Australian Government

Department of Industry, Science and Resources

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

Sample application form

Regional Precincts and Partnerships Program - Stream 1: Precinct development and planning

Version [Date issued]

This document shows the questions included in the online application form for this grant 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 red asterisk * indicates a mandatory question. 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.

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 the 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)
- Indigenous Corporation Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

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 - Regional Precincts and Partnerships Program - Precinct Development and Planning
- Field 2 select - Regional Precincts and Partnerships Program - Precinct Development and Planning

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

This grant opportunity will run over 3 years from 2023-24 to 2025-26.

The grant opportunity was announced as part of the October 2022-23 Budget. Up to $80 million is available for this grant opportunity

The objectives of the program are to:

- facilitate place-based approaches to planning, characterised by collaborative partnerships engaging in shared design, stewardship and accountability of planned outcomes
- provide targeted benefits related to productivity, equity, and resilience for the people of regional, rural or remote Australia
- support community priorities for regional, rural or remote cities and areas
- reflect the Government's approach to regional investment as outlined under the Regional Investment Framework.

The objective of the grant opportunity is to activate partnerships to jointly deliver precinct plans.

The maximum grant amount is $5 million and the minimum is $500,000.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) 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 an application at any time over the life of the grant opportunity.

B. Eligibility

We will ask you the following questions to establish your eligibility for the regional Precinct and Partnership Program – Stream One: Precinct development and planning grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is. *
    - an Australian State or Territory government agency or body
    - an Australian local government agency or body as defined in section 14 of the guidelines
    - an incorporated not-for-profit organisation
    - a Regional University as defined in section 14 of the guidelines
    - none of the above

If you are a not-for-profit organisation, you must demonstrate your not-for-profit status through one of the following:

- *Current Australian Charities and Not-for-profits Commission's (ACNC) Registration*
- *State or territory incorporated association status*
- *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.

- 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
    - a state or territory government agency or body
    - a regional university
    - none of the above

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

- What type of registration do you have? *
    - An Australian Business Number (ABN)
    - ORIC registration
    - none of the above

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

- Will you deliver the project in an eligible regional, rural or remote location, delineated as entirely outside the Australian Bureau of Statistics' Greater Capital City Statistical Areas (GCCSA)? *
    - Yes
    - No

Eligible locations can be identified with the [mapping tool](#)

You must answer yes to proceed to next question.

- Do you have authority or are you close to having authority for use of the land or infrastructure required to undertake the project at the nominated site? *
  - Yes
  - No

You must provide confirmation later in the form.

You must answer yes to proceed to next question.

- Can you identify the intended project partner/s that form your partnership supported with a proposed governance structure for your precinct? *
  - Yes
  - No

You must answer yes to proceed to next question.

- Can you provide evidence that the relevant State or Territory government or body have been invited to participate in the partnership? *
  - Yes
  - No

You must attach this evidence later in the form.

You must answer yes to proceed to next question.

- Can you provide evidence that the relevant local government agency or body has been invited to participate in the partnership? *
  - Yes
  - No

You must attach this evidence later in the form.

You must answer yes to proceed to next question.

- Can you provide evidence that the relevant Regional Development Australia (RDA) committee has been contacted to seek their support for the concept of the precinct? *
  - Yes
  - No

You must attach this evidence later in the form.

You must answer yes to proceed to next question.

- Can you provide evidence that the relevant Traditional Owners/First Nations groups for the area have been contacted to seek their support for the concept of the precinct? *
  - Yes
  - No

You must attach this evidence later in the form.

You must answer yes to proceed to next question.

C. Applicant address
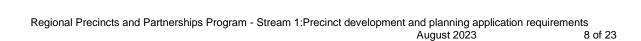
C.1. Applicant street address

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. About your organisation

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

D.1. Latest financial year figures

All values must be whole numbers. For example

6.5 months should be presented as 7 months

$2 million should be presented as $2,000,000

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

You must provide the following financial information about the applicant organisation for the financial year you have entered above.

Values must be that of the entity applying (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering $0 is acceptable if applicable for your organisation.

- Sales revenue (turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statement (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's Business Activity Statement (BAS).

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humankind, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per your organisation's income tax return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing your organisation. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by your organisation under a commercial contract (rather than an employment contract) to provide employee-like services on site.

D.2. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification (ANZSIC).

▪ your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

D.3.   Indigenous organisation

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.

E.   Project information

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

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

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

E.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.

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 it will benefit your region.

E.2.   Detailed project description and key activities

This information will be included in your grant 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.

E.3.   Project outcomes

This information will be included in your grant 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.

E.4.   Project duration

If you are successful we expect you will be able to commence your project within 3 months of receiving the offer of grant funding.

Your project cannot start before 1 November 2023.

Your project must be completed by 31 March 2026.

- Estimated project start date
- Estimated project end date
- Estimated project length (in months)

Your project can be no longer than 28 months.

E.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 between the project start and end dates. You can include up to a maximum of 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

E.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.

A project site 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

E.7. Project geolocation

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

The latitude and longitude must be in numeric format. You must provide a geolocation for each project location identified.

Project site name

Project site address latitude

The latitude must be expressed in numeric format. For example, the latitude of Alice Springs is -23.6980.

Valid latitude ranges are -9.00000 to -44.000000

Project site address longitude

The longitude must be expressed in numeric format. For example, the longitude of Alice Springs is 133.8807. Valid longitude ranges are 112.00000 to 154.000000

Project site address remoteness classification

The criteria for the remoteness classification is based on the Australian Bureau of Statistics Remoteness Structure under the Australian Statistical Geography Standard. Your project must be located in an eligible regional, rural or remote location, delineated as entirely outside the Australian Bureau of Statistics' Greater Capital City Statistical Areas (GCCSA).

E.8. ORIC registration number (if applicable)

ORIC number

You must provide your ORIC registration number if you do not have an ABN.

F. Project budget

F.1. Project budget summary

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

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is $500,000.

You must attach a detailed project budget later in the application form.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Labour expenditure		$
		2023/24	$
		2024/25	$
		2025/26	$
	Labour On-costs		$
		2023/24	$
		2024/25	$
		2025/26	$
	Contract expenditure		$
		2023/24	$
		2024/25	$
		2025/26	$
	Partnership establishment and operation costs		$
		2023/24	$
		2024/25	$
		2025/26	$
	Travel expenditure		$
		2023/24	$
		2024/25	$

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Type of expenditure	Head of expenditure	Financial Year	Cost
		2025/26	$
	Other eligible expenditure		$
		2023/24	$
		2024/25	$
		2025/26	$
Total			$

Provide details of "Other eligible expenditure". (750 characters)

F.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:

- *grant amount sought*
- *your contribution*
- *other contributions as allowed in the grant opportunity guidelines.*

F.3.   Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

The minimum grant amount under this grant opportunity is $500,000. The maximum grant amount under this grant opportunity is $5 million.

F.4.   Contributions

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

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- o *Your contribution*
- o *Other non-Commonwealth government grants*
- o *Other non-government contribution*

- Value of contribution
- Date due 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.

G. Assessment criteria

You must address all assessment criteria in your application. The Independent Expert Panel (the Panel) will assess your application based on the weighting given to each criterion. Only applications which score at least 50 per cent against each assessment criterion will be considered for award of grant 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.

G.1. Assessment criterion 1 (35 points)

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

Project alignment with program objectives and Australian Government priorities

You should demonstrate this through identifying how your proposal:

a. aligns with regional plans, community priorities and other regional investment strategies and activities

b. supports a place-based approach to planning, including better integration of land use and regional development and/or renewal

c. provides economic opportunities, and enhances productivity, equity and resilience

d. considers and/or measures climate and energy impacts such as disaster risk, emissions reduction, biodiversity, decarbonisation, circular economies, energy and water efficiency

e. contributes to the achievement of Australian Government policy priorities and program objectives, including but not limited to Closing the Gab, transition to a net zero economy, Australia's emission reduction goals, social and affordable housing and National Cultural Policy, relative to the type of project being considered.

G.2. Assessment criterion 2 (35 points)

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

Project Need

You should demonstrate this through identifying:

a. how your proposal will address an existing public infrastructure gap and how the precinct will deliver improvements and public benefits across the region

b. evidence as to why investment in the proposal is needed, including any barriers preventing investment to date

c. rationale for the infrastructure elements you are considering for inclusion in the precinct and how these link together to effectively create the precinct as a place with a purpose.

G.3. Assessment criterion 3 (20 points)

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

Community engagement, collaboration, and partnership

You should demonstrate this through identifying:

a. how your precinct development and planning process intends to engage with the local community, draw upon local knowledge and information, and identify and leverage opportunities and address challenges within your region

b. how you and your partnership will work together to achieve the project based on the values of shared design, stewardship and accountability of planned outcomes

c. the proposed governance arrangements of the partnership and how they will support, enhance or achieve community engagement, and collaboration for the project

d. how First Nations groups could be involved in the design and planning phase to help shape the proposal and influence a stronger outcome that incorporates First Nations experiences, culture and design.

G.4. Assessment criterion 4 (10 points)

Your response is limited to 2500 characters including spaces and does not support formatting.

Capacity, capability and resources to deliver a sound precinct proposal

You should demonstrate this by providing evidence of:

a. your ability to undertake or manage the development of project proposals, including your track record of managing similar projects and your access to personnel with the right skills and experience

b. your proven ability to manage and monitor timeframes, consultation processes, budget and risk management

c. a resource plan that includes how the project will be supported and the cost of that resourcing

d. any contributions you or your partners will be providing that would help to strengthen the delivery of the project. Contributions can be non-monetary.

H. Project partners

You must provide details about your proposed project partners.

For details about project partners refer to the grant opportunity guidelines.

You must provide

- Name of entity
- Australian Business Number (ABN)
- Business address

I. Bank account details

I.1. Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

I.2. Account details

Account name

BSB

Account number

I.3. Payment contact

Given name

Family name

Email address

Phone number

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 grant opportunity 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

You must attach the following supporting documentation. You should only attach documents we have requested or you have referred to in your application.

The total of all attachments cannot exceed 20 MB.

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.

▪ a project plan or preliminary project outline *

You do not need to provide a business plan for the precinct but do need to outline how you will approach partners and consult with the community to develop a shared goal for the precinct

▪ a project budget *

Include categories as listed in the guidelines

▪ confirmation of authority for use of the land or infrastructure at the proposed site *

You must attach evidence of authority, or, if authority is not available, you should provide details of steps that have been taken to obtain authority

▪ evidence to support your intended partnership *

Provide evidence of support from your intended project partners

eg letters or emails

▪ a proposed governance structure for your precinct partnership *

Outline the proposed roles and responsibilities of the intended partners

▪ evidence of support from local community and business as relevant *

Attach documents such as emails, letters or meeting minutes supporting the proposed precinct and/or partnership

▪ evidence that State/Territory and local governments have been invited to participate *

Include letters or emails that have been sent to or from these groups

- evidence that the relevant RDA committee has been contacted to seek their support *

Include letters or emails that have been sent to or from these groups

- evidence that the relevant First Nations groups have been contacted to seek their support *

Include letters or emails that have been sent to or from these groups.

- evidence of your not-for-profit status (where required)

- detailed evidence that supports assessment criteria responses (including a resource plan)

Include relevant pages of documents only

- trust deed (where applicable).

If the applicant is a trust, include the trust deed outlining the trustee and their responsibilities

J.3.   Program feedback

How did you hear about the grant opportunity? *

You may select from a drop-down menu.

Did you read the grant opportunity guidelines? *

You may 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 a grant? *

You may 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. Primary contact

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.

If this application is successful, the primary contact will also need to nominate an authorised signatory to accept an agreement with the Commonwealth. The primary contact will not be able to accept an agreement unless they invite themselves to be the authorised signatory as well.

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

L.   Application declaration

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

L.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 Public Data Policy Statement
- Commonwealth Grants Rules and Guidelines
- grant 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 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 grant opportunity 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.

L.2.   Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, 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.