Application information sample
Drought Communities Programme – Extension

This document contains:

Information to be provided in applications for a grant through 'Drought Communities Programme – Extension'.

*Primarily, it is a list of the questions and information to be completed and submitted in an application through the online portal business.gov.au (note that this document **is not** the application and all applications must be submitted through the portal).*

Content in the document is formatted as below:

Format	Information conveyed
Bolded text	**Application section heading**
Q Bullets	Q Application questions (to be addressed)
T Bullets	T Application Text box (to be addressed)
Normal text	Text contained within the application
Italicised blue text	*Advice and informal commentary*

For more information:
- Grant webpage
- Phone: 13 28 46
- Email: https://www.business.gov.au/Email-us

Contents

Application

Eligibility

Q   Enter your eligibility code:
You will be invited to apply and will be provided with an eligibility code to access the application in the portal.

Q   Please select when your council was announced/approved:
  – If you select "Announced during the 2019 election campaign" you must complete your project by 30 June 2020.
  – If you select "Approved in September 2019" you must complete your project by 31 December 2020.
  – If you select "Announced in November 2019" you must complete your project by 31 December 2020.
  – If you select "Announced in January 2020" you must complete your project by 30 June 2021.
      Q   Is your Council eligible for Tier one funding - maximum funding available up to $1 million?; or
      Q   Is your Council eligible for Tier two funding - maximum funding available up to $500,000?
Q   Is your project located in a region within an Eligible Council?
Q   Does the Council have an existing Adverse Event Plan?
  – Yes/No
If you answer yes to this question, you will be required to attach the Adverse Event Plan later in the application form. If No is selected you answer the next question.

Q   Will the council be using part of the funding (or Council funds) to go towards updating/ developing and completing an Adverse Event Plan by the project end date?
  – Yes/No
If No is selected you are ineligible

Applicant address
Provide your Business Street Address (Australian Head Office)
T   Address
Business Postal Address
T   Address

Project Information
This page is in 5 sections.
In the first section you should provide the details of your project and the expected outcomes.
In the second section you should provide a summary of details **for publication**. The project commencement date and project completion date for your project cannot be the same date.
In the third section you are required to 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. Milestone information will not be published. You need to have at least one milestone per project. You can add up to 10 milestones per application.
In the fourth section you should provide your project location
In the fifth section you should explain your risk management strategy.

Detailed project description and outcomes

T   Detailed project description and key activities. *Response is limited to 5000 characters (including spaces).*

Project Outcomes

Explain how the project addresses one or more of the following:
1. The project will lead to the employment of locals
2. The project will contribute to the economic activity of communities/regions
3. The project will lead to the retention of businesses, services and facilities

You must answer yes to at least one of these requirements. For more details refer to the section 6 Project requirements in the Grant Opportunity guidelines.
- Q Will your project lead to the employment of locals?*
- Q Will your project contribute to the economic activity of communities/regions?*
- Q Will your project lead to the retention of businesses, services and facilities?*
    - Yes/No
- T Project outcome details
- T How many estimated number of jobs will be created by the Project?

Each project must meet at least one of these project requirements.

Project details for publication

For the Eligible Councils announced during the 2019 election campaign, you must complete your project by 30 June 2020.

For the Eligible Councils approved in September 2019, you must complete your project by 31 December 2020.

For the Eligible Councils approved in November 2019, you must complete your project by 31 December 2020.

For the eligible Councils approved in in January 2020 you must complete your project by 30 June 2021.

- T Project Title *
- T Project Description *
- T Estimated Project Commencement Date *
- T Estimated Project Completion Date *
- T Estimated Project Length (in months) *

Milestones

Milestones should represent the sequence of events required for the completion of your project. You should explain what activities will occur at each stage and what the anticipated duration will be.

Do not provide general milestones related to any project e.g. completed work, report to be prepared etc but rather provide milestones that reflect your specific project.

Your milestones should allow us to assess how your project is progressing and what your project will achieve.
- T Milestone Name
- T Description
- T Estimated Start Date
- T Estimated End Date

Add another milestone, delete milestone

Project address

Provide a site address for each project activity or worksite within the project. Ensure you are entering in a valid street address and not generic landmark location.

For example, if the works will be at a community hall or showground provide the street number, street name, suburb and postcode.

Project Site 1
- T Address
- T Estimated % of project value expected to be undertaken at site *

Add another address

Risk management

Risk management plan - Response is limited to 2000 characters
- T What are the significant risks associated with the project and appropriate mitigation strategies?

Project Funding

Provide a summary of your eligible project expenditure over the life of the project.

Amounts must be GST inclusive, less any GST credits that you can claim. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The grant amount can be up to 100 percent of eligible project costs.

If you are not applying for a grant that equals 100% of eligible project expenditure, please outline how you will fund the remaining costs of your project.

For projects at or over $500,000, other costs can include the cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure.

You must provide a figure for each field. Enter $0 if applicable.

If you have previously submitted an application for a Drought Communities Programme – Extension grant, you should consider the funds you have previously requested. Ensure your overall total is within your allocated maximum amount.

For more details, refer to the section 3 - Grant amount and grant period in the Grant Opportunity Guidelines.

Project budget

	Cost Type	Cost
T	Suppliers, consultants and contracted labour	$
T	Materials	$
T	Equipment	$
T	Other costs	$
T	Total Project Costs ($AUD and GST exclusive)	$
T	Total Commonwealth Funding Sought ($AUD and GST exclusive)	
T	Other eligible expenditure	$

Where you have included 'other expenditure' provide details. For projects at or over $500,000, other costs can include the cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure.

Where you have not included 'other expenditure' insert nil or N/A if you do not intend to allocate any expenditure to other items.

Source of funding

You may access other funding for the project in addition to the Drought Communities Programme – Extension grant. Where applicable, please indicate the level of additional funding below.

T   Your contribution $
T   Other government funding $
T   Other non-government funding $
T   Total $

Application Finalisation

Conflict of Interest

Q   Do you have any perceived or existing conflicts of interest to declare?
        – Yes/No

Supporting Documentation

You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

Cost estimates

Estimates of costs for work to be undertaken - for example, quotes or a breakdown of costs.
Q   Upload Attachments

Project outcomes

If required, attach supporting evidence to support how your project will: increase employment in regions by providing work for locals and/or farmers and farm labourers/staff/contractors whose employment opportunities have been affected by drought, improve levels of economic activity in regions, enable better retention of businesses, services and facilities
Q   Upload Attachments

Adverse Event Plan

If applicable, please attach your existing Adverse Event Plan here.
Q   Upload Attachments –

Files must be smaller than 2.0 MB, and be one of the following types: doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif.

Indigenous organisations

Q   Is your organisation Indigenous owned? *

– Yes, No, prefer not to answer

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

Q   Is your organisation Indigenous controlled? *
– Yes, No, prefer not to answer

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

Primary application contact

The primary contact is the person authorised to act on behalf of the applicant. All correspondence (including legal documentation) relating to this application will be directed to this person, not the person who submitted the application.

Note: you must provide at least one phone or mobile number. Other than Title, all the remaining fields below are mandatory unless stated otherwise.

T   Title
T   Given Name
T   Family Name
T   Position Title
T   Email Address
T   Phone Number
T   Mobile Number
T   Primary Address

Application Declaration

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 or Grant Opportunity 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:

1. for purposes directly related to administering the Programme, including governance and research and the distribution of funds to successful applicants and
2. 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 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, Science, Energy and Resources (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 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 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 grant 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 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.

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

Submission Complete

When you submit your application, the portal will display your submission reference number that will be your application ID. You can monitor the progress of your application in the portal.