



Australian Government
**Department of Infrastructure
and Regional Development**

Request for Information

Community Development Grants Programme

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 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 proponents, will be dealt with under the provisions of the Freedom of Information Act 1982.

You will need to complete Request for Information and submit with required supporting documentation to support your application.

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 proponents 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 via email to: cdg@infrastructure.gov.au as soon as possible.

As your response is likely to include documents that cannot be sent electronically, please submit this form and all necessary documents in hard copy to:

Robbie Bolton
Regional Programs Branch
Department of Infrastructure and Regional Development
GPO Box 594
CANBERRA ACT 2601

REQUEST FOR INFORMATION

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 – provide a copy of the trust deed	
Other, please specify	

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

Bank Name	
BSB	
Account Name	
Account Number	

4. Your Organisation's Physical (registered) Address

Street Address Line 1	
Street Address Line 2	
Suburb/Town	
State/Territory	
Postcode	
Organisational Email	
Organisational Website	

5. Your Organisation's Postal Address

Postal Address Line 1	
Postal Address Line 2	
Suburb/Town	
State/Territory	
Postcode	

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

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

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

Title (eg. Mr/Mrs/Ms/Dr)			
First Name			
Surname			
Position			
Telephone	(w)	(m)	(f)
Email Address			
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 (eg. Mr/Mrs/Ms/Dr)			
First Name			
Surname			
Position			
Telephone	(w)	(m)	(f)
Email Address			
Additional Details (Relevant to the project, qualifications, experience, and professional memberships, if applicable)			

9. 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

No	Yes
If Yes , please note which of the following events occurred and provide details below	
Government Investigation on your organisation or related entities	
Litigation or liquidation proceedings	
Significant (adverse) change of financial position not reflected in Financial statements provided	
Any other particulars likely to adversely affect your capacity to undertake this project	

Project Details

10. Project Title – Use the title from the confirmation of the election commitment. If proposing an alternative project title, provide reasons why.

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

Street Address Line 1	
Street Address Line 2	
Suburb/Town	
State/Territory	
Postcode	
Longitude	
Latitude	
Federal Electorate	

12. Detailed Project Description (Describe in less than 150 words what the project is doing, ie 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; or 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 on site.). **PROJECT BENEFITS ARE TO BE INCLUDED AT Q14 BELOW).**

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13. If the CDG funded project is part of a larger project, please provide details below (ie CDG is funding one stage of a multi-stage project).

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14. Detail/list the economic and community benefits of the proposal (and the larger project if applicable), and how it contributes to programme outcomes.
(See Guidelines - Section 1.1 Programme Outcomes).

Economic Benefits:	
Community Benefits	

15. 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?

No	Yes
If Yes , please supply details below. If documents have been developed please supply as evidence with your proposal.	

16. How many full-time equivalent employee construction jobs and how many full-time equivalent employee ongoing jobs will be created by this project?
Please note a full-time equivalent employee (FTE) is based on an average of 1,800 hours over a 48 week period.

Total number of FTE jobs created during project period (construction)		Total number of FTE jobs created long term (ongoing)	
Number of these jobs that are Indigenous		Number of these jobs that are Indigenous	

17. Please provide the following project dates:

Estimated Project Start Date:	
Estimated Project Finish Date:	
Estimated Construction Start Date:	
Estimated Construction Finish Date:	

18. Indicate the current stage of development of your proposal. Provide any supporting documents if available (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.)

Document	Stage of development

19. Identify and provide details of who will own the asset on completion. Where land and buildings are owned by a Third Party, have leasing arrangements been confirmed and secured? (Written evidence must be provided).

Organisation			
ABN / ACN			
Street Address Line 1			
Street Address Line 2			
Suburb/Town	(w)	(m)	(f)
State/Territory			
Postcode			
Leasing arrangements			

20. Provide detail of who will manage and maintain the project after completion and who will provide the funding.

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21. 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

Financial Details

22. What is the total project cost? (Use GST exclusive amounts) \$ _____

23. What is the amount of funding committed by the Australian Government? (Use GST exclusive amounts) \$ _____

24. 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 Excl)	Cash / In Kind	Received, Confirmed, To be confirmed

25. Provide details of the arrangements in place to provide for any cost overruns or funding shortfalls on your proposed project.

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26. 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?

Please provide details below:

27. Are there any parts of the project that have already commenced?

No	Yes
If Yes, please provide details below:	

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28. Budget Table (this is a summary of either the contracted Budget or quantity surveyor cost estimate)

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

List of Cost Items

Planning / Design

Construction/Fit-out

Research and Development

Plant/Equipment Hire

Plant/Equipment Purchase

Government Approvals

Operating Costs (e.g. rent, computers, etc)

Wages, salary and superannuation

Consultants/contractors

Project Management

Materials

Training

Marketing/Promotion

Legal/accounting

Other Costs

NOTE1: Evidence of these costs are to be provided as a required supporting document (e.g. cost estimate, quotes, market comparisons, valuations, contracted cost, etc)

NOTE2: Australian Government Funding will not be provided for ongoing operation and maintenance costs or for salaries for existing staff members of the funding proponent organization.

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

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 *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 and Regional Development (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*.

Signed:.....

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 *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 <INSERT name of proponent organisation> have an actual, apparent or potential conflict of interest, then I will:

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

.....
 (signature)

.....
 (printed name)

.....
 (date)

.....
 (signature of witness)

.....
 (printed name of witness)

.....
 (date)

Part II - Disclosure of Interests

I disclose the following interests:

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

.....
(signature)

.....
(printed name)

.....
(date)

.....
(signature of witness)

.....
(printed name of witness)

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.