

COPY OF NSRF ROUND THREE APPLICATION QUESTIONS

* ALL APPLICATIONS MUST BE SUBMITTED VIA THE GMS PORTAL ONLINE APPLICATION FORM WHICH WILL BE AVAILABLE ONCE ROUND THREE OPENS ON 15 JANUARY 2016

[Regional Development Australia \(RDA\) Committees](#) are available to provide assistance to applicants.

1. RDA assistance check

Did you consult with your local RDA Committee regarding this application?

2. Eligibility Check

Before proceeding, confirm that you meet each of the following eligibility criteria by ticking all checkboxes

To be eligible you must:

- be an eligible applicant (see 4.2 and 4.3 of the NSRF Round 3 Guidelines);
- be for an eligible project (see 4.4 and 4.5 of the NSRF Round 3 Guidelines);
- seek a grant of at least \$20,000 and up to a maximum of \$10 million;
- contribute partner funding to match the NSRF grant in cash on at least a dollar for dollar basis. Applicants classified as remote and very remote must contribute at least one dollar for every three dollars of NSRF grant funding sought;

For example: the total cash project value is \$2 million the applicant would have to co-fund at least \$1 million in cash unless the applicant and project are in a remote or very remote location, in which case they would have to contribute \$500,000 in cash co-funding.

- provide evidence confirming all partner funding;
- complete the NSRF funded component of the project on or before 31 December 2019;
- deliver an economic benefit to the region beyond the period of construction; and
- submit a completed application by 5pm applicant's local time, 15 March 2016.

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3. Are you a remote or very remote applicant?

- No
- Yes – specify your State and remote or very remote applicant Location.

State:

Location:

4. Contact Person within the Applicant organisation regarding the Project (for example, the Project Manager)

5. Are you applying as:

- A sole applicant
- The lead organisation of a consortium – please add evidence of Consortium Organisation Details in the Documents Dropbox at Question 33 and provide details of the consortium organisations in the table below (Only fill in if part of a consortium).

6. Project Title

Project definition: The component for which funding is being sought in this application.

Project Title format: Begin your title with Upgrade, Enhancement, Extension, Redevelopment or Construction of, to reflect your project activity.

For example: Upgrade the Regional Airport at Smalltown (using the preferred format of activity – infrastructure – location as per this example).

Please provide a Project Title:
Maximum 50 characters.

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7. Brief Description of the Project Outcome

Outcome definition: what the project expects to achieve through implementation.

For example: The project will upgrade/enhance/extend/construct/redevelop the Airport to increase visitor numbers and facilitate trade.

Please provide a brief overview description of the Project outcome, to be used in media releases, launches and other promotion documents:

Maximum 700 characters.

8. Output(s) of the Project

Output(s) definition: The individual items delivered on completion of the project.

For example: The outputs for the project consist of:

- Extension and upgrade of the existing airport terminal;
- 1 km extension to runway;
- Installation of 25 new runway lights and associated upgrade of electrical infrastructure;
- Construction of a new 50 space carpark; and
- Extension of the terminal apron.'

Please describe the Output(s) of the Project:

Maximum 1500 characters

9. Please provide the following dates

Note:The NSRF Project must be completed by 31 December 2019 and funding will not extend beyond the 2019-20 Financial Year.

Estimated or actual construction start date of the Project that NSRF funding will be used for:

Estimated or actual construction finish date of the Project:

10. Please provide estimates of the full-time equivalent employment (FTE) numbers generated as a result of the Project (Note: The figures entered here should be consistent with your application and evidence)

Note: An FTE of 1.0 is equivalent to a full-time worker of approximately 40 hours per week, while an FTE of 0.5 signals half of a full work load.

For example: You have three employees and they work 50 hours, 40 hours, and 10 hours per week – totaling 100 hours. Assuming a full-time employee works 40 hours per week, your full time equivalent calculation is 100 hours divided by 40 hours which equals 2.5 FTE.

FTE during construction:

FTE post construction:

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11. Please indicate the current stage of development in relation to the progress of your Project

- The project is in early development: designs are being sought/in development and costings are being sought or are initial estimates.
- The project is in preliminary design: designs are under consideration and costings are initial estimates.
- The project is in final design: plans are agreed detailed quotes or independent costings have been received and a detailed project delivery schedule has been developed.

Please upload details of designs, costings, and project delivery schedule (if available) in the Document Dropbox at Question 33. These can be individual documents or part of your Project Management Plan, Business Case or other supporting documentation.

12. Does the project require any licenses or approvals before it can commence (i.e. Cultural Heritage, Native Title, Development Approvals, Rezoning, Environmental Impact Statement, Local Environmental Plan etc)

- No: Provide justification and evidence to show that licenses or approvals are not required in the field below.
- Yes: Please give details below - if approvals are required and have not been sought, applicant must provide a date when they will apply and when they expected the approval to be given.

Name of Permit	Licence/ Approval Type	Current Status of Approval	Expected Issue Date	If issued, expiry date	Issuing Authority Name

Note: All approvals required to commence the project will need to be finalised within six months of signing a Funding Agreement.

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13. Is this project part of a larger 'Programme of Works'?

Note: 'Programme of Works' refers to a schedule of capital infrastructure development or additional stages of works, as outlined in a master plan or similar.

No

Yes – please add details in the text box below, provide the estimated date of completion for the 'Programme of Work' and upload supporting evidence in the Document Dropbox at Question 33 as an 'Other document'.

Your application will be assessed on the economic benefits coming directly from the implementation of the project for which NSRF funding is requested. Economic benefits claimed as a result of a larger project which is enabled by the implementation of the NSRF funded project is not essential for assessment of your project.

14. Is your project in a remote or very remote location?

No

Yes – specify your State and remote or very remote project Location.

State:

Location:

15. What is the physical address of the Project you are applying for?

Please upload location details in the table below. If the Project is across multiple sites please upload the details of these additional locations after completing details of the Primary Project Location.

Note: Nominating a single Primary Project Location is required for Departmental reporting purposes. If your project has multiple locations it is recommended the central point is made the Primary Project Location.

Latitude and Longitude digital-values can be obtained from Google maps (<https://www.google.com.au/maps>) and right clicking on the location, selecting 'What's here'. The latitude and longitude will then be given at the top of the screen e.g Latitude: -35.308333 and Longitude: 149.124265 (digital format only to 6 decimal places).

For each location please attach a satellite image or map that shows the geographic location(s) of the Project in the Document Dropbox at question 33 as an 'Other document'.

Note: the Department will not accept hyperlinks to websites.

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16. Is the commencement of the Project dependent on the completion of any other works?

No

Yes – please provide details of the works and their potential impact on the delivery of the Project in the Document Dropbox at Question 33 as an 'Other document'.

Note: Financial tab fields are automatically formatted for currency figures.

17. What is the total cost of the Project excluding in-kind contributions (GST exclusive)? Please enter the figures without using \$ signs or commas

18. What is the total cost of the Programme of Works (GST exclusive)? Please enter the figures without using \$ signs or commas

Including in-kind contributions:

Excluding in-kind contributions:

Note: You do not need to complete this Question if you answered 'No' at Question 13.

19. How much NSRF funding are you applying for (GST exclusive)? Please enter the figures without using \$ signs or commas

20. Please add budget items amounts for the project by selecting 'Add budget line item'

Note: Please enter the figures without using \$ signs or commas. After filling in budget item details select 'Update' and then 'Save'. The budget item will then be displayed in a budget table and additional budget items can be added by selecting 'Add budget line item'. The budget line items should provide details about the Outputs specified at Question 6.

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21. Please provide Partner Funding details including in-kind contributions

Upload Partner Funding Details:

Note: Partner Funding is defined as all contributions except the requested NSRF funding amount at Question 19.

It is an eligibility requirement that you provide evidence that all Partner Funding is confirmed.

The Partner Funding cash amount must be equal to or greater than the requested NSRF cash amount at Question 19 if you and your Project are NOT in a remote or very remote location.

If you and your project are in a remote or very remote location, as you nominated at Question 3 and Question 14, then you must contribute at least one dollar cash for every three dollars of NSRF grant funding sought.

Upload evidence (cash and in-kind) of Partner Funding in the Document Dropbox at Question 33 for each Funding Partner listed in Partner Funding Table including applicant contributions. This is a mandatory requirement and is outlined in the NSRF Guidelines Separate evidence of Partner Funding is not required if the applicant is making an 'Own Contribution'.

Evidence to confirm in-kind contributions should include the amount of the contribution with details of how this value was derived.

22. Have you previously undertaken projects of a similar size or scale to the Project in this application?

- No
- Yes

Note: Not For Profits must upload the following documents to the Document Dropbox at Question 33:

- Audited Financial Statements for two of the three most recent consecutive years signed by a qualified auditor; and one or more of the following:
- Current Australian Charities and Not-for-profits Commission's (ACNC) Registration; and/or
- Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.

23. Do you have contingency arrangements in place to cover any cost overruns or any of your funding partners fail to make their contribution?

- No
- Yes - please give evidence of contingency in the Document Dropdox at Question 33.

If yes, please provide details of contingency arrangements:
Maximum 1500 characters.

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24. Have the cost estimates for the Project been independently assessed?

- No
- Yes - please upload evidence of the assessment, including details of the organisation that assessed your cost estimates in the Document Dropbox at Question 33.

25. Have the ongoing costs for which you will be responsible once the Project is completed (such as operational costs, maintenance, public liability and employment) been budgeted for?

Note: NSRF funding cannot be used for ongoing costs.

- No - please provide comments below.

If no, please provide reasons for not budgeting for ongoing costs:
Maximum 300 characters.

- Yes, please upload evidence in the Document Dropbox at Question 33. Evidence requirements vary according to the size of the project and the size of the NSRF funding being sought. Please refer to the NSRF Guidelines.

26. Has anyone involved in managing the Project been bankrupt or convicted of fraudulent or criminal activities?

- No
- Yes, please upload details in the Document Dropbox at Question 33 as an 'Other document'.

27. In the past two years has the Applicant (or a consortium member, if applicable) been involved in any legal proceedings that will impact on the Project?

- No
- Yes, please upload details in the Document Dropbox at Question 33 as an 'Other document'.

28. Please provide a summary of the Applicant's financial details for two of the three most recent consecutive financial years in the table below. Please enter the figures without using \$ signs or commas

Upload the Applicant's audited financial statements in the Document Dropbox at Question 33. The statements must include the auditor's statement and signature.

Note: Ensure that the figures are accurately transcribed into the table below with the most recent figures in the first column and match the audited financial statements uploaded in the Document Dropbox at Question 33.

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NOTE: For Questions 29 to 32 (inclusive)

Your application will be appraised against the following Assessment Criteria. Applicants are advised to present a strong case against each of the Assessment Criteria, with all claims supported by evidence and to note the following:

- Make sure you press the 'Save' button regularly to prevent the online application form access timing out as this will result in unsaved work being lost.
 - If you intend to save responses in a word document and then copy across to the GMS Portal it is important to ensure plain text is only transferred because word document formatting may cut words off when information is pasted into the GMS Portal.
 - Responses to the Assessment Criteria must be completed in the application form;
 - Responses to the Assessment Criteria must be concise and are limited to 5000 characters (including spaces) per Assessment Criterion field;
 - Any response to the Assessment Criteria beyond 5000 characters (including spaces) will not be assessed; and
- Supporting documentation at Question 33 should provide evidence in support of the claims against the Assessment Criteria, rather than expand on your response in the Assessment Criteria fields.

29. Assessment Criterion 1: the extent to which the Project contributes to economic growth in the region

30. Assessment Criterion 2: the extent to which the Project addresses disadvantage in a region

31. Assessment Criterion 3: the extent to which the Project increases investment and builds partnerships in the region

32. Assessment Criterion 4: the extent to which the Project and Applicant are viable and sustainable

33. Please upload all required supporting and other documents

- If you are a Not For Profit organisation please provide your constitution or other governance documents to assist the Department to confirm your Not For Profit status.
- Each document must be under 15 megabytes and have a file name less than 45 characters (including special characters, spaces and the file extension) to be uploaded.
- In addition to the required documents, you may upload a further 20 'Other documents' from the drop down menu to support your application in the Document Dropdox at Question 33.
- If you refer to a document in multiple Assessment Criteria only one document should be uploaded.
- All documents will be referred to and considered in the assessment process.
- Documents that are password protected or cannot be accessed will not be considered. Make sure documents are in Word, PDF, GIF, TIF, JPEG or Excel format to ensure they can be opened by the Assessment Centre.
- Documents should be referenced using the naming convention shown below:
if your application number is NSRF12330 then you would use the following convention for naming a

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Project Location document:

Project Location document file name = NSRF12330_Project_Location.doc