



Australian Government

Department of Infrastructure, Transport,
Regional Development and Communications

Community Development Grants Programme Request for Information

Before you begin

The Department is asking for information about your project proposal so that we may commence developing a Funding Agreement should the Australian Government decide to approve funding for the project. Missing or unclear information may delay the funding approval and the development of the Funding Agreement.

Please note that information requested in this document may be provided to relevant Commonwealth, State and/or local government agencies, organisations and individuals, including those you identify in this proposal. The purpose of this process is to substantiate your claims and/or statements, and to verify the capacity of your organisation to manage Australian Government funds and deliver the project. It will also seek comment on the viability of the proposal and, if appropriate, identify if the proposal is eligible for funding through an alternative funding stream.

Information relating to individuals will be protected under the Privacy Act 1988. Requests for access to such information, where rejected by grantees, will be dealt with under the provisions of the Freedom of Information Act 1982.

You will need to complete this Request for Information and submit with required supporting documentation to support your application. All questions are mandatory unless marked.

This information enables the Department to undertake a value with relevant money assessment and provide advice to the Minister prior to an Agreement being negotiated and funding being released. The Department will contact grantees if further information is required.

Should you have any questions on how to answer any part of the Request for Information please submit your query to: cdg@infrastructure.gov.au

How do I submit my Request for Information?

Complete and submit this form and the necessary support documents via email to: cdg@infrastructure.gov.au as soon as possible. If your response includes large documents please email to make arrangements to transfer these documents electronically.

Part A

Organisation Details

1. Organisation details

Legal name: ABN:

Trading name: ACN:

GST Status: Registered Not registered

2. What is your Business Structure?

Local Government Incorporated Association Sole Trader Partnership

Company Trust* Other (please specify):

*Must provide copy of Trust Deed

3. Bank Details

Provide details of the bank account where the project funding will be deposited

Bank name: BSB:

Account name: Account Number:

4. Physical (registered) address of Organisation

Street Address:

Suburb/Town: State/Territory:

Postcode:

Organisation Email:

Organisation Website:

5. Postal address of Organisation

Postal Address:

Suburb/Town: State/Territory:

Postcode:

6. Authorised Person Contact Details (e.g. CEO or the person authorised to sign Deed of Agreements)

Title: First Name: Surname Name:

Position: Email address:

Phone (W): Phone (M):

7. Project Manager Contact Details (e.g. the person who will lead the implementation of the project)

Title: First Name: Surname Name:

Position: Email address:

Phone (W): Phone (M):

Additional details (relevant to the project; qualifications, experience, and professional memberships; if applicable):

8. Key Personnel (within the Organisation who will be involved in the project delivery, other than the authorised person or project manager)

Title: First Name: Surname Name:

Position: Email address:

Phone (W): Phone (M):

Additional details (relevant to the project; qualifications, experience, and professional memberships; if applicable):

9. Within the last five (5) years, has the Organisation been subject to an event such as a Government investigation, liquidation, litigation or significant change of financial position?

Yes No

If yes, please note which of the following events occurred and provide details below.

Government Investigation (Organisation or related entities)

Litigation or liquidation proceedings

Significant (adverse) change of financial position not reflected in Financial Statements provided

Other particulars likely to adversely affect your capacity to undertake this project (provide details below)

Part B

Project Details

10. Project Title — Use the title from the confirmation of the election commitment. If proposing an alternative project title, provide reason/s why.

11. Project location — If a street number is not known, please provide the Lot number.

Street Address:

Suburb/Town:

State/Territory:

Postcode:

Latitude:

Longitude:

What is the name of the [Traditional Custodians](#) of the land in which the project address is located:

12. Detailed Project description (Note: project benefits are to be included at Q14)

Example 1: construction of sport precinct including two Rugby League fields, six netball courts and amenities block including change rooms, public facilities, meeting rooms and cafeteria; upgrade of swimming pool to include new grandstand and children's waterpark

Example 2: installation of lighting at sports field including purchase and installation of four poles and footings, 16 x 15000W MZ lights and 16 shields and upgrade of existing power supply on site.)

[Maximum of 150 words]

13. If the Community Development Grants (CDG) funded project is part of a larger project, provide details below (i.e. CDG is funding one stage of a multi-stage project)

14. Detail/list the economic and community benefits of the proposal (and the larger project if applicable), and how it contributes to programme outcomes. The intended outcomes of the program are:

- To construct and/or upgrade facilities to provide long term improvements in social and economic viability of local communities.
- To create jobs in the delivery of projects and ongoing use of the infrastructure.
- To improve social amenity, increased health, wellbeing and social cohesion by utilisation of the infrastructure by community groups.

Economic Benefits [Maximum of 100 words]

Community Benefits [Maximum of 100 words]

15. How do you propose to measure the economic and/or social benefit outcomes which will be achieved as a result of the completed project? [Maximum of 100 words]

16. Has your organisation prepared a Business Case/Plan, or undertaken a Feasibility Study, Market Research or Community Consultation process within the last two years in relation to this project?

Yes No

If Yes, please provide details below. If documents have been developed, please supply as evidence with your proposal.

22. Provide information on at least three projects your organisation has managed in the past five years which have received funds from either the Commonwealth, state government or local government authority (local government authority funded projects do not apply for applicants who are a local government authority)

Jurisdiction and managing Department name	Project Name	Funding Amount

Part C

Financial Details

23. What is the total project cost? (Use GST exclusive amounts) \$
24. What is the amount of funding committed by the Australian Government? (Use GST exclusive amounts) \$
25. Partner funding. Complete the table with details of all confirmed funding to this project, and the status of the funding.

Partner name	ABN	Amount (GST Exclusive)	Cash/In Kind	Received, Confirmed to be confirmed

26. Provide details of the arrangements in place to provide for any cost overruns or funding shortfalls on your proposed project.
27. Have you completed a tender/procurement process and appointed a preferred contractor or do you have a cost estimate which has been independently developed/assessed? Yes No
If Yes, please provide details below
28. Are there any parts of the project that have already commenced? Yes No
If Yes, please provide details below

29. **Budget Table** — This is a summary of either the contracted Budget or quantity surveyor cost estimate, see cost items * and ** below

Cost Item	Description of Cost Item	\$Total Estimated Cost (GST Exclusive)

Cost Items*

Planning/Design	Consultants/Contractors	Construction/Fit-out	Project Management
Research and Development	Materials	Plant/Equipment Hire	Training
Plant/Equipment Purchase	Marketing/Promotion	Government Approvals	Legal/Accounting
Operating Costs (e.g. rent, computers, etc.)	Wages, salary and superannuation		Other costs

Notes**

- Evidence of these costs are to be provided as a required supporting document (e.g. cost estimate, quotes, market comparisons, valuations, contracted cost, etc.).
- Australian Government Funding will not be provided for ongoing operation and maintenance costs or for salaries for existing staff members of the funding grantee organisation.

Required Supporting Information

- Audited financial statements for the last two (2) years (only required for projects with a total project cost over \$80,000);
- Cash flow forecasts for the next five (5) years (only required for projects with a total project cost in excess of \$1.5 million for state or local government authorities or \$1 million for other organisations);
- Business Plan and/or Feasibility Study (if applicable);
- Project Management Plan (if applicable);
- Market research/community consultation (if applicable)
- Asset Operations Management Plan (if applicable);
- Confirmation of partnership funding including evidence of bank borrowings (if applicable);
- Evidence of third-party leasing arrangements (if applicable);
- Designs;
- Cost estimate or contracted cost
- Any other documents that may assist with the assessment of the application may be provided as separate documents and listed here:

Legal Authorisation

I, <full name of Authorised Officer>
as <position/title>
of <organisation name>

<postal address>

Confirm that:

- I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
- I have read and understood the Programme Guidelines (available on the Department's website)
- The information provided in this form and all appended documents is complete and correct. I understand that information provided in this Request for Information will form the basis of the funding agreement and that giving false or misleading information is a serious offence.
- The Department of Infrastructure, Transport, Regional Development and Communications (the Department) is authorised to undertake the necessary steps to assess the proposal from my organisation by checking the information provided in this proposal, or by obtaining additional information from:
 - Departmental databases and records, including information related to previous funding provided to my organisation;
 - Other Australian Government agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission;
 - State, Territory or Local Government agencies;
 - Law enforcement agencies;
 - Credit reference agencies;
 - Courts or Tribunals; and
 - Any other appropriate organisation, information source or person as reasonably required to perform background checks.
- I agree that the Department may arrange for an Independent Viability Assessment (IVA) of my project by an external adviser or consultant to the Department. Where applicable, the Department may request a yearly breakdown of costs for on-going operational and maintenance of the complete project for a minimum of five (5) years.
- To the best of my knowledge, I have disclosed (Part A Declaration of Conflict of Interest) all actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this *Request for Information* or from entering into a Funding Agreement with the Australian Government to deliver a project which relates to this *Request for Information*.

Signature of Authorised Officer

Date (dd/mm/yyyy):

Declaration of Conflict of Interest

Please complete either Part I or Part II of the Declaration of Conflict of Interest

Part I – No Known Conflict

I _____ confirm that at the time of signing, to the best of my knowledge I am unaware of any actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this *Request for Information* or from entering into a Funding Agreement with the Australian Government to deliver a project which relates to this *Request for Information*.

I undertake that if at any time I become aware that I, or any other employees or persons associated with the _____ have an actual, apparent or potential conflict of interest, then I will:

- a. Immediately notify the Department of Infrastructure, Transport, Regional Development and Communications in writing of that Conflict and of the steps the propose to take to resolve or otherwise deal with the Conflict;
- b. Make full disclosure to the Department of Infrastructure, Transport, Regional Development and Communications of all relevant information relating to the Conflict; and
- c. Take such steps as the Department of Infrastructure, Transport, Regional Development and Communications may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the Department of any actual, apparent or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Transport, Regional Development and Communications may seek to terminate any Funding Agreement established in relation to a project which relates to this *Request for Information*.

Signature

Signature of Witness

Name (printed):

Name of witness(printed):

Date (dd/mm/yyyy):

Date (dd/mm/yyyy):

Declaration of Conflict of Interest

Part II – Disclosure of Interest

I disclose the following interests:

I undertake that if at any time I have an actual, apparent or potential conflict of interest, then I will:

- a. immediately notify the Department of Infrastructure, Transport, Regional Development and Communications in writing of that Conflict and of the steps the propose to take to resolve or otherwise deal with the Conflict;
- b. make full disclosure to the Department Infrastructure, Transport, Regional Development and Communications of all relevant information relating to the Conflict; and
- c. take such steps as the Department of Infrastructure, Transport, Regional Development and Communications may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the Department of Infrastructure, Transport, Regional Development and Communications of any actual, apparent or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Transport, Regional Development and Communications may seek to terminate any Funding Agreement established in relation to a project which relates to this *Request for Information*.

Signature

Signature of Witness

Name (printed):

Name of witness(printed):

Date (dd/mm/yyyy):

Date (dd/mm/yyyy):

Any information disclosed in this form will only be used by the Australian Government for the purposes of assessing CDG proposals and will be maintained in accordance with the Privacy Act 1988.

Statement of Compliance

I make the following statement for the benefit of the Department of Infrastructure, Transport, Regional Development and Communications:

Having made diligent inquiries, I have reasonable grounds to believe the organisation itself, and staff working with children on behalf of my organisation in relation to the Department of Infrastructure, Transport, Regional Development and Communications grant activity:

- comply with relevant legislation relating to requirements for working with children in the jurisdiction in which they work; and
- have complied with relevant legislation in their jurisdictions relating to mandatory reporting or suspected child abuse and neglect as required or otherwise defined by state or territory legislation.

I undertake to ensure that all staff will continue to comply for the duration of any grant agreement hold with the Department of Infrastructure, Transport, Regional Development and Communications.

Signature

Name (printed):

Date (dd/mm/yyyy):