



Priority Community Infrastructure Program - Application Form

ABOUT THE PRIORITY COMMUNITY INFRASTRUCTURE PROGRAM

The Priority Community Infrastructure Program (PCIP) delivers the Government's 2022 election commitments for community infrastructure and eligible Community Development Grants Programme commitments announced by the former Government during the 2022 Pre-Election Fiscal and Economic Outlook with funding over \$5 million, and selected commitments under \$5 million.

The program is a one-off, closed, non-competitive grants program. Your project has been identified to receive grant funding. An application is required for this program as funding cannot be provided to ineligible entities or for ineligible activities.

The PCIP program will run over 5 financial years from 2022-23 to 2026-27 and has been designed to achieve the following outcomes:

- Enhance community infrastructure;
- improve equity outcomes and social inclusion; and
- encourage communities to thrive, economically and socially.

Whilst the Australian Government has made a commitment of funding to your project, funds are public monies and relevant legislation applies. As such, the department has an obligation for funding to be assessed against value for money principles, prior to funding decisions being made.

Completing this form

You must read the [Grant Opportunity Guidelines](#) prior to submitting your application.

We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

Your application must be received no later than six (6) months from the date you receive the invitation to apply.

You will need to submit this Application Form with all required supporting documentation to:
PCIP@infrastructure.gov.au

If your response is likely to include large documents, please email the department to make arrangements to transfer these documents electronically.

You must complete all sections of the application. If a section is not applicable to your

application, please indicate as N/A.

Please note the response sections in this form are character restricted. If additional space is required for your answers, include them as an attachment.

Disclosure of Information

The Commonwealth's use and disclosure of your information, provided in your application or otherwise, is set out in the program guidelines.

Getting Help

If you require assistance completing this form please contact us by email at PCIP@infrastructure.gov.au or on 1800 044 938.

ELIGIBILITY

We cannot consider your application if you do not satisfy all of the eligibility criteria. If you are deemed ineligible you will be advised in writing.

Has your organisation been invited to apply for this program by the Australian Government or are you a sponsor organisation that has been approved to deliver the project by the department?

- Yes
- No

Has the department agreed that your organisation can act as a sponsor organisation for the project?

- Yes
- No

Do you have an Australian Business Number (ABN)?

- Yes
- No

Are you one of the following eligible entities?

- an incorporated association
- a registered charity or not-for-profit organisation
- an Australian local government body
- an Australian state or territory government body
- an incorporated trustee on behalf of a trust
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)
- a University
- None of the above **(if selected, please specify)**

Are you registered for the purposes of GST?

- Yes
- No

Do you have an account with an Australian financial institution?

- Yes
- No

Is your organisation, or your project partner, an organisation included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme (www.nationalredress.gov.au)?

- Yes
- No

Are you an employer of 100 or more employees that has not complied with [Workplace Gender Equality Act \(2012\)](#)?

- Yes
- No

Does your project include the construction, upgrade or extension of infrastructure that provides economic and social benefits to the community?

Refer to section 4 of the grant opportunity guidelines for further information on eligible and ineligible activities.

- Yes
- No

Does your project involve the development of a business case, feasibility study, master plan or similar?

If your proposed project is solely the development of one of these options, no additional funding will be available for the construction phase of the project under this program.

- Yes
- No

Do you own the land and infrastructure for the project?

- Yes
- No

If you answered no, you must answer yes to the following question.

If your project is situated on private land, do you have a formal arrangement, such as a lease, for the use of the land?

- Yes
- No

ENTITY DETAILS

Organisation Name	
ABN	

Your Organisation's Physical (registered) Address

Street Address Line 1	
Street Address Line 2	
Suburb/Town	
State/Territory	Choose an item.
Postcode	
Organisation Email	
Organisation Website	

Your Organisation's Postal Address

Postal Address Line 1	
Postal Address Line 2	
Suburb/Town	
State/Territory	Choose an item.
Postcode	

Authorised Person Details

An authorised person is nominated by the entity to act on behalf of the organisation and to enter into a funding agreement on behalf of the organisation.

Title (e.g. Mr/Mrs/Ms/Dr)			
First Name			
Surname			
Position			
Telephone	(w)	(m)	(f)
Email Address			

PROJECT DETAILS

In this section you must provide detailed information about your proposed project.

If your application is successful, we are required to publish some 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.*

Project Title

Use the title from the confirmation of the funding commitment. If proposing an alternative project title, provide reasons why.

We may adjust this title for administrative purposes.

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Project manager contact details

Title (e.g. Mr/Mrs/Ms/Dr)			
First Name			
Surname			
Position			
Telephone	(w)	(m)	(f)
Email Address			
Other details relevant to the project e.g. qualifications, experience, and professional memberships (if applicable)			

Project location

You must provide the address where your project will be undertaken. If you have multiple sites you must provide the address of each site.

If a street number is not known, please provide the Lot number.

A project site must be a street address. Do not provide a postal address, institution or building name.

If the project is at more than one location, please provide details of all locations as an attachment.

Note if your project will be located on school or similar closed grounds, the project must demonstrate how it will deliver social benefits to the broader community.

Street Address Line 1	
Street Address Line 2	
Suburb/Town	
State/Territory	Choose an item.
Postcode	
What is the name of the Traditional Custodians of the land in which the	

project address is located? https://aiatsis.gov.au/explore/map-indigenous-australia	
What is the project geolocation (latitude and longitude)?	

Detailed Project Description

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.

If the PCIP funded project is part of a larger project, please provide details below (i.e. PCIP is funding one stage of a multi-stage project).

If the grant activity is part of a larger project you should provide evidence to show how the grant activity can be delivered in isolation and the outcomes to be achieved as a result of the grant.

Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Eligible activities

Select the eligible activities that your project will include

- the construction of new infrastructure
- the upgrade to existing infrastructure
- the extension of existing infrastructure
- the replacement of infrastructure where there is a significant increase in benefit
- development of a business case, feasibility study, master plan or similar.

Where your activities involve the replacement of infrastructure, you will need to demonstrate the significant increase in benefit in criterion 1.

You may select more than one option.

Has your project commenced construction?

- Yes (if selected, please detail when)
- No

To be eligible, your project must not have commenced construction.

Regional Development Australia Committee

Has your project been endorsed by the local Regional Development Australia (RDA) Committee. Are your project priorities included in the RDA's Regional Plan?

- Yes
- No

[Regional Development Australia \(RDA\)](#) is an Australian Government initiative that brings together all levels of government to enhance the development of Australia's regions. A national network of RDA committees has been established to achieve this objective.

PROJECT BUDGET

Budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

It is highly recommended you attach a detailed project budget as part of your supporting documentation.

Type of expenditure	Head of expenditure	Cost (GST exclusive)
Project expenditure		
	Materials for construction	\$
	Hired/leased plant	\$
	Contract	\$
	External labour hire and external consulting expenditure	\$
	Other eligible expenditure	\$
Total		\$

Grant funding committed

Enter the amount of grant funding committed under the 2022/23 election commitment or PEFO announcement. This amount is detailed in your invitation to apply.

Source of funding

If the total project value in the budget above is more than the grant funding committed, you must provide details of how you will fund the difference.

The total of all sources of funding plus your grant, should be equal to your total project expenditure.

For all other sources of funding, you will need to provide the dollar value, name and type of contributor.

Contributors are divided into the following types:

- *your contribution*
- *other Commonwealth government grants*
- *other non-Commonwealth government grants*
- *other non-government contributions*

your own contribution to the project is also considered a 'source of funding' and must be provided. Do not include in-kind or non-cash contributions.

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc. If the co-funding is not yet confirmed, please indicate when you expect to receive confirmation.

Contributor	Amount (\$)	Status (sought/confirmed)	Details of contribution

You will need to attach evidence of all contributions.

Where you are receiving other government funding you will need to provide details. Any other government funding must be confirmed.

Funding contingencies

Provide details of how any cost overruns will be funded and managed for the length of the project.

We cannot increase the amount of funding you receive regardless of the reason. You must manage any contingencies and/or overruns. Inability to cover these costs can result in the withdrawal of grant funding.

ASSESSMENT CRITERIA

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 60 per cent against each criterion as these represent best value for money.

The amount of detail and relevant supporting evidence you provide should be commensurate with the project size, complexity and grant amount committed. You should define, quantify and provide evidence to support your answers.

To support your responses, you must include mandatory attachments to the application.

Assessment Criterion One

Economic benefits of your project to the Community (15 points)

You should demonstrate this by identifying:

- a. the extent to which your proposed project is a community priority, and meets community needs from an economic perspective,
- b. the broader economic benefits your proposed project will deliver for the community and the region during and beyond the term of funding.

Examples of how your proposed project could deliver economic benefits may include but is not limited to:

- increasing the number of value jobs, new businesses or the production of goods and services in the community (this includes direct and indirect opportunities created through the project);
- increasing indigenous economic participation, including indigenous employment and supplier-use outcomes;
- the use of local suppliers and goods, especially those that employ the use of sustainable work practices/good; and
- increasing efficiency of service delivery.

Where your proposed project is the development of a business case, feasibility study, master plan or similar, this may also include:

- economic development plans for the local government area or the broader region; and
- the potential of the consequent infrastructure project to attract further economic investment to the local government area or broader region.

You may wish to attach letters of support from stakeholders, user groups or community members to substantiate your response.

Assessment criterion 1 response

Employment numbers

Please indicate how your proposed project will create or support employment (if applicable)

You must provide numerical values. Job numbers are expressed in terms of fulltime equivalent (FTE) jobs.

An FTE job is not a head count. It refers to the number of hours of work undertaken compared to that typically undertaken by a full-time employee. For example, if a full-time worker works 40 hours per week, a person working 20 hours per week is 0.5 FTE for that week.

Job numbers should only include additional jobs created by the project, and not any jobs that involve shifting existing employees onto the project.

During Project Delivery	FTE	After Project Completion	FTE
Direct Jobs ¹		Direct Jobs	
Indirect Jobs ²		Indirect Jobs	
Indigenous Jobs		Indigenous Jobs	

Assessment Criterion Two

Social benefits of your project for the community (15 points)

You should demonstrate this by identifying:

- a. the extent to which your proposed project is a community priority and meets the social needs of the community; and
- b. the broader social benefits that your proposed project will deliver for the region and community during and beyond the term of funding.

Social benefits for a region may cover improvements in community amenities, improving community connections and inclusion and providing opportunities for learning and knowledge creation.

Examples of how your project could deliver social benefits may include but is not limited to:

- how your project may benefit the wider community not just your organisation/operation, such as supporting upskilling, capability development, improving outcomes for women, 'closing the gap' for First Nations people or contributing to a healthy lifestyle';
- reducing or mitigating the impact of carbon emissions;
- addressing disadvantage within the community;
- the degree to which the project fills a 'gap' within the community, or increasing community volunteering;
- improving community connections and social inclusion;
- supporting or protecting local heritage and culture; and
- making a region a more attractive place to live.

Where your proposed project is a business case, feasibility study, master plan or similar this may also include:

- the inclusion of the proposed project in a masterplan for the organisation, local

¹ Direct jobs created as employment impacts of the job itself

² Indirect jobs created as employment that is expected to be generated in the community or organisations because they are affected by, benefit from or support or service the funded project.

- government area or broader region;
- the identification and consolidation of a number of small-scale community projects in a major project plan;
- demographic studies and/or growth forecasts for the local government area and/or broader region, demonstrating that existing infrastructure will not support future growth.

Assessment criterion 2 response

Assessment Criterion Three

Project viability and sustainability (15 points)

You should demonstrate this through identifying:

- a. How grant funding will impact the proposed project including:
 - whether the proposed project will proceed without funding; and
 - the scope and timing of the proposed project.
- b. Sound project planning to manage and monitor the proposed project, which addresses scope, implementation methodology, timeframes, budget, community consultation and risk management, commensurate to the size and nature of the project.

Where your proposed project is primarily an infrastructure project:

- c. You should describe the steps you have taken to ensure your project is ready to start and commensurate to the size and complexity of the project, including:
 - regulatory and/or development approvals are required or in place;
 - project designs and costing are underway or finalised;
 - authority from the land or infrastructure owner to undertake the project at the nominated site(s);
 - funding contributions from all sources; and
 - whether community consultation has taken place.

Where your proposed project is a business case, feasibility study, master plan or similar:

- d. your readiness to commence the proposed project including:
 - any preliminary work/studies that have been completed or are underway in relation to the proposed project;
 - tenders for or engagement of consultants for the proposed project is underway; and

- whether initial community consultation for the infrastructure project has taken place.

Assessment criterion 3 response

Project duration

*Your project must be completed by **31 December 2026**.*

Estimated project start date *Click or tap to enter a date.*

Estimated project end date *Click or tap to enter a date.*

Project milestones

The department pays in arrears on the successful completion of milestones.

‘Project milestones’ refers to a specific point within your project timeline that signifies the successful completion of a major event or task. Examples may include plans approved by council, excavation or site, construction of buildings, completion of fit-out, etc.

You must break down your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You can add up to 6 milestones. Milestones will be included in a funding agreement and negotiated with you.

Milestone name	Description	Estimated start date	Estimated end date
		Click or tap to enter a date.	Click or tap to enter a date.
		Click or tap to enter a date.	Click or tap to enter a date.
		Click or tap to enter a date.	Click or tap to enter a date.
		Click or tap to enter a date.	Click or tap to enter a date.
		Click or tap to enter a date.	Click or tap to enter a date.
		Click or tap to enter a date.	Click or tap to enter a date.

Project Management

Describe how the project will be managed from commencement to completion. Include the following information (where applicable):

- Approvals in place or being sought
- How will goods and services be procured?
- How will you ensure the project is delivered on time, on budget and to the required standards? For example, will you have a dedicated project manager?

Risk Management

Identify risks to the project and how you intend to mitigate the risks. If there are multiple risks to identify, please include these in your supporting documentation.

Examples of possible risks and mitigation strategies are included in the PCIP factsheet/Frequently Asked Questions.

Risk (title)	
Description	
Likelihood	Select
Consequence	Select
Risk Management Strategy	

Assessment Criterion Four

Your capacity, capability and resources to carry out the project (15 points)

You should demonstrate this through identifying:

- a. your record with similar projects and access to personnel with the right skills and experience; any support or investment that will be leveraged to progress your project.
- b. The legal and financial status of the applicant including:
 - Your ability to pay debts when they fall due, and whether assets cover liabilities;
 - Your financial capacity to progress the project. This is particularly relevant where payments of funding are made in arrears; and
 - The nature of financial policies and procedures, and the governance structure of your organisation.

Where your project is primarily an infrastructure project:

- c. Your ability to maintain the project for the duration of the operational period, as defined in the subclauses.

Indicate the current stage of development of your proposal. (i.e. concept or preliminary designs, final designs, independent cost estimates, ready to commence tender/procurement process or preferred contractor selected and contracted for the project.) If your project requires an Australian Industry Participation Plan of compliance with WHS or ABCC legislation please note your progress towards obtaining these.

Provide any supporting documents if available.

Assessment criterion 4 response

Maintaining project benefits

Where your proposed project is primarily an infrastructure project, you will be required to maintain the project benefits for the length of the operational period, which could be up to five years. Please detail below how you will achieve this. You should outline the operational needs of the project into the future and a strategy to maintain the viability of the completed project.

Record of Previous Funding

Include your grant history below (if applicable).

Please avoid the use of acronyms when detailing your grant history to prevent any confusion. If you or your organisation encountered any difficulties in the delivery of these project/s, please provide further information.

Jurisdiction and managing Department name	Project name	Funding amount	Date of completion

Financial Status

You should provide a detailed financial summary as an attachment. The below table provides a basic guide of what information should be included. This summary will assist you with providing clear evidence that you can easily manage payment in arrears and possible cost overruns.

Table: Financial Statement Summary			
Item	Year to date Period ending: Select date	FY 2021-2022	FY 2020-2021
Operating income			
Total Expenses			
Net Income (profit/loss)			
Cash at Bank (all accounts)			
Statement of Financial Position (Balance Sheet)			
Current Assets (cash, accounts receivable, inventory etc.)			
Fixed Assets (property and land, vehicles, equipment etc.)			
Current Liabilities (accounts payable, interest payable, accrued wages etc.)			
Long Term Liabilities (loans, equipment finance etc.)			
Net Assets			

APPLICATION FINALISATION

You must answer the following questions and note any supporting documentation to be included in your application.

Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's board or management committee is Indigenous.

Yes

No

Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Yes

No

Refer to sections 12.2 and 12.3 of the grant opportunity guidelines for further information on your conflict of interest responsibilities.

You will be required to sign a declaration at the end of the application form.

Within the last five (5) years, has your 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 event(s) occurred and provide details below.

Significant change in financial position could also include the effects of COVID-19 or other natural disasters.

SUPPORTING DOCUMENTATION

You must attach supporting documentation to your application in line with the instructions provided within this form. You should only attach requested documents listed in the form. We may not consider information in attachments that we do not request.

Applicant type	Document
Mandatory Documents (must be submitted for our application to be eligible)	
Not for profit organisations	Evidence of your current not for profit status <ul style="list-style-type: none"> • Current Australian Charities and Not for Profits Commission (ACNC) registration; or • Incorporated association certificate; or • Constitutional documents and/or Articles of Association that demonstrate the not for profit character of the organisation.
For incorporated trustees applying on behalf of a trust	Trust documents showing the relationship of the incorporated trustee to the trust.
For grants >\$5 million	Accountant Declaration – this must confirm you can fund any project cost overruns, and if applicable, provide evidence of ability to fund your share of the total project cost.
All applicants	If additional contributions are confirmed, letters evidencing the cash or in-kind contribution confirmed from each contributing organisation or individual. They must: <ul style="list-style-type: none"> • Be on the organisation’s letterhead, • Be signed and dated by an authorised person, and • Set out the value and timing of contributions and any conditions attached. If additional contributions are not yet confirmed (i.e. sought), applicants must provide advice as to when confirmation is expected.
All applicants	Project budget
Supporting Documents (evidence to support claims made against the criteria for assessment)	
All applicants	Evidence supporting how the project will benefit the community. This could include, but is not limited to: <ul style="list-style-type: none"> • Community Needs Assessment • Letters of support from community stakeholders • Economic modelling • Market research • Demographic studies Audited financial statements or similar for the last two (2) years for projects with grant funding over \$100,000 Business Plan and/or Feasibility Study Evidence of third-party leasing arrangements (if applicable) Designs Cost estimated or contracted costs Quotes
Grants >\$1 million	Project Management Plans, commensurate with stage of development of the project, which should include:

	<ul style="list-style-type: none">• Scope• Proposed Implementation Methodology• Timeframes• Budget/Cost Estimates• Details of Regulatory Approvals• Procurement Plan• Risk Management Plan
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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.
- The information provided in this form and all appended documents is complete and correct. I understand that information provided in this Application 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, Communications and the Arts (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 Application or from entering into a Funding Agreement with the Australian Government to deliver a project which relates to this *Application*.

(signature)

(date)

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 Application or from entering into a Funding Agreement with the Australian Government to deliver a project which relates to this Application.

I undertake that if at any time I become aware that I, or any other employees or persons associated with the **<insert name of applicant organisation>** have an actual, apparent or potential conflict of interest, then I will:

- a) immediately notify the Department of Infrastructure, Transport, Regional Development, Communications and the Arts in writing of that Conflict and of the steps the **<insert name of applicant organisation>** propose to take to resolve or otherwise deal with the Conflict;
- b) make full disclosure to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts of all relevant information relating to the Conflict; and
- c) take such steps as the Department of Infrastructure, Transport, Regional Development, Communications and the Arts 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, Communications and the Arts may seek to terminate any Funding Agreement established in relation to a project which relates to this *Application*.

(signature)

(printed name)

(date)

(signature of witness)

(printed name of witness)

(date)

Part II - Disclosure of Interests

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, Communications and the Arts in writing of that Conflict and of the steps the **<insert name of applicant organisation>** propose to take to resolve or otherwise deal with the Conflict;
- b) make full disclosure to the Department Infrastructure, Transport, Regional Development, Communications and the Arts of all relevant information relating to the Conflict; and
- c) take such steps as the Department of Infrastructure, Transport, Regional Development, Communications and the Arts 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, Communications and the Arts 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, Communications and the Arts may seek to terminate any Funding Agreement established in relation to a project which relates to this Application Form.

(signature)

(printed name)

(date)

(signature of witness)

(printed name of witness)

(date)

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

STATEMENT OF COMPLIANCE

I, **<name>**, **<Title>**, **<organisation>**, make the following statement for the benefit of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts:

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, Communications and the Arts, 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 **<organisation>** hold with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

(Signature)

(Date)

Application declaration

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

Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- [Priority Community Infrastructure Program 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.

Applicant declaration

I declare that I have read and understood the Priority Community Infrastructure Program Grant Opportunity Guidelines, including the 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 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.

(Name)

(Date)

APPLICATION CHECKLIST

Please tick all points that apply to your application and ensure any attachments you plan to submit are listed below.

- All eligibility questions answered on pages 2 and 3
- All mandatory attachments included for application submission (refer to pages 17 and 18)
- All declarations have been signed and dated on pages 19 to 23

Supporting documents included for application submission:

- Evidence supporting how the project will benefit the community
- Audited financial statements or similar for the last two (2) years for projects with grant funding over \$100,000
- Business Plan and/or Feasibility Study
- Evidence of third-party leasing arrangements (if applicable)
- Designs
- Cost estimates or contracted costs
- Quotes
- Project Management Plans (if applicable)
- Other – if selected, please list below

ATTACHMENT A
 PRIORITY COMMUNITY INFRASTRUCTURE PROGRAM –
 ACCOUNTANT DECLARATION

Role of person making declaration	[e.g. Accountant or Chief Financial Officer (CFO)] Insert Role
Name	Insert Name
Contact details	Contact number
Qualification	<input type="checkbox"/> Chartered Accountant <input type="checkbox"/> Certified Practising Accountant <input type="checkbox"/> CPA Australia <input type="checkbox"/> Chartered Accountants Australia and New Zealand <input type="checkbox"/> Institute of Public Accountants
Membership number:	Insert membership number
Applicant's name:	Applicant's name
Applicant's ABN:	ABN

I declare that:

- On the basis of the evidence [applicant name] has supplied to me, I consider that [applicant name] is able to fund its share of the cost of the proposed project from the following source of funding – [insert source of funding].
- This opinion is based on the applicant's share being [insert amount] out of total project expenditure of [insert amount].

The applicant is part of a consolidated group for tax purposes. Yes No

Signature _____

Signed on this day Click or tap to enter a date.