

Peel - RED Grants - Round 5 - Application Form Preview

1. Regional Economic Development (RED) Grants Program - Peel Region

* indicates a required field

1.1 Application Information

Before completing this application form please ensure you have read the RED Grants Program Guidelines available online at www.peel.wa.gov.au. All applicants are required to discuss their project with Peel Development Commission officers prior to submitting an application. Please contact Simone Hutton or Kristie Tonkin on 9535 4140 or email grants@peel.wa.gov.au.

Eligible applicants can apply for funding up to a maximum of \$250,000 for individual projects.

This form contains mandatory fields. You will be alerted if you save the form without completing the required sections. If you have any questions, or experience issues completing this form please contact Simone Hutton or Kristie Tonkin on 9535 4140 or email grants@peel.wa.gov.au.

Please note, supporting documents are supplementary to your application. Please ensure you answer all the questions and provide relevant details where required.

The closing date for application is **Wednesday 24 August 2022 at midnight WST.**

Incomplete applications and / or applications received after the closing date will not be considered.

1.2 Eligibility Confirmation

Please refer to Section 4 of the Guidelines to confirm your eligibility before completing this application.

I confirm the Applicant:

- Has read and understood the program Guidelines
- Is eligible to apply under the Guidelines
- Is able to demonstrate the financial viability of the organisation
- Is able to demonstrate alignment with at least one of the objectives of the RED Grants Program

Please confirm that all statements above are true and correct. *

Yes I confirm

1.3 Privacy Statement

Information provided by applicants or collected by Regional Development Commissions (RDCs) or the Department of Primary Industries and Regional Development (DPIRD) in relation to an applicant or their application may be used in the administration of the RED Grants Program and in the assessment of this application.

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Clarification of other funding sources for your project as stated in your application and project budget may be sought from the relevant funding bodies.

Any information provided (personal, financial or otherwise) will be used solely for the purpose of the RED Grants Program.

RDCs and 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).

RDCs and DPIRD are also subject to the *Freedom of Information Act 1992* and documents in the possession of these agencies are subject to these provisions.

I have read and understood the privacy statement and I consent to and authorise such uses and disclosures. *

Yes I confirm

1.4 Assessment Process

The assessment criteria outlined in the Guidelines will be used to determine the suitability of applications submitted through this program. Applications will be assessed on a competitive basis and should demonstrate:

- Alignment with one or more of the RED Grants Objectives
- Financial commitment towards the Project
- Collaboration and partnerships
- Local content outcomes
- Project readiness

The application form provides an opportunity for applicants to demonstrate how their project meets the requirements listed above and in the Guidelines.

As part of the assessment process, applications may be subject to a due diligence process to determine organisational capacity, governance and financial management.

Applicants should note that the assessment and decision making process could take up to six (6) months to complete and this time frame should be considered when submitting your application. **Please refer to Section 6 of the Guidelines for more information.**

The Peel Development Commission reserves the right to request additional information at any time to clarify aspects of your application.

1.5 Funding Conditions

Should your application be successful, you will be required to enter into a Grant Agreement outlining the conditions of the grant.

All projects must be approved and a Grant Agreement executed prior to project commencement. **No retrospective payments will be made.**

As a condition of funding, all grant recipients are required to provide regular progress reports and a detailed Final Report (Acquittal) within twelve (12) weeks of project completion. For projects receiving funding of more than \$50,000 the Final Report is to be audited by an independent auditor.

Only GST registered recipients will have GST added to the grant payment.

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2. Contact Details

* indicates a required field

2.1 Organisation Details

Name of Organisation (Legal Entity) *

Organisation Name

Applicant organisation ABN *

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)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Applicant Organisation ACN (if applicable)

Must be a number.

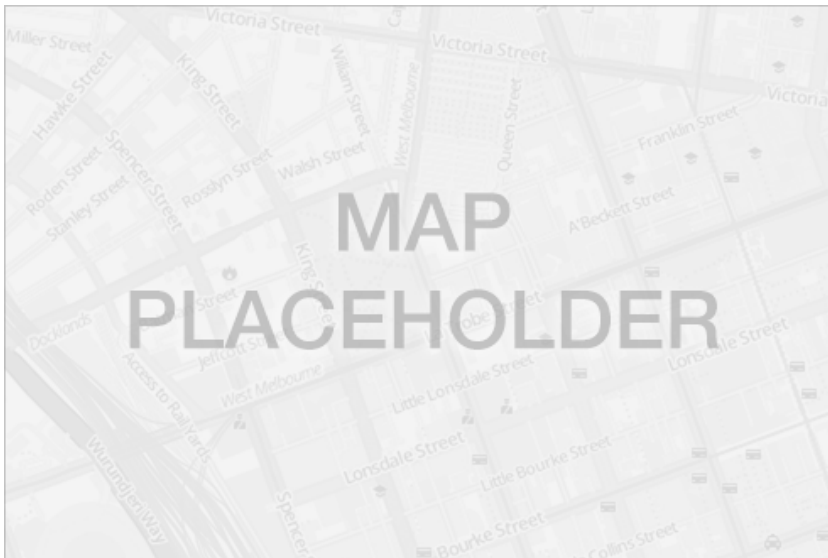
Trading Name

Trading name ie name that will be referred to for the delivery of the project (if different to Legal Entity Name above)

Primary Street Address *

Address

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Postal Address (if applicable)

Address

Authorised Officer *

Title First Name Last Name

The person who has the legal authority to sign the Grant Agreement if this application is successful

Authorised Officer's Position *

Authorised Officer's Phone Number *

Must be an Australian phone number.
Include area code Eg (08)

Authorised Officer's Mobile Number

Must be an Australian phone number.

Authorised Officer's Email Address *

Must be an email address.

Organisation Website

Must be a URL.

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Provide a brief description of the nature of your business and include any information that describes the activities that are currently undertaken *

For a business/company/partnership, please provide names of all partners/directors/senior management of the business

Is your entity a Trust? *

Yes No

Trustees can only receive and administer grant funding if empowered to do so by the Trust Deed.

Upload Trust Deed *

Attach a file:

Trustees MUST submit a copy of their executed Trust Deed to be eligible.

2.2 Project Contact Details

Contact Person's Name *

Title First Name Last Name

Contact Person's Position *

Contact Person's Phone Number *

(08)

Must be an Australian phone number.
Include area code Eg (08)

Contact Person's Mobile Number

Must be an Australian phone number.

Contact Person's Email Address *

Must be an email address.

Is funding for your organisation proposed to be auspiced? *

Yes No

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If your organisation is unincorporated your application must be auspiced by another organisation that is registered as a legal entity.

2.3 Complete only if your organisation is being auspiced

Please ensure approval is obtained from the nominated auspice organisation prior to completing this section.

Name of Auspicing Organisation *

Organisation Name

Organisation name

Auspice Organisation's Postal Address *

Address

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

Auspice Organisation's Website

Must be a URL.

Auspicing Organisation's Contact Person *

Title First Name Last Name

Auspicing Organisation's Contact Person's Position *

Auspicing Organisation's Contact Person's Phone Number

Must be an Australian phone number.

Auspicing Organisation's Contact Person's Email Address

Must be an email address.

Authority from Auspicing Organisation *

Attach a file:

Please attach letter from the auspicing organisation confirming agreement to auspice. This must be signed by an authorised person (eg. CEO, Chairperson).

Auspice Organisation's ABN *

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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)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice Organisation's ACN (if applicable)

Must be a number.

3. Project Information

* indicates a required field

3.1 Project Details

Project Title *

The project title provided in your application may be used for public announcements/media statements if successful (max 15 words).

Project Description (Overview) *

Provide a short description of your project explaining what you plan to do (max 150 words).

Upload more detailed project information (optional)

Attach a file:

Upload a detailed description of the project. For example, Business Plan, Project Plan, Business Case, etc

Estimated Project Start Date *

Must be a date.

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Estimated Project Completion Date *

Must be a date.

The following Budget totals and % Cash Co-contribution **AUTO CALCULATE** from the Project Budget and Leverage Funding table in Section 7.1

Total Project Budget Cost (Cash)

\$

This field is AUTO CALCULATED from Section 7.1 Project Budget and Leveraged Funding section.

Funding Requested from RED Grant

\$

This field is AUTO CALCULATED from Section 7.1 Project Budget and Leveraged Funding section.

Applicant's Co-contribution (Cash)

\$

This field is AUTO CALCULATED from Section 7.1 Project Budget and Leveraged Funding section.

Funding from Other Sources (Cash)

\$

This field is AUTO CALCULATED from Section 7.1 Project Budget and Leveraged Funding section.

The following is an auto-calculated field to be used as a guidance on Cash co-contribution (if applicable).

Please review the Guidelines as to your requirements as other State funding will not contribute to your 50% contribution requirement. .

Percentage (%) Cash Co-contribution

This number/amount is calculated.

Which Local Government Area(s) will your project be delivered in? *

- | | |
|---|--|
| <input type="checkbox"/> Boddington, Shire of | <input type="checkbox"/> Serpentine-Jarrahdale, Shire of |
| <input type="checkbox"/> Mandurah, City of | <input type="checkbox"/> Waroona, Shire of |
| <input type="checkbox"/> Murray, Shire of | |

Which industry category does the Applicant organisation operate in? *

4. Alignment with RED Grants Objectives (Economic Growth and Development Outcomes)

* indicates a required field

Project outcomes

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Your project must meet one or more of the RED Grants objectives outlined in the Guidelines.

Describe what is expected to be achieved and the benefits and/or outcomes of the project against the objectives most relevant to your project. Please refer to the Frequently Asked Questions and select an outcome and measure aligned to the objectives from the Common Outcomes and Measures table.

The Commission's priority areas are strongly aligned with the listed State objectives, with a priority on expanding or diversifying industry and developing skills or capabilities. As such the Commission will not provide additional regional priorities for Round 5, please refer to existing regional strategies for guidance. [Link to documents](#).

Outcomes refer to the intended economic impact that is expected as a result of delivering the project with the grant funding - the expected outcomes provided should be realistic as you will be expected to report against these under a Grant Agreement and acquittal of the project if successful.

Please indicate which RED Objectives are most applicable to your project: *

- 1. Sustainable jobs
- 2. Expanding or diversifying industry
- 3. Developing skills or capabilities
- 4. Attracting new investment in the region
- 5. Increasing productivity

Applicants are encouraged to select the objectives most applicable to the project. Please provide detailed descriptions in the corresponding fields below.

4.1 Sustainable jobs

How will the project create jobs as a result of the grant?

Note: 'Direct employment' is the term used for the workers employed by the project. 'Indirect employment' refers to job creation and business growth in the economy as a result of increased demand.

Please complete the below fields to indicate the direct employment outcomes expected as a result of the project.

Example:

Expected Outcome

Timeframe

Measure

Target

Full Time (direct - during project)

6 months

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FTE

3

Full Time (direct - after the project)

12 months

FTE

2

Trainee (or apprentice) (direct - during the project)

6 months

FTE

2

Trainee (or apprentice) (direct - after the project)

12 months

FTE

1

For additional examples please refer to the Common Outcomes and Measures table in the Frequently Asked Questions.

Expected Outcome	Timeframe	Measure	Target
1 Full Time (direct - during project) This question is read only.	<input type="text"/> Number of Months	<input type="text"/> How will this be measured?	<input type="text"/> Number of Jobs
2 Full Time (direct - after the project) This question is read only.	<input type="text"/> Number of Months	<input type="text"/> How will this be measured?	<input type="text"/> Number of Jobs
3 Part Time (direct - during the project) This question is read only.	<input type="text"/> Number of Months	<input type="text"/> How will this be measured?	<input type="text"/> Number of Jobs
4 Part Time (direct - after the project) This question is read only.	<input type="text"/> Number of Months	<input type="text"/> How will this be measured?	<input type="text"/> Number of Jobs
5 Casual (direct - during the Project) This question is read only.	<input type="text"/> Number of Months	<input type="text"/> How will this be measured?	<input type="text"/> Number of Jobs

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6 Casual (direct - after the project)

This question is read only.

How will this be measured?

7 Trainee (direct - during the project)

This question is read only.

How will this be measured?

8 Trainee (direct - after the project)

This question is read only.

4.2 Expanding or diversifying industry

Which industry will benefit from the project and how will it increase the current value of that industry to the regional economy?

Example:

Expected Outcome

Timeframe

Measure

Target

Increase in domestic sales

12 months

\$ increase or % increase

50%

Increase in revenue

12 months

\$ increase or % increase

\$50,000

For additional examples please refer to the Common Outcomes and Measures table in the Frequently Asked Questions.

Expected Outcome

Timeframe

Measure

Target

4.3 Developing Skills or Capabilities

What core skills or capabilities will be developed, and how will this address regional gaps and be applied to generate jobs and growth?

Example:

Expected Outcome

Timeframe

Measure

Target

Participation in accredited training / education

6 months

of people

3

Participation in informal training / professional development

12 months

of people

1

For additional examples please refer to the Common Outcomes and Measures table in the Frequently Asked Questions.

Expected Outcome	Timeframe	Measure	Target

4.4 Attracting new investment in the region

How will the project unlock future investment in the organisation, industry or region? What is the source of this investment and likelihood it will be secured?

Example:

Expected Outcome

Timeframe

Measure

Target

Proponent / external investment into the project (Leveraged funding)

2 months

\$ or % of total project value

50%

Future investment secured as a result of the project

24 months

\$

\$500K

For additional examples please refer to the Common Outcomes and Measures table in the Frequently Asked Questions.

Expected Outcome	Timeframe	Measure	Target

4.5 Increasing productivity

What impact will the Grant have on the productivity or performance of the applicant's business or organisation?

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Example:

Expected Outcome

Timeframe

Measure

Target

Increase in production

12 months

could be visitors, hectares, tonnes, litres kg, etc but overall % increase is the measure or % increase

80%

Decrease in production costs

12 months

\$ decrease or % decrease

\$50K

For additional examples please refer to the Common Outcomes and Measures table in the Frequently Asked Questions.

Expected Outcome	Timeframe	Measure	Target

5. Market Viability and Commercialisation

* indicates a required field

5.1 Demand

How does the project meet industry demand or an identified need in the Peel region?

Must be no more than 250 words.

How does the project benefit the broader community/industry?

5.2 Market Conditions

Please provide a summary assessment of the market conditions in relation to your project *

Eg. market gaps, market size, estimation of new or increased sales.

Describe any major competitors to your project or project activity in the region *

Eg. product or service, proximity, technologies, barriers to market, price.

6. Partnerships and Collaboration

* indicates a required field

6.1 Stakeholder Engagement

Provide the names and details of local stakeholders and their level of support for the project.

Describe how you have involved local government, the local community and others in planning and decision making for your project. Letters of support may be provided to support your application.

Letters of Support (Optional)

Attach a file:

Have you considered developing partnerships or collaborations for the project? If so, please provide details.

6.2 Local Content

Do you intend to use local contractors and/or service providers for your project? *

Yes No

Local content for the purposes of this RED grant application refers to the sourcing of goods and services in the Peel region or an area within 50km of the project delivery location.

Local content % *

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Please estimate the percentage of requested grant funding to be expended on local goods and services.

Please detail below how your project meets the following Local Content objectives:

- Building the capability of local suppliers, and providing opportunities for regional businesses to supply items/services for the project;
- Increasing regional employment and regional business participation through subcontractors, suppliers, apprenticeships and traineeships;
- Supporting emerging or new industries in the region, and promotion and awareness of local industry and businesses; and
- Benefiting the local regional economy through any other identifiable means.

Local content details

Please detail goods and/or services to be sourced locally and explain how the project meets the local content objectives listed above. If you do not intend to use local content please explain why.

7. Project Budget, Cash Co-contribution and Leveraged Funding

* indicates a required field

Financial Audit

For projects requesting more than \$50,000 RED funding, audit costs must be included in the budget table.

The Financial Audit must be independent of the Grantee and undertaken by a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants.

7.1 Project Cash

Please detail project items to be funded through CASH contributions. Applicants should refer to Section 4 of the Guidelines to confirm items or activities that are ineligible for RED funding before completing this section.

Please attach quotes for all budget line items to justify funding requests. If funding has been secured from other sources please attach written evidence.

Note: Please enter whole dollars only.

Project Items	RED Grant Funds Requested (ex GST)	Applicant Contribution Cash (ex GST)	Other Funding Source/s (ex GST)	Name of Other Funding Source/s	Other Funding Source Entity Type	Other Funding Status	Date Decision Expected on Requested Funds	Quote Attached
include Audit					Predominant business		Must be a date.	

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Costs (if applicable)	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.		activity of the co-contributor			

7.2 Total Project Budget

This section is **AUTO CALCULATED** from the above table and amounts will be transposed to Section 3.1.

Total of RED Grant Funds requested (ex GST) A	Total of Own Organisation (ex GST) B	Total of Other Source/s (ex GST) C	TOTAL (A+B+C)
\$	\$	\$	\$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Quotes and Other Funding

Attached quotes and evidence of secured funding from other sources.

Attach a file:

7.3 Cash Flow

Cash flow requirements for project items should the project cover multiple financial years. Cash flow **MUST** match Total Project Cost in the table above.

Project Items	First Payment 2022/23 (ex GST)	Second Payment 2023/24 (ex GST)	TOTAL
	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

7.4 In-kind Contribution (non-cash)

Please detail any in-kind contributions

Use the table below to itemise project items funded through in-kind contributions.

Project item/s	Name of in-kind source	Estimated value
		Must be a dollar amount.

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		\$
		\$
		\$

7.5 Other RED Funding

Are you applying for RED Grant funding from more than one Regional Development Commission for this project? *

- Yes No

If yes, please advise which Commission/s and the amount being requested in each region. Please outline if the purpose of the funding is different across multiple regions.

Date of Application	Purpose of Funding	Amount	RDC Region	RDC Contact Person
Must be a date.		Must be a dollar amount.		
		\$		
		\$		
		\$		

7.6 Other Funding Programs

Has your organisation applied for, or been approved for funding for this project from any other State Government program? *

- Yes No

If yes, please provide details including the amount requested and the funding status.

Date of Application	Approved / Pending	Purpose of Funding	Amount	Name of Program	Contact Person
Must be a date.			Must be a dollar amount.		
			\$		
			\$		
			\$		

Outline the reason why State Government funding is sought for the project?

Why is Government funding required? Has a loan or equity funding been investigated for the project?

8. Project Planning and Governance

* indicates a required field

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Is the project ready to start if grant funding is approved? *

- Yes No

If No please contact the Peel Development Commission on 9535 4140 before proceeding with this application.

8.1 Approvals

Has detailed project planning been completed and necessary approvals obtained? *

- Yes No Not Applicable

If No, please advise status

If applicable please upload relevant documents (eg: lease agreement, licensing, concept designs, planning approval, tenure, etc)

Planning Documents (Optional)

Attach a file:

8.2 Timeline and Milestones

Please complete the project milestone table below. For complex projects please attach a separate project timeline (eg. Gantt Chart)

Milestone 1	Expected date of completion
<input type="text"/>	<input type="text"/>
Milestone 2	Expected date of completion
<input type="text"/>	<input type="text"/>
Milestone 3	Expected date of completion
<input type="text"/>	<input type="text"/>
Milestone 4	Expected date of completion
<input type="text"/>	<input type="text"/>
Milestone 5	Expected date of completion
<input type="text"/>	<input type="text"/>
Milestone 6	Expected date of completion
<input type="text"/>	<input type="text"/>

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Milestone 7

Expected date of completion

Project Timeline (Optional)

Attach a file:

8.3 Project Governance

How will your organisation ensure the project is managed responsibly? *

Who will manage the project and what qualifications, skills and experience do they have?

Upload qualifications (optional)

Attach a file:

How will operating and maintenance costs for the project be met beyond the funding period? *

For example, if the project creates two new jobs, or commissions new equipment, how does the organisation plan to sustain these jobs / cover maintenance costs?

8.4 Risk Assessment for your Project

Identify the risks associated with the Project (that the applicant can reasonably control or influence) and include issues that may prevent the Project progressing or that may hinder the achievement of the stated Project outcomes being achieved. Consider and explain the risk mitigation strategies that will minimise the effects of each stated risk.

Probability:

Low - Unlikely to occur during the project period and with little impact on the project

Medium - Possibility of occurrence and with some impact on the project

High - Very likely to occur during the project period and potentially impacting heavily

Please complete the Risk Assessment table below, or attach a copy of your Risk Management Plan to your application.

Risk Description	Risk Probability (Low, Medium or High)	Mitigation Strategy

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Risk Management Plan (Optional)

Attach a file:

Upload a copy of your Risk Management Plan

8.5 Financial Information

To enable the Commission to undertake a financial viability assessment of the organisation, please upload the following financial information

1. Financial statements verified by a Certified Practising Accountant, Chartered Accountant or Registered Auditor for the last two (2) years;
2. Current year-to-date financial information (income and expenditure statement and/or balance sheet)

Upload Financial Information

Attach a file:

Have you provided the information requested above? *

- Yes No

If No - please outline why

For example, business operating for less than 2 years / never had financial statements verified by CPA, Chartered Accountant or registered Auditor.

8.6 Liabilities

Please note, you may be required to provide documentation upon request relating to the following information.

Has the applicant or any of its senior office bearers been involved in any litigation or prosecution in the past three (3) years? *

- Yes No

If Yes - please provide explanation why any litigation or prosecution should not be considered relevant to this application

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

- Yes No

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If Yes - please provide details

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

- Yes No

If Yes - please provide details

Are there any future commitments or contingent liabilities that might materially affect the applicant in the delivery of the project or performance of the activity?

- Yes No

If Yes - please provide details

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

- Yes No

If Yes - please provide details

Is the applicant's business solvent? *

- Yes No

If No - please provide details

9. Application Checklist

* indicates a required field

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By submitting this Application, I acknowledge: *

- I have read the Guidelines and I acknowledge the eligibility criteria for funding.
- I have contacted the Peel Development Commission to discuss the project.
- Information provided in this application is to the best of my knowledge, accurate and complete.
- This Application is authorised by my organisation and includes the CEO/Chair signature.
- Audit costs are included in the budget and the nominated auditor is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants and is independent from the Grantee.
- The Regional Development Commission may request additional information from applicants.
- The Regional Development Commission is authorised to contact any persons or organisations in the assessment of the application and understand that information may be provided to other agencies, as appropriate.

Please ensure you have answered all the questions and provided relevant details where requested. Supporting documents are supplementary to your application.

This application includes all required attachments:

- Copy of Incorporation Certificate (if applicable)
- Copy of organisation's annual financial statements for the last two (2) financial years
- Quotes for all budget line items to justify funding request
- Written evidence of funding contributions from other sources

Upload supporting documents

Attach a file:

Applicants may upload additional attachments to their Application. (Maximum 25mb, recommended size no bigger than 5mb).

9.1 DECLARATION

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

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 applicant is successful, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I do hereby declare that all the information supplied in this application form for Royalties for Regions funding is, to the best of my knowledge, accurate and complete; that I have read and accept the requirements of the *Guidelines*, and that the Regional Development Commission to which this application has been submitted to will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

Name of Authorised Person *

Organisation Name

Position/Title *

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Name of Organisation (Legal Entity) *

Name of organisation as listed in official documentation such as ABR, ACNC or ATO.

Upload signature (optional)

Attach a file:

Once this form is submitted via SmartyGrants it will be deemed as authorised by the above signatory.

Dated *

Must be a date.

9.2 Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process

Please provide us with your suggestions about any improvements to the application process and/or application form that you think we need to consider.

You can also email your feedback to grantsupport@dpird.wa.gov.au.

9.3 Submit your application

Please move to the next page and click Submit to complete your application.

You will receive an email to confirm your submission has been received. If you do not receive an email please check your junk email folder. Please keep a record of your submission number.

To view your submission at any time, please go to <https://agric.smartygrants.com.au/applicant/login>, enter your email address and password then click Log In.

Once you are logged in click on the My Submissions link near the top of the page.

NOTE: You may download a PDF of your applications prior to submission.

Thank you for your application!