

Application BBRFCIV000139

Application Summary

Application ID

BBRFCIV000139

Application Title

BBRFCIV - DEPARTMENT OF INDUSTRY INNOVATION AND SCIENCE

Program Name

BBRF Community Investments Stream Round 4

Organisation

DEPARTMENT OF INDUSTRY INNOVATION AND SCIENCE

Research Organisation

Not Specified

Submitted Date

13/11/2019

Program selection

Are you a trustee on behalf of a trust?

No

Entity Details

Australian Business Number (ABN)

74599608295

Legal name

DEPARTMENT OF INDUSTRY INNOVATION AND SCIENCE

Date of registration of ABN

2/12/2007

GST Registered

Yes

Are you a charity registered with the Australian Charities and Not-for-profits Commission (ACNC)?

No

Are you a not-for-profit?

No

Australian and New Zealand Standard Industrial Classification (ANZSIC) Details

ANZSIC Division

O - Public Administration and Safety

ANZSIC Class

7510 - Central Government Administration

Program Selection

Program

BBRF Community Investments Stream Round 4

Program Element

BBRF Communities Investment Round 4 program

Eligibility

Are you one of the following eligible incorporated 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.

Yes

Is your project taking place in a drought-affected location in Australia as outlined in section 2.1.1 of the grant opportunity guidelines?

Later in this form you will be required to provide evidence to support your claim that your project will take place in a drought-affected location. This evidence could include:

- projects located in a local government area that is eligible for the Australian Government's Drought Communities Programme - Extension
- projects located in a locality drought-declared by the relevant state or territory government
- official Bureau of Meteorology rainfall data indicating an extended period without or significant decline in rainfall
- demonstrated impact of economic and/or employment decline as a result of drought.

Your application will be ineligible if:

- a. your project is not located in a drought-affected location; and
- b. if you do not provide satisfactory evidence to support your claim.

Yes

Is your project located in an eligible location?

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.

Excluded areas are the Urban Centre and Locality (UCL) cities over 1 million people for Sydney, Melbourne, 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.

Yes

Is your project located in an excluded area and significant benefits and employment outcomes will flow directly into an eligible area? Your project location (latitude and longitude) determines your remoteness classification. We base the criteria for the remoteness classification on the Australian Bureau of Statistics' Remoteness Structure under the Australian Statistical Geography Standard. A mapping tool is available on [business.gov.au](#) to assist you in determining the location of your project. See section 5.2.1 of the grant opportunity guidelines for more information.

Not applicable

Can you provide evidence of how you will provide your share of project costs if applicable?

If you will be making a cash contribution to the project you must use the Accountant Declaration form available on [business.gov.au](#) and GrantConnect.

If your project will receive cash contributions from other sources you must provide formal documentation confirming the cash contributions from those sources (e.g., State government) such as a commercial finance agreement or letter of offer with your application.

Yes

Is your project classified as remote or very remote?

Your project location (latitude and longitude) determines your remoteness classification. We base the criteria for the remoteness classification on the Australian Bureau of Statistics' Remoteness Structure under the Australian Statistical Geography Standard. A mapping tool is available on [business.gov.au](#) to assist you in determining the location of your project.

See section 5.2.1 of the grant opportunity guidelines for more information.

No

Will you be applying for an exceptional circumstances exemption from a cash contribution?

See section 4.2.1 of the grant opportunity guidelines for more information.

No

Is the total grant amount of your project equal to or less than \$20,000?

No

Does your project involve local event eligible activities?

Eligible local events activities include:

- art and culture events, for example theatre productions, gallery exhibitions and Indigenous cultural events
- community and public events, for example food festivals, field days, seasonal activities, veterans or memorial events
- attracting new businesses or economic opportunities, for example hosting a conference or business event to coordinate and enable growth in a particular industry sector or address obstacles in accessing markets
- community sporting events, for example an exhibition sporting match or hosting an interstate sports carnival
- events which attract tourists and visitors to a region.

Events must take place after you execute a grant agreement with the Commonwealth.

Yes

Does your project involve strategic planning eligible activities?

Eligible strategic planning activities include:

- regional skills audits
- research projects to support regional development strategic plans
- collecting socio-economic information.

No

Does your project involve regional leadership and capability eligible activities?

Eligible activities include:

- leadership courses
- participation and community building measures for young people
- participation in activities to improve local business and industry leadership capability.

No

Does your project include a significant proportion (greater than 50%) of project costs for the construction of new infrastructure, or the upgrade or extension of existing infrastructure?

If Yes - 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 Investments 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.

Note: the Infrastructure Projects stream will not fund costs associated with an event so you may wish to consider applying under the Infrastructure Projects stream to build the infrastructure and the Community Investments stream for the event. However, the two applications will be considered independently of each other.

No

Applicant address

Business Street Address

100 Abbett St
SCARBOROUGH WA 6019
Australia

Business Postal Address

100 Abbett St
SCARBOROUGH WA 6019
Australia

Applicant financials

Latest Financial Year Figures

Has the applicant existed for a complete financial year?

Yes

What was the latest complete financial year?

2018/19

Recent Trading Performance

Sales Revenue (Turnover)

\$12

Export Revenue

\$12

R&D Expenditure

\$12

Taxable Income

\$12

Number of employees (headcount)

12

Number of independent contractors (headcount)

12

Project information

Project title and description

Project title

-
Provide a brief project description for publication.

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

-

Detailed project description and key activities

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

-

Risk management

Risk

Risk 1

Describe the risk.

-

Likelihood

Rare

Consequence

Severe

Risk management strategy

-

Risk

Risk 2

Describe the risk.

-

Likelihood

Unlikely

Consequence

Minimal

Risk management strategy

-

Risk

Risk 3

Describe the risk.

-

Likelihood

Unlikely

Consequence

Minimal

Risk management strategy

-

Project outcomes

Provide a summary of the expected project outcomes.

-

Project outputs

Summarise the individual items that the project will deliver, e.g., an event, completion of a skills audit, attending a leadership course, etc.

-

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

Employment numbers

What is the total expected additional direct full time equivalent employment (employees and independent contractors) generated during the project period?

1

How many of these employees do you anticipate will be Indigenous?

1

What is the total expected additional indirect full time equivalent employment (employees and independent contractors) generated during the project period?

1

How many of these employees do you anticipate will be Indigenous?

1

What is the total expected additional direct full time equivalent employment (employees and independent contractors) generated following the project period?

1

How many of these employees do you anticipate will be Indigenous?

1

What is the total expected additional indirect full time equivalent employment (employees and independent contractors) generated following the project period?

1

How many of these employees do you anticipate will be Indigenous?

1

Project duration

Estimated project start date

30/06/2020

Estimated project end date

31/12/2020

Estimated project length (in months)

7

Project milestones

Milestone title

Milestone 1

Description

-

Estimated start date

30/06/2020

Estimated end date

31/12/2020

Project location

Project Site 1

Is the address located in Australia?

Yes

100 Abbett St
SCARBOROUGH WA 6019
Australia

Estimated % of project value expected to be undertaken at site

Project geolocation

Project site name

Site 1

Project site address latitude

A mapping tool is available on business.gov.au to assist you in determining the location of your project.

The latitude must be expressed in numeric format.

For example, the latitude of Alice Springs is -23.6980, equal to 23 degrees, 41 minutes, 51 seconds South.

Valid latitude ranges are -9.000000 to -44.000000

-23.6980

Project site address longitude

A mapping tool is available on business.gov.au to assist you in determining the location of your project.

The longitude must be in numeric format.

For example, Alice Springs is 133.8807, equal to 133 degrees, 53 minutes and 1 second East.

Valid values are 112.000000 to 154.000000

133.8807

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.

Remote

Drought affected location

Provide evidence to support your claim that your project is taking place in a drought-affected location in Australia as outlined in the grant opportunity guidelines.

This evidence could include:

- projects located in a local government area that is eligible for the Australian Government's Drought Communities Programme - Extension
- projects located in a locality drought-declared by the relevant state or territory government
- official Bureau of Meteorology rainfall data indicating an extended period without or decline in rainfall
- demonstrated impact of economic and/or employment decline as a result of drought.

You must attach further evidence to support these claims later in the application.

Project budget

Project budget summary

Head of Expenditure	Cost Type	Financial Year	Costs
Project expenditure			\$150,000
	Labour		\$50,000
		2019/20	\$50,000
		2020/21	\$0
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0

Head of Expenditure	Cost Type	Financial Year	Costs
		2024/25	\$0
	Labour on Costs (Up to 30% of total labour costs)		\$50,000
		2019/20	\$50,000
		2020/21	\$0
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
	Hired/leased plant expenditure		\$0
		2019/20	\$0
		2020/21	\$0
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
	Contract expenditure		\$0
		2019/20	\$0
		2020/21	\$0
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
	Travel		\$50,000
		2019/20	\$50,000
		2020/21	\$0
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
	Other eligible expenditure		\$0

Head of Expenditure	Cost Type	Financial Year	Costs
		2019/20	\$0
		2020/21	\$0
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
Total Project Costs (\$AUD and GST exclusive)			\$150,000

Financial Year	Costs	
2019/20	\$150,000	
2020/21	\$0	
2021/22	\$0	
2022/23	\$0	
2023/24	\$0	
2024/25	\$0	
Total Project Costs (\$AUD and GST exclusive)		\$150,000

Total Commonwealth Funding Sought (\$AUD and GST exclusive)

\$75,000

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.

No

Source of funding

Your contribution

Name of contributor

Dept Industry

Details of contribution

Contribution Type	Amount	Due Date	Description
Cash	\$75,000	30/07/2020	Cash
Total	\$75,000		

Other Commonwealth Government grants

Details of contribution

Contribution Type	Amount	Due Date	Description
Cash	\$0		
Total	\$0		

Other non-Commonwealth government grants

Details of contribution

Contribution Type	Amount	Due Date	Description
Cash	\$0		
Total	\$0		

Other non-government contribution

Details of contribution

Contribution Type	Amount	Due Date	Description
Cash	\$0		
Total	\$0		

Assessment criteria

Assessment criterion 1

Economic benefits of your project for the region (Score out of 15)

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:

- 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
- increasing Indigenous economic participation, including Indigenous employment and supplier-use outcomes

In the Project information tab of 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.

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.

Assessment criterion 1 attachments

Evidence to support claim

You must provide documentation to support your application.

BBRF Attachment.docx

Assessment criterion 2

Social benefits of your project for the region (*Score out of 15*)

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:

- 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
- addresses disadvantage within the community.

Assessment criterion 2 attachments

Evidence to support claims

You must provide documentation to support your application.

BBRF Attachment.docx

Assessment criterion 3

Capacity, capability and resources to deliver the project (*Score out of 5*)

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.

Assessment criterion 3 attachments

Evidence to support claims

You must provide documentation to support your application.

BBRF Attachment.docx

Assessment criterion 4

Impact of funding on your project (Score out of 5)

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:
 - o the total investment the grant will leverage including additional cash and in-kind contributions
 - o 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.

-

Evidence to support claims

You must provide documentation to support your application.

BBRF Attachment.docx

Application finalisation

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.

Yes

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

-

Program feedback

How did you hear about the program?

Word of mouth

Additional information

Accountant Declaration (if applicable)

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 and GrantConnect.

Contributing organisation cash confirmation (if applicable)

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. See table 2 of the grant opportunity guidelines for more detail.

Evidence to demonstrate your case for exemption (If applicable)

Mandatory for applicants seeking an exceptional circumstances exemption from a cash contribution

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

Leadership Documents

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

Project employment evidence

You should attach evidence to support the additional employment numbers provided in your application. Refer to the Project employment factsheet for guidance.

Evidence to support claims of project being delivered in a location affected by drought

If you have indicated that your project is being delivered in a location affected by drought you must attach evidence to support the claims here.

BBRF Attachment.docx

Additional Supporting Information

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

Indigenous organisations

Is your organisation Indigenous owned?

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

Yes

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.

Yes

Regional Development Australia Committee

Regional Development Australia Committee

Do you agree to allow your application to be provided to your relevant Regional Development Australia Committee (RDA) once project selection has been finalised. Please note, your application is being 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.

Yes

Primary application contact

Title

Mr

Given Name

-

Family Name

-

Position Title

-

Email Address

[REDACTED]

Mobile Number

1111111111

Business postal address of the primary contact

300 Farm St

NORMAN GARDENS QLD 4701

Australia

Applicant declaration

Application declaration (with working with children) clause

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, and
- 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 and
- 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 Program 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.

Applicant declaration

I declare that I have read and understood the 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 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 of Industry, Innovation and Science (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 Commonwealth fraud control framework and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I understand that I am responsible for ensuring that I have 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 grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. I am also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

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 acknowledge that by including my name in this application I am deemed to have signed this application

I approve 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

Yes

