Australian Government

Department of Industry, Science and Resources

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Sample application form

Growing Regions Program – Round 2

This document shows the questions included in the online application form for this funding 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.

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. If a question is not mandatory it will be clearly marked – Optional.

Saving your responses

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.

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.

You can modify saved responses up until you submit your application.

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 your 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, Google Chrome and Microsoft Edge
- 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.

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)
- ORIC Registration Number
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status (A not-for-profit organisation must demonstrate not-for-profit status through one of the following):
  - current Australian Charities and Not-for-profits Commission (ACNC) registration
  - State or territory incorporated association status; or Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.

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 - Growing Regions Program Round 2
- Field 2 select - Growing Regions Program Round 2

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

This funding opportunity will run over over 4 years from 2023-24 to 2026-27.

The funding opportunity was announced as part of the October 2022 Budget. For Round 2, $393 million is available over 3 years.

The objectives of the program are

- constructing or upgrading community infrastructure that fills an identified and immediate gap or unmet need for community infrastructure, particularly for communities that have experienced substantial growth
- contributing to achieving social outcomes and increased community cohesion, liveability and accessibility
- delivering increased amenity, liveability and community connectedness in line with the Investing in Places priority focus area of the Australian Government's Regional Investment Framework to deliver targeted and place-based investment.

The maximum funding amount is $15 million and the minimum is $500,000.

You should read the [program guidelines](#) 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 10 October 2024. Please take account of time zone differences when submitting your application.

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.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Growing Regions Program – Round 2 funding opportunity.

Questions marked with an asterisk are mandatory.

Do you have an Australian Business Number (ABN) or Office of the Registrar of Indigenous Organisations (ORIC) registration?*

- Yes
- No

You must select one of the eligible options from a drop down menu to proceed to next question

Select which category your entity falls under: *

- an incorporated not-for-profit organisation with a current Australian Charities and Not-for-profits Commission's (ACNC) registration
- an incorporated not-for-profit organisation with state or territory incorporated association status
- an incorporated not-for-profit organisation with Constitution and/or Articles of Association
- a local government agency or body
- none of the above

A not-for-profit organisation must demonstrate not-for-profit status through one of the following:

- *current Australian Charities and Not-for-profits Commission (ACNC) registration*
- *State or territory incorporated association status; or Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation*

You must select one of the eligible options from a drop down menu to proceed to next question.

Is your project solely for commercial purposes?

- Yes
- No

You must answer No to proceed to next question

Will you deliver the project in an eligible location? *

- Yes
- No

All eligible locations must be outside of the Greater Capital City Statistical Areas (GCCSAs) as defined by the Australian Bureau of Statistics (ABS). Enter the exact project location into the [mapping tool](#) to determine project eligibility.

You must answer yes to proceed to next question

Will your project be shovel ready at the time of signing a funding agreement? *

- Yes
- No

You must answer yes to proceed to next question

Do you own the land/infrastructure being upgraded or built upon or have the landowner's permission to use the land/infrastructure? *

- Yes

- No

You must answer yes to proceed to next question

Do you have evidence of both incorporation and not-for-profit status? *

- Yes
- No

You must answer yes to proceed to next question

Do you have evidence of all cash contributions from another source? *

- Yes
- No

You must answer yes to proceed to next question

Which co-funding group do you align to (as per section 3 of the guidelines)?

Group 1 is up to 90% funding of eligible projects costs, Group 2 is up to 70% funding of eligible project costs and Group 3 is up to 50% funding of eligible project costs,

- Group 1
- Group 2
- Group 3
- none of the above

You must select one of the eligible options from a drop down menu to proceed to next question

If you are applying for Group 1 co-funding do you have evidence to support eligibility? *

- Yes
- No

You must select one of the eligible options from a drop-down menu to proceed to next question.

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.

D.   Key contacts

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

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

- Title (optional)
- Given name
- Family name
- Phone number
- Email address
- Relationship to applicant

E.   About your organisation

We collect the following data from all applicants. We use this data to better understand your organisation and to help us develop better policies and programs.

E.1.   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.

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.

F. Project information

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

If your application is successful, we will publish some funding details in government publications. Published details include:

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

F.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 for publication.

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 your project will fill an unmet need, respond to local priorities, is well developed with mature planning and development in place, and provides benefits to a broad cross section of people within your community.

F.2. Detailed project description and key activities

This information will be included in your funding 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.

You must also provide a project plan which you should attach later in your application. Refer to the program guidelines for the requirements of the project plan.

F.3. Project outcomes

This information will be included in your funding 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.

F.4. Project duration

The start and end dates you enter here will drive the visible financial years in the project budget on the next page.

If you are successful, you must commence your project as soon as a funding agreement is executed.

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

- Estimated project start date (no earlier than 05/09/2024)

- Estimated project end date (no later than 30/06/2027)
- Estimated project duration (in months)

F.5.   Project milestones

Provide details on the project milestones including the key activities occurring at each milestone.

The milestone start and end dates must be within the project start and end dates. You can add up to 10 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

F.6.   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.

The department recommends entering the exact project location into the mapping tool to determine project eligibility. Refer to the program guidelines for more information on eligible locations.

A project location 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

G. Project partners

Provide details about all project partners.

For details about project partner contributions refer to the funding opportunity guidelines.

If a project partner is a trustee applying on behalf of a trust we will need details of both the trust and trustee.

You must provide:

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached. Letter to include details of partner contributions.

H.   Project budget

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

- *Registered for GST - enter the GST exclusive amount.*

- *Not registered for GST - enter the GST inclusive amount.*

We only provide funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The financial years below are derived from the project start and end dates you entered on the previous page. If incorrect, you must ensure all amounts below are zero before going back to the previous page to update your project duration.

The minimum eligible expenditure for each co-funding group is at least:

- *$555,556 (group 1)*

- *$714,286 (group 2)*

- *$1,000,000 (group 3).*

You must attach a detailed project budget later in the application form. Refer to the funding opportunity guidelines for the requirements of the budget.

H.1.   Eligible expenditure

Head of expenditure	Financial Year	Cost
		$
Materials for construction		$
	2024/25	$
	2025/26	$
	2026/27	$
Hired/ leased plant		$
	2024/25	$
	2025/26	$
	2026/27	$
Contract expenditure		$
	2024/25	$
	2025/26	$
	2026/27	$
External labour hire and external consulting expenditure		$

Head of expenditure	Financial Year	Cost
	2024/25	$
	2025/26	$
	2026/27	$
Pre-construction activities (Up to 20% of total eligible expenditure)		$
	2024/25	$
	2025/26	$
	2026/27	$
Other		
	2024/25	$
	2025/26	$
	2026/27	$

Provide details of 'Other' eligible expenditure.

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

H.2.   Source of funding

In this section you must provide details of how you will fund the project.

The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:

▪ *funding amount sought*

▪ *your contribution*

▪ *other contributions as allowed in the grant opportunity guidelines*

H.3.   Funding amount sought

Enter the funding amount sought. We will add GST to this where applicable.

The minimum funding amount under this funding opportunity is $500,000

The maximum funding amount under this funding opportunity is $15,000,000

Select the co-funding group for your project.

How do these variables affect my grant percentage?

• *Group 1 is up to 90% funding of eligible project costs (minimum expenditure $555,556)*

Group 2 is up to 70% funding of eligible project costs (minimum expenditure $714,286) and

• *Group 3 is up to 50% funding of eligible project costs (minimum expenditure $1,000,000).*

Refer to section 3 of the guidelines for more information.

H.4. Contributions

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

▪ Name of contributor

▪ Type of contribution

Contributors are divided into the following types

  o *Your contribution*

  o *non-Commonwealth government grants*

  o *Other non-government contribution*

▪ Value of contribution

▪ Due date 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.

I.   Assessment criteria

DISR will first review your application against the eligibility criteria. If your application meets eligibility criteria, your application will be assessed against the assessment criteria. Any ineligible proposals will not proceed and are excluded from funding consideration.

DITRDCA will initially assess and score eligible projects against the three merit criteria. DITRDCA will then provide their initial assessment, scores and a total overall score resulting in a rating of highly suitable, suitable or unsuitable, and a summary of all eligible applications to the multi-party Parliamentary panel (the panel). The panel will consider the information provided by DITRDCA and also assess eligible projects against the three merit criteria. Refer to the program guidelines for further guidance.

Only applications that score at least 60 per cent against each assessment criteria will be considered for funding.

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.

I.1.   Assessment criterion 1 (40 points)

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

Contribution to social and community inclusion

Social and community inclusion may cover improving community connections and providing opportunities for learning and knowledge creation.

You should demonstrate this by identifying

a.   the extent to which your project meets the needs of the community

b.   the benefits that your project will deliver for the community and/or region during and beyond the term of funding in relation to liveability and enhanced amenity

c.   the social benefits that your project will deliver for the community and/or region during and beyond the term of funding.

Examples of how your project could deliver social and community benefits may include but is not limited to:

- increasing access to community services and infrastructure
- supporting or protecting local heritage and culture
- increasing community volunteering
- 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)
- delivering infrastructure where and when it is needed.

I.2.   Assessment criterion 2 (20 points)

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

Alignment with Government and regional strategic priorities

You should demonstrate this by identifying

a. the extent to which your proposal aligns with social, economic and environmental priorities in your region, including alignment with any local, regional or federal plans or policies

b. the extent to which your proposal increases the availability of multi-use infrastructure which benefits a broad section of the community by improving access, equity and social inclusion

c. the extent to which your proposal contributes to, or helps manage, the growth of local economies and enhances amenity and liveability

d. the extent to which your proposal aligns with the Australian Government's Regional Investment Framework, specifically the 'Investing in Places' focus area and any interconnected focus areas including: meeting the needs of, and providing opportunities for, First Nations people, supporting the transformation to a net zero economy and decarbonisation, and achieving gender equality.

e. how your proposal has considered environmental impacts and the potential role of environmentally sustainable design, including nature-based solutions and circular economy principles

f. the extent of community support for the project, including outcomes from any consultation undertaken with the local community, such as First Nations groups and diverse socio-economic and cultural groups.

The evidence you provide to support this may include, but is not limited to:

▪ alignment with your Regional Development Australia (RDA) regional plan, if applicable, your local government plan, or Regional Australia Institute research

▪ modelling of environmental impacts and/or mitigation.

I.3. Assessment criterion 3 (40 points)

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

Capacity, capability and resources to deliver and sustain 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. sound project planning to manage and monitor the project, which addresses scope, implementation methodology, timeframes, budget, community consultation, and risk management

c. how you will operate and maintain the infrastructure and benefits of the project into the future

d. your readiness to commence the project, including access, noting the project needs to be 'shovel ready' at the time of entering into a funding agreement. You should describe the steps you have taken to get your project investment ready including:

▪ the status of required regulatory and/or development approvals

▪ project designs and costings

▪ authority from the land or infrastructure owner to undertake the project at the nominated site(s)

▪ funding contributions from all sources.

The evidence you provide to support this must include, but is not limited to:

- a clear business case for the proposal, including project plans, budget and relevant approvals, timelines and procurement processes
- a cost benefit analysis commensurate with the size and scale of the project
- a risk management plan, which identifies risks and mitigations
- copies of all relevant approvals.

J.   Application finalisation

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

J.1.   Conflict of interest

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

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

If yes, describe the perceived or existing conflicts of interest.

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

If yes, describe how you anticipate managing this conflict.

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

J.2.   Additional information

The total of all attachments cannot exceed 20 MB. Filenames should only include letters or numbers and should be fewer than 40 characters.

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

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

Filenames should only include letters or numbers and should be fewer than 40 characters.

Evidence of both incorporation and not-for-profit status

You must attach either a current Australian Charities and Not-for-profits Commission (ACNC) registration; State or territory incorporated association status; or Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.

Evidence to demonstrate eligibility of your entity type

You must attach evidence that demonstrates eligibility of your entity type

Evidence to support eligibility for Group 1 co-funding where the Commonwealth is funding up to 90 per cent (if applicable)

You must provide: an Indigenous Corporation Number (ICN) or evidence of ORIC registration, or a declaration that you are a Traditional Owner or that the organisation is at least 51 per cent owned or controlled by Indigenous persons or the Indigenous Enterprise has 50 per cent Indigenous ownership (using the template on business.gov.au)

Formal documentation providing confirmation of a cash contribution from another source (for example state government)

You must attach documentation providing evidence of all cash contributions from other sources (for example state government), the source must provide you with formal documentation confirming the cash contribution

Evidence that you either own the land/infrastructure being built/upgraded upon, or that you have the landowner's permission to use the land/infrastructure

You must use the letter template provided on business.gov.au.

A business case which must include a detailed project budget that shows income sources, and eligible expenditure items, project plan, project risk assessment plans and cost benefit analysis

You must attach a project plan that reflects the locations and project activities you will undertake including details of project partners (if there are any). You must attach a project budget, project risk assessment plan and cost benefit analysis.

Evidence the project is ready to commence

Provide evidence the project is ready to commence including approved development applications, project designs and timelines, noting the project needs to be 'shovel ready' at the time of entering into a funding agreement

Attach detailed evidence that supports assessment criteria responses

You must provide evidence to support your responses to the assessment criteria.

Recent costings/quotes

Provide costing or quotes for major costs that you have included in your application

Accountant declaration (published online)

You must attach an account declaration as per the template provided on business.gov.au. If you do not use the template provided, you must include equivalent information and the declaration in your own document.

Evidence of funding strategy

This should include financial statements, loan agreements, cash flow documents

J.3. Program feedback

Your responses help us improve the design and delivery of programs. They will not affect the assessment or outcome of this application.

How did you hear about the funding opportunity?

You must select from a drop-down menu.

Did you read the funding opportunity guidelines?

You must select from a drop-down menu.

How useful were the guidelines in completing your application?

You must select from a drop-down menu.

We welcome any additional feedback on the guidelines.

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

How satisfied were you with the process of applying for this funding opportunity?

You must select from a drop-down menu.

We welcome any additional feedback on the application process

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

K.   Declaration

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

K.1.   Privacy and confidentiality provisions

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

- Australian Government Data and Digital Strategy
- funding 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 funding, 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 funding in the public domain, including on the department's website, unless otherwise prohibited by law.

K.2.   Applicant declaration

I declare that I have read and understood the funding 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 applicant and any project partners are not listed on the National Redress Scheme list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the Workplace Gender Equality Agency as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current Australian Government sanctions.

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 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.

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