



**Regional  
Development**  
*Australia*  
**Fitzroy and Central West Inc.**

# **Project Summary**

## **Expression of Interest Proforma**

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## PART 1 – Project Information

Proponent:	Date:
Primary Contact:	Phone:
	Fax:
	Email:
Project Title:	
Funding Required: (Australian Government)	
Partnership Funding: (Allocation from other stakeholders)	
Location:	
Project Summary: Maximum 250 words	

**Question 1.01**

**Tell us who will benefit from the project in your community**

For example; disabled people, people of non-English speaking background, small business, mature-aged or unemployed people.

Maximum 250 words

Detail

**Question 1.02**

**Tell us why your community needs this project and how you determined this.**

Provide details of any processes that led to your decision to develop this project. For example; consultations, surveys, community meetings, business plans, feasibility studies, or specific needs identified by community members.

Maximum 250 words

Details

**Question 1.03****What will be the long-term benefits and/or ongoing outcomes for the community from this project?**

For example; increase in employment, education or training, new infrastructure to service a larger population, improved facilities for the community, or an increase in tourists.

*You may need to show that your community has the resources to meet these outcomes*

<b>Describe benefit or outcome</b>	<b>How will they be measured</b>
Description	Measurement
Description	Measurement
Description	Measurement
Description	Measurement
Description	Measurement

Attach a separate page if you have more benefits or outcomes

**Question 1.04**  
**Who supports your project?**

Community support is essential for the long-term success and ownership of the project. People and businesses most likely to benefit from, or contribute to your project, should support it.

It is also important that the project is supported by local, State or Federal Members of Parliament.

*Type of support from each, for example, could be letter of endorsement or outcomes report from consultations.*

<b>Name of Business, organisation or individual</b>	<b>Type of support or endorsement</b>
Name	Type of support
Name	Type of support
Name	Type of support
Name	Type of support
Name	Type of support

Attach a separate page if you have more

**Question 1.05**

**Will your project operate in a commercial environment or be in direct competition with a private enterprise?**

Type NO or YES

If Yes, will your project impact on another Australian business? Provide details and evidence on whether it is a positive or negative impact and how it will impact other businesses.

Maximum 250 words

Details



**Question 1.06**

**Are there any aspects of your project that you, your partners, or any other government body, would be expected to fund as part of normal business activity?**

Funding for costs that are normally part of your core business such as garbage collection for a local council, or accountancy costs for an organisation.

Type NO or YES

Please enter an explanation whether you have answered No or Yes.

If No, explain why no aspect of your project would or could be funded as part of normal business, or

If Yes, explain why you are seeking funding for aspects of this project that could be funded as part of normal business.

Maximum 250 words

Details

**Question 1.07****Are there any aspects of your project that have commenced, including any activities which will be funded by your own organisation or partner contribution?**

In most cases retrospective funding will not be eligible.

Type NO or YES

If Yes, please provide the following.

Enter amounts GST inclusive.

<b>Activity</b>	<b>Cost \$Amount</b>	<b>Who is funding this activity</b>	<b>When did the activity commence?</b>
Enter Activity	Enter \$ amount	Enter name	dd/mm/yyyy
Enter Activity	Enter \$ amount	Enter name	dd/mm/yyyy
Enter Activity	Enter \$ amount	Enter name	dd/mm/yyyy
Enter Activity	Enter \$ amount	Enter name	dd/mm/yyyy

**Question 1.08**

**Who will own the facilities / equipment / land / buildings that your project will be using?**

Maximum 250 words

Detail

**Question 1.09**

**Will any of the facilities / equipment / land / buildings be leased?**

Type No or Yes

If Yes, please provide details. Write up to 250 words

Detail

**Question 1.10**  
**Are permits or approvals needed before your project can proceed?**

Type NO or YES

If Yes, provide details for each permit applied for.

**Permit Details**

Type of permit: Enter Permit type

Issuing Authority: Enter authority name

Has your permit application made? Type No or Yes

If Yes provide the date of application: dd/mm/yyyy

Has the permit been granted? Type No or Yes

If Yes, provide the date of approval. dd/mm/yyyy

If No, provide the expected approval date: dd/mm/yyyy

Attach additional permits details on a separate page; also attach copies of the permits.

## PART 2 – Project Implementation

### Question 2.01

#### Who will manage and deliver the project during implementation?

For example, Project Manager, Council

Attach resumes or company details

<b>Name of Business, organisation or individual</b>	<b>Their qualifications and experience</b>
Enter Name	Enter qualifications
Enter Name	Enter qualifications
Enter Name	Enter qualifications
Enter Name	Enter qualifications
Enter Name	Enter qualifications

If there are additional managers attach a separate list

**Question 2.02****Who will manage the project and its outcomes when our funding has finished?**

Provide details of who will be responsible for the future management and maintenance of the service or activity.

For example, who will run the community centre?

Attach resumes or company details

<b>Name of Business, organisation or individual</b>	<b>Qualifications and experience</b>
Enter Name	Enter qualifications
Enter Name	Enter qualifications
Enter Name	Enter qualifications
Enter Name	Enter qualifications
Enter Name	Enter qualifications

If there are additional managers attach a separate list

**Question 2.03**

**How will you make sure that your project and its long-term benefits and/or ongoing outcomes will continue when our funding has finished?**

If your project consists of producing a plan or feasibility study, explain how this will be implemented – both from a management and financial perspective.

Attach additional documentation.

For example: -

- Documentation showing the projects long-term benefits; and/or
- ongoing outcomes;
- Provide project plan, business plan, or feasibility and demand studies;
- Provide projected future budget costs.

Write up to 250 words.

Detail



**Question 2.04****Has your organisation managed an Australian, State or Local Government grant for any other project in the last 5 years?**

Type NO or YES

If Yes, please provide details of the **three** most recent projects.**Project 1**

Name of project:

Status of project:

Source of funding:

Amount of funding provided \$

What the project was for:

**Contact Details for the project**

Title:

First Name:

Last Name:

Email:

Phone:

**Project 2**

Name of project:

Status of project:

Source of funding:

Amount of funding provided \$

What the project was for:

**Contact Details for the project**

Title:

First Name:

Last Name:

Email:

Phone:

**Project 3**

Name of project:

Status of project:

Source of funding:

Amount of funding provided \$

What the project was for:

**Contact Details for the project**

Title:

First Name:

Last Name:

Email:

Phone:

## PART 3 – Project Funding

### Question 3.01 Provide a breakdown of your projects cost items

You originally estimated an amount in Q1.02 use that as a guideline to allocate your projects cost against cost items. Refer to Budget Glossary for information about each Cost Item.

Cost Item	Description	Estimated Cost
Building and Land		\$
Construction		\$
Consultants/Contractors		\$
Fit-out		\$
Government approvals		\$
Marketing/promotion		\$
Operating costs		\$
Plant/equipment hire/lease		\$
Plant/equipment purchase		\$
Research and development/planning		\$
Travel		\$
Vehicle (e.g. leasing)		\$
Wages, salary and on-costs		\$
	<b>Estimated Project Cost</b>	<b>Total \$</b>

Add supporting documents, for example estimates, recent quotes, market comparisons etc

**Question 3.02****What funds are being contributed by your organisation?**

In Q1.02 you estimated your organisations contributions, the same amounts need to be entered here, or if you have revised amounts you need to update Q1.02.

Amount of Cash contribution: \$

Value of in-kind contribution: \$

Total from your organisation: \$

In-kind amounts could include volunteer labour; for example, 20 hours at \$20 per hour.

Description of in-kind contribution:

Are your organisations' contributions confirmed? Type No or Yes

If Yes, are there any borrowed funds? Type No or Yes

If Yes, what is the date they will be available? (dd/mm/yyyy)

Are there any conditions on the contribution(s) being made? Type No or Yes

If Yes, please describe the conditions.

For example tell us if there are any time critical components, or if it is for a specific purpose.

**Question 3.03****Provide Partners details and funding for your project.**

Any sponsor organisation is seen as a partner.

You estimated your combined partner contributions earlier in the application. Add partner details and funding, you can revise your earlier estimation but be sure to go back and update Q1.02.

You must source additional funding for your project, dollars or in-kind contributions

**Partner 1 Details**

Legal Name:

Business Name:

**Contacts Details:**

Title:

First Name:

Last Name:

Email:

Phone:

Fax:

Organisation Type:

Type can be: Australian Government Other, State Government, Local Government or Other Partner

<b>What funds are being contributed by this Partner?</b>
<b>Amount of Cash contribution:</b> \$
<b>Value of in-kind contribution:</b> \$
<b>Total Amount:</b> \$
Description of in-kind contribution:
In kind contributions could include volunteer labour for example, 20 hours at \$20 per hour.
Is this partners' contributions confirmed? Type No or Yes
If Yes, are there any borrowed funds? Type No or Yes
If Yes, what is the date they will be available? (dd/mm/yyyy)
Are there any conditions on the contribution(s) being made? Type No or Yes
If Yes, please describe the conditions.
For example tell us if there are any time critical components, or if it is for a specific purpose.

<b>Partner 2 Details</b>
Legal Name:
Business Name:
Contacts Details:
Title:
First Name :
Last Name:
Email:
Phone:
Fax:
Organisation Type:
Type can be: Australian Government Other, State Government, Local Government or Other Partner
<b>What funds are being contributed by this Partner?</b>
<b>Amount of Cash contribution: \$</b>
<b>Value of in-kind contribution: \$</b>
<b>Total Amount: \$</b>
Description of in-kind contribution:
In kind contributions could include volunteer labour for example, 20 hours at \$20 per hour.
Is this partners' contributions confirmed? Type No or Yes
If Yes, are there any borrowed funds? Type No or Yes
If Yes, what is the date they will be available? (dd/mm/yyyy)
Are there any conditions on the contribution(s) being made? Type No or Yes
If Yes, please describe the conditions.
For example tell us if there are any time critical components, or if it is for a specific purpose.



<b>Partner 3 Details</b>
Legal Name:
Business Name:
Contacts Details:
Title:
First Name :
Last Name:
Email:
Phone:
Fax:
Organisation Type:
Type can be: Australian Government Other, State Government, Local Government or Other Partner
<b>What funds are being contributed by this Partner?</b>
<b>Amount of Cash contribution:</b> \$
<b>Value of in-kind contribution:</b> \$
<b>Total Amount:</b> \$
Description of in-kind contribution:
In kind contributions could include volunteer labour for example, 20 hours at \$20 per hour.
Is this partners' contributions confirmed? Type No or Yes
If Yes, are there any borrowed funds? Type No or Yes
If Yes, what is the date they will be available? (dd/mm/yyyy)
Are there any conditions on the contribution(s) being made? Type No or Yes
If Yes, please describe the conditions.
For example tell us if there are any time critical components, or if it is for a specific purpose.
Please attach additional Partners on a separate page to the end of this form.

**Question 3.04**  
**Funding Sources summary and allocation of funding sought.**

Allocate the balance of project costs to required funding

Your balance is: Total Project Costs - Own Organisation + Partners Contribution = (Funding Sought)

<b>Cost Item</b>		<b>Funding Sought</b>
Building and Land		\$
Construction		\$
Consultants/Contractors		\$
Fit-out		\$
Government approvals		\$
Marketing/promotion		\$
Operating costs		\$
Plant/equipment hire/lease		\$
Plant/equipment purchase		\$
Research and development/planning		\$
Travel		\$
Vehicle (e.g. leasing)		\$
Wages, salary and on-costs		\$
	<b>Total</b>	\$

**Question 3.05****Has your organisation sought funding from other sources which has been unsuccessful or are in progress?**

Type No or Yes

If Yes, please provide the following

Do not repeat the names of any funding partners that you have already listed as contributing in this application.

<b>Funding Source</b>	<b>Date Sought</b>	<b>Explain why you have not received any funding</b>
Source	dd/mm/yyyy	Explanation
Source	dd/mm/yyyy	Explanation
Source	dd/mm/yyyy	Explanation
Source	dd/mm/yyyy	Explanation

Attach separate page if there are more

**Question 3.06**

**How will you fund the project if any of your partners fail to make their contribution?**

Write up to 250 words

Details

**Question 3.07**

**If you have cost over-runs, who will fund these or what plans do you have if you have any cost over-runs?**

Write up to 250 words

Details