

CFIDF - Stage 1 Application Form

Form Preview

Eligibility

* indicates a required field

Applicants: please note

Before completing this application form, you should have read the **Collie Futures Industry Development Fund (CFIDF) Guidelines**:

<http://www.swdc.wa.gov.au/funding/collie-futures.aspx>

The CFIDF will be open to applications via a rolling-intake for the four (4) year lifespan of the program subject to availability of funds each financial year. Submitted proposals move through two approval stages before funding is granted.

Stage 1 proposals provide proponents with an opportunity to submit a summary project plan and will be assessed only when they are submitted for evaluation.

Progression to Stage 2 will occur by invitation only based on the merit of the Stage 1 proposal and its evaluation against the CFIDF outcomes. In the second stage proponents must submit an extensive project plan, financial and budget documents, and technical documentation.

Funding decisions will be made based on the suitability of the proposal and the availability of Program funding.

This section of the application form is designed to determine if you are eligible for this grant. It is crucial that you answer the questions below to ensure you do not spend time completing the application if you are ineligible.

If you have any questions regarding the eligibility criteria, please contact **Pip Kirby or Phil Cox on 9734 2322 or email collie@swdc.wa.gov.au**.

Confirmation of Eligibility

I confirm that the applicant ...

- Has read and understood the CFIDF guidelines.
- Is eligible to apply under the guidelines.
- Is able to demonstrate the financial viability of the organisation.
- Is able to demonstrate alignment between the proposed project and the objectives of the Collie Futures Industry Development Fund.
- Is able to demonstrate the project will have a direct impact within a 50km radius of the Collie CBD in Western Australia.

Please select one of the below to confirm eligibility: *

☐ I confirm eligibility ☐ I am not eligible

You must confirm that all statements above are true and correct.

Consent and Confirmation

Privacy Statement

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Information provided by applicants or collected by the South West Development Commission (SWDC) and the Department of Primary Industries and Regional Development (DPIRD) in relation to applicants or their applications may be used by SWDC, DPIRD or the Department of Jobs, Tourism, Science and Innovation (JTSI) in the administration of the CFIDF and in the assessment of the application.

Any information provided (personal, financial or otherwise) will be solely used for the purpose of the CFIDF. Information submitted will be subject to assessment and review by State Government agencies, the Collie Futures Economic Advisory Group, and subject matter experts where required. Subject matter experts are third party specialists directly involved with the evaluation of the proposal in accordance with subclause 6.2 of the Australian Privacy Principles. Information will not be released to any other third parties without the prior written approval of the applicant.

DPIRD will store personal information collected in this application, supporting documentation and any grant administration, monitoring and evaluation activities in compliance with its obligations under the *Privacy Act 1988* (Cth).

I have read and understand the privacy statement and I consent to and authorise all such uses and disclosures *

☐ I confirm

Further Information

You may be contacted by DPIRD or the South West Development Commission (the Commission) for further information regarding your application.

Contact Details

* indicates a required field

Applicant Organisation Details

Applicant organisation name *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Department / Branch / Faculty / Division

Use this field only if relevant

Applicant Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

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Applicant Postal Address (if different)

Address

Organisation Website (if applicable)

Must be a URL

Primary contact person *

Title First Name Last Name

This is the person we will correspond with about this application

Position held in organisation *

e.g. Owner, Director, CEO, Manager, Board Member

Primary phone or mobile number *

Secondary phone or mobile number

Primary contact person's email address *

This is the address we will use to correspond with you about this application

Organisation Details

* indicates a required field

Australian Business Number *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN

Additional Organisational Information

If you have any **additional supporting information or documentation** which demonstrates the capability of your organisation you may upload documents here.

You may consider providing us with:

- Annual Report
- Strategic Plan
- Governance structure
- Other publications/information eg: editorials, social media posts/pages etc.

Upload additional organisation information

Attach a file:

Joint Applications

Joint applications (partnerships) are acceptable, provided the lead applicant (as the main driver for the project) is eligible to apply. There must be a formal arrangement in place between all parties.

The assessment panel may request to view evidence of this arrangement.

Is this project part of a partnership with another organisation? *

- ☐ Yes
☐ No

If yes, provide details of the joint partnership / organisation.

Supporting Information Upload

Attach a file:

Project Summary

* indicates a required field

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Project title: *

Provide a name for your project. Your title should be short but descriptive

Project Objectives

What is the project and what is it designed to achieve, include details of how the project will develop new industries or expand existing industries in the region.

Identify how the project meets the CFIDF objectives, which are to significantly increase the:

- number and diversity of job opportunities;
- productivity of business or industry; and
- scale and diversity of the economic base.

Project Description *

Word count:

no more than 500 words

Be as descriptive as practical given the value of funding requested. Refer back to the program guidelines and criteria for the Collie Futures Industry Development Fund.

What is the current status of the project. *

Word count:

no more than 250 words

Has your project already commenced, if so what activities or stages have already been undertaken?

Where is the project located and what area within the Collie region will benefit from this project (economic impact must be within 50 kms of the Collie townsite)

Word count:

no more than 250 words

Discuss how the planned outcomes of the project will impact the Collie region.

What is your industry type?

- ☐ Aged and Health Care
- ☐ Agribusiness
- ☐ Coal-related Industries
- ☐ Energy
- ☐ Forest Products

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- ☐ Manufacturing and Professional Services
- ☐ Tourism
- ☐ Mining and Mineral Processing
- ☐ Other

Details of other industry type

What activities will the Government funding be directed towards? *

Assessment Criteria

* indicates a required field

Jobs Growth

A key component of the Collie Futures Industry Development Fund (CFIDF) is the requirement to clearly demonstrate an impact on the regional economy within a journey-to-work zone of up to 50 kilometres from the Collie town site.

Estimated jobs during project construction / implementation *

- ☐ 0-10 ☐ 11-50 ☐ 51+

Comments / Explanation

Estimated permanent regional jobs following project completion *

- ☐ 0-10 ☐ 11-50 ☐ 51+

Comments / Explanation

Add Supporting Evidence

Attach a file:

Commercial Soundness of Proposal

Provide an overview of why a genuine business opportunity exists, or is likely to exist, for the project. Complete the following questions:

Provide an outline of the substantial business opportunity, including market analysis and demonstrated need for the project outcomes. *

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Word count:
Must be no more than 500 words.

Provide an overview of the tangible deliverables and organisational capability to deliver this proposal. *

Word count:
no more than 500 words

Provide an outline of the technical basis and implementation strategy for your project. *

Word count:
no more than 500 words
Include details of any new technology related to the project and the maturity of this technology.

Business Readiness

Provide an overview of your organisations ability to deliver this project by answering the following questions:

Does your organisation have funding approvals for capital and operating costs in place? If not explain your capacity to raise funds? *

Word count:
no more than 500 words

What percentage of proposed project funding is jointly shared between the Proponent and Collie Futures Industry Development Fund? *

Word count:
no more than 500 words

Provide a summary of the cost-benefit analysis, including positive impacts on local economy and environment that have been investigated. *

Word count:
no more than 500 words

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Alignment with Government Priorities

Provide an overview of how your project aligns with government priorities in the following questions.

You may wish to refer back to the [CFIDF program guidelines](#) for further information about government priorities for the Collie region.

How does the proposal meet the government's policy and strategic objectives for the Collie region, including developing and broadening the economic base? *

Word count:
no more than 500 words

How will the proposal increase the capacity and capability of local suppliers, contractors, and business? *

Word count:
no more than 500 words

How will the proposal increase the number and range of local jobs and workforce capacity in the Collie region? *

Word count:
no more than 500 words

Alignment with Community Priorities

Provide a summary of how the local community have been engaged on this project and the level of support towards this project by the Collie community.

What is the level of community engagement for your project? *

Word count:
no more than 500 words

How confident is the community of successful outcomes for your project and how has this been quantified? *

Word count:
no more than 500 words

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Project Plan

* indicates a required field

Summary Project Plan

Please attach a summary Project Plan.

Your project plan should include activities to be funded by the Collie Futures Industry Development Fund (CFIDF).

This document should be a summary only and include:

- high-level project outcomes;
- project deliverables;
- a timeline;
- details of the project budget;
- resources;
- risks;
- statutory approval requirements;
- stakeholder engagement; and
- project evaluation.

Project Plan Upload *

Attach a file:

A minimum of 1 file must be attached.

Funding Details

* indicates a required field

Co-Funding

Co-funding is the value of funds the proponent is contributing towards the project. All funding should be matched by a minimum co-contribution of \$1 for every \$1 funded.

Please outline your funding details below. Include details of funds that will count towards co-funding of your project, and whether this funding has been confirmed or not. All amounts should be **GST exclusive**.

Use the 'Comments' column for any additional information relating to the co-funding description.

Please **do not add commas** to figures - e.g. type \$1000 not \$1,000 - this will ensure the figures for each table total correctly.

Type of Funds	Value of Co-funding	Security	Source of co-funding	Comments
	\$			

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	a dollar amount			
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Total Project Value

Funds Requested from CFIDF *

\$
Must be a dollar amount.

Total value of Co-funding

\$
This number/amount is calculated.

Total Project Value

\$
This number/amount is calculated.

Comments: Project Funding

Organisational Financial Information

To enable the Commission to undertake a financial viability assessment of the project proponent please upload the following financial information:

- 1.Certificate of Business Registration;
- 2.Verification of legal status;
- 3.Current year-to-date financial information, for example, income and expenditure statement and/or balance sheet. Along with relevant notes and assumptions; and
- 4.Business financial projections.

Where relevant financial information is not available, include information that demonstrates that you can meet the project's co-funding obligations.

Financial Information Upload *

Attach a file:

A minimum of 1 file must be attached.

Are the Proponent's financial statements fully compliant with the Australian Accounting Standards? *

☐ Yes ☐ No

Financial Viability

* indicates a required field

Has the Proponent been involved in any litigation or prosecution in the past three (3) years? *

☐ Yes - provide details and/or explanation of why the litigation or prosecution should not be considered relevant to this Application in the section below.

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☐ No - if the Applicant has not been involved in any litigation or prosecution in the past three years.

You may be required to provide further information upon request

If yes, please provide detail.

Has the Proponent or any of its senior office bearers (directors, partners, presidents, executive directors, project managers) been involved with any business failure (liquidation, voluntary administration or receivership)? *

☐ Yes

☐ No

You may be required to provide further information upon request

Has there been any significant financial matter which may impact on the ability of the Proponent to deliver the project? *

☐ Yes

☐ No

You may be required to provide further information upon request.

Are there any future commitments or contingent liabilities that might materially affect the Proponent in the delivery of the project? *

☐ Yes

☐ No

You may be required to provide further information upon request

Has the Proponent ever been found in default of its creditors? *

☐ Yes

☐ No

You may be required to provide further information upon request

Is the Proponent willing, and does it have the financial capacity, to cover all planned project activity expenditure? *

☐ Yes

☐ No

Is the Proponent's business solvent?

☐ Yes

☐ No

Other Information

Supporting Information

Please include details of any other information relevant to your proposal.

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Word count:

Must be no more than 500 words.

Supporting documents

Attach a file:

References

Please attach any documents that have been used to source the information outlined in this proposal including any studies, plans or assessments.

Reference Documents

Attach a file:

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person (eg: Owner, Director, CEO, CFO, Director or equivalent) on behalf of the applicant organisation (may be different to the contact person listed earlier in this application).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the application is successful, we will be invited to submit further information on this project for Stage 2.

I agree *

☐ Yes

☐ No

Name of authorised person

Position of authorised person

Phone Number of authorised person