is available on business.gov.au

You must provide numerical values.

Direct employment during the Project Period

- What is the total expected additional direct full time equivalent employment (employees and independent contractors) generated during the project period?
- How many of these employees do you anticipate will be Indigenous?

Indirect employment during the Project Period

- What is the total expected additional indirect full time equivalent (employees and independent contractors) generated during the project period?
- How many of these employees do you anticipate will be Indigenous?

Direct employment following the Project Period

- What is the total expected additional direct full time equivalent (employees and independent contractors) generated following the project period?
- How many of these employees do you anticipate will be Indigenous?

Indirect employment following the Project Period

- What is the total expected additional indirect full time equivalent (employees and independent contractors) generated following the project period?
- How many of these employees do you anticipate will be Indigenous?

D.8. Project duration

Your project must be completed by 31 December 2023.

- Estimated project start date
- Estimated project end date
- Estimated project length (in months)

The project length will be calculated by the start and end dates you enter.

D.9. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add up to 6 milestones.

- Milestone title

Your response is limited to 100 characters including spaces and does not support formatting.

- Description

Your response is limited to 750 characters including spaces and does not support formatting.

- Estimated start date
- Estimated end date
- Expenditure estimate for each milestone

The total milestone expenditure should equal the total project expenditure.

D.10. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project site must be a street address. Do not provide a postal address, institution or building name.

- Project site address
- Estimated percentage of project value expected to be undertaken at site

D.11. Project geolocation

A [mapping tool](#) is available on [business.gov.au](#) to assist you in determining the location of your project. The latitude and longitude must be in numeric format. You must complete this for each project location.

Project site name

Project site address latitude

The latitude must be expressed in numeric format. For example, the latitude of Alice Springs is -23.6980.

Valid latitude ranges are -9.00000 to -44.000000

Project site address longitude

The longitude must be expressed in numeric format. For example, the longitude of Alice Springs is 133.8807.

- *Valid longitude ranges are 112.00000 to 154.000000*

Project site address 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 contribution 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 contribution requirement.

[Click here](#) to access the mapping tool that will help you determine the remoteness classification of your project location.

D.12. Exceptional circumstances

Are you applying for an exceptional circumstances exemption to allow you to seek up to 100% grant funding for the Total Eligible Project Cost of 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:

- *we will only grant exemptions in very limited circumstances*
- *if the evidence provided does not include how the exceptional circumstance is preventing you from meeting your cash contribution requirement, or is deemed insufficient, your application will be deemed ineligible and there will be no opportunity to resubmit your application in the same funding round*
- *we assess all applications, including those granted an exemption, against each of the assessment criteria.*

If you selected yes, complete the following question.

Please demonstrate your case for exceptional circumstances including how they are preventing you from meeting the cash contribution requirement.

Your response is limited to 5,000 characters including spaces and does not support formatting.

You must attach evidence to support your claims later in this form.

E. Project budget

E.1. Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below. For further information on project expenditure, refer to Appendix A for eligible expenditure and Appendix B for ineligible expenditure in the grant opportunity guidelines.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$5,000.

It is highly recommended you attach a detailed project budget later in the application form.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Labour on Costs (up to 30% of total labour costs)		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
			\$
	Hired/leased plant expenditure		
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Contract		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Travel		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Other eligible expenditure		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
Total			

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

E.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- *Your contribution*
- *Other Commonwealth government grants*
- *Other non-Commonwealth government grants*
- *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

Where you are receiving other government funding you will need to provide details.

F. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 60 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

To support your responses you must include mandatory attachments later in the application.

F.1. Assessment criterion 1 (15 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Economic benefits of your project for the region

You should demonstrate this by identifying

- a) the extent to which your project meets the needs of the regional community
- b) the broader economic benefits that your project will deliver for the region and community during and beyond the term of funding.

***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 economic benefits may include but is not limited to:

- *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)*
- *providing opportunities for growth and/or increasing efficiencies in existing sectors, e.g. tourism, agriculture, manufacturing*
- *the use of local suppliers and goods, especially those that employ the use of sustainable work practices/goods*
- *increasing Indigenous economic participation, including Indigenous employment and supplier-use outcomes.*

If you have previously stated that your project is in an excluded area but economic benefits will flow directly to an eligible area, you must demonstrate this in your response to this criterion.

You must also attach evidence to support your response later in the application.

F.2. Assessment criterion 2 (15 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Social benefits of your project for the region

You should demonstrate this by identifying

- a) the extent to which your project meets the needs of the regional community
- b) the broader social benefits that your project will deliver for the region and community during and beyond the term of funding.

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 social benefits may include but is not limited to:

- making a region a more attractive place to live
- the degree to which the project fills a 'gap' within the community
- improving community connections and social inclusion
- supporting or protecting local heritage and culture
- increasing community volunteering
- addressing disadvantage within the community.

If you have previously stated that your project is in an excluded area but economic benefits will flow directly to an eligible area, you must demonstrate this in your response to this criterion.

You must also attach evidence to support your response later in the application.

F.3. Assessment criterion 3 (5 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Capacity, capability and resources to deliver the project

You should demonstrate this by identifying

- a. your track record managing similar projects and access to personnel and/or partners with the right skills and experience
- b. your readiness to commence the project with appropriate approvals planned for or in place
- c. sound project planning to manage and monitor the project, which addresses scope, implementation methodology, timeframes, budget and risk management (including mitigation of health risks associated with the current COVID-19 pandemic).

You must also attach evidence to support your response later in the application.

F.4. Assessment criterion 4 (5 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Impact of funding on your project

You should demonstrate this by identifying

- a. your plan for engagement and collaboration to ensure community support for your project. In your response you can describe:
 - the total investment the grant will leverage including additional cash contribution and in-kind support
 - the extent that your project increases investment and builds partnerships in your region.

- b. the likelihood the project would proceed without the grant. If not, why not? Explain how the grant will impact the project in terms of size, timing and reach
- c. if you have already received Commonwealth funding for this project or a similar project, explain why you need additional funding.

You must also attach evidence to support your response later in the application.

Sample

G. Application finalisation

You must answer the following questions and add any supporting documentation required.

G.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest and how you anticipate managing them.

Your response is limited to 750 characters including spaces and does not support formatting.

G.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

G.3. Supporting documentation

You must attach the following supporting documentation where applicable.

- Accountant declaration

If you are making a cash contribution to the project you must provide an Accountant Declaration that confirms you can fund your share of the project costs. You must use the Accountant Declaration form available on business.gov.au.

- Contributing organisation cash confirmation

If your project will receive cash contributions from other sources you must attach a letter/s from each contributing organisation or individual that includes formal documentation confirming the cash contributions they will make towards the project. A template is provided on business.gov.au. Letters must:

- *be on the organisation's letterhead (not applicable for individuals)*
- *be signed and dated by an authorised person or the individual providing the contribution*
- *set out the value and timing of cash contributions and any conditions attached*
- *include the commercial agreement or letter of offer to verify that the cash contribution has been committed to the project (not applicable for individuals).*

- Evidence to demonstrate your case for exemption

Mandatory for applicants seeking an exceptional circumstances exemption from the cash contribution requirements

- Proof of not-for-profit status

If you do not have an active Australian Charities and Not-for-profits Commission (ACNC) registration or state or territory incorporated association registration at the time of application, you must provide Constitutional documents and/or Articles of Association that demonstrate the not for profit character of the organisation.

- Trust documents

Mandatory for not for profit organisations that are incorporated trustees applying on behalf of a trust. You must provide trust documents showing the relationship of the incorporated trustee to the trust.

- Leadership documents

Mandatory for all applicants applying for a leadership course. You must provide a current quote and course information including: date of the course, cost of the course and course outline. Quotes must be obtained and dated within two months of application lodgement and must be by a third party. .

- Project employment evidence

In your application, you must include the total employment numbers you expect to create during and following your project. You will need to identify how many of these employees will be Indigenous. You must substantiate any employment numbers with evidence. Refer to the project employment factsheet for guidance.

- Evidence to support claimed economic and social benefits as identified in Assessment criterion 1 and 2

The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You must provide evidence to support your answers against each of the assessment criteria.

- Evidence to support your capacity, capacity and resources to deliver the project as identified in Assessment criterion 3

The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You must provide evidence to support your answers against each of the assessment criteria.

- Evidence to support impact of funding on your project as identified in Assessment criterion 4

The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You must provide evidence to support your answers against each of the assessment criteria.

- Additional supporting information

If you wish to include additional documents, these should be limited to those directly relevant to and supporting the application.

G.4. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

G.5. Regional Development Australia Committee

Do you agree to allow your contact details to be provided to your relevant Regional Development Australia Committee (RDA) once project selection has been finalised.

Please note, your contact details will be provided for the RDA's information only, to provide awareness of projects in their local region. The RDA may contact you to find out more about your project and discuss how they can assist with further applications. For more information on the role of RDA's, go to www.rda.gov.au.

H. Primary contact page

You must provide the details of a primary contact for your application. The details include

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

I. Application declaration

In order to submit your application you will be required to agree to the following declaration.

I.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- Building Better Regions Fund – Community Investment Stream – Round 5 grant opportunity guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

I.2. Applicant declaration

I declare that I have read and understood the Building Better Regions – Community Investment Stream – Round 5 grant opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

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

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

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that 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 agree to participate in the periodic evaluation of the services undertaken by the department.

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

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this Building Better Regions – Community Investment Stream – Round 5 grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

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 Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.