**Export Competitiveness Grant (ECG) – Application Form**

*This is a “Word version” of the Application Form. Applicants may find using this format enables them to experience the full convenience of the word processing format for preparing drafts of their application. When an application is in its final form it may be cut and pasted into the Smarty Grants ECG application form.*

**3. Project Details**

Project Title

|  |
| --- |
|  |

Brief project

|  |
| --- |
|  |

Word count:: Less than 100 words. This is the non-confidential short description of your proposed project

Start Date

|  |
| --- |
|  |

Must be a date. Applicants should plan their project start date for 1 July 2018

End Date

|  |
| --- |
|  |

Must be a date. Projects must, at the latest, be completed and final reports submitted by 31 March 2020. Projects can conclude within a shorter time-frame.

A. Total Grant Amount Requested

|  |
| --- |
|  |

Must be a whole dollar amount (no cents). Individual grant amounts available from minimum $50,000 up to $250,000 maximum.

B. Applicant Cash Contribution

|  |
| --- |
|  |

Must be a whole dollar amount (no cents)

C. Collaborator Cash Co-contributions

|  |
| --- |
|  |

Must be a whole dollar amount (no cents). Enter '0' or leave blank if no collaborators

D. Total Applicant and Collaborator Cash Contributions

|  |
| --- |
|  |

This number/amount is calculated

E. Total Project Funding (Grant, Applicant and Collaborators)

|  |
| --- |
|  |

This number/amount is calculated by the system

**4. Project Purpose**

4.1 What is the purpose of this project?

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Word count:: No more than 100 words

4.2 What are the benefits expected from this project?

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Word count:: No more than 100 words

4.3 What evidence do you have that the project is technically feasible and that the proposed methods are sound?

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Word count:: No more than 200 words

4.4 Please describe how the project aligns with the focus and scope of the Export Competitiveness Grants (ECG) program.

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Word count:: No more than 600 words

**5. Project outputs**

Outputs are the key deliverables of your project. Milestones are key delivery or decision points in the performance of your project and occur periodically over the life of your project.

Please describe the outputs required to deliver the project in the table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Output Number** | **Output name** | **Description** | **Start date** | **End date** | **Is this a Milestone? (Y/N)** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| Must be a number. Please number sequentially |  | The tangible goods and services produced by the project. | Must be a date.  | Must be a date.  |  |

5.1 Describe the methods used to produce each key output.

|  |
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|  |

Word count:: No more than 600 words

**6. Project benefits**

Please describe the benefits to be delivered by the project in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Benefit Number** | **Benefit name** | **Benefit description** | **Start date** | **Calculated benefit** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| Must be a number. Please number sequentially |  |  | Must be a date.  | Must be a dollar amount.  |

6.1 Calculated benefit total

|  |
| --- |
|  |

This number/amount is calculated by the system

6.2 Calculate the overall benefit to be delivered by the project and state the assumptions used. Consider economic impact and job creation.

|  |
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Word count:: No more than 600 words

**7. Project evaluation**

7.1 How will the project measure and evaluate social, organisational and industrial capacity built by the project? You are required to report these measures in the Project Final Report.

|  |
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|  |

Word count:: No more than 200 words

7.2 How will the economic impact generated by the project be measured? You are required to report these measures in the Project Final Report

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Word count:: No more than 100 words

**8. Project risks**

Identify key risks that could jeopardise the realisation of the project benefits and outline how they will be managed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk number** | **Risk name** | **Risk description** | **Management plan** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**9. Project collaborators**

Identify each collaborator in the project and the contribution they will make.

|  |  |  |  |
| --- | --- | --- | --- |
| **Collaborator number** | **Collaborator name and details** | **Cash commitment (Y/N)** | **Letter of support (Y/N)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**10. Stakeholders**

10.1 Who are the stakeholders in the project and what is the communication plan?

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Word count:: No more than 200 words

**11. Project budget (revenue)**

The Financial Spreadsheet template is available from the Department of Primary Industries and Regional Development (DPIRD) - Agricultural Sciences R&D webpage.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Cash Year 1** | **Cash Year 2** | **Cash Total** |
| Grant |  |  |  |
| Applicant Cash Co-contribution |  |  |  |
| Collaborator Cash Co-contribution |  |  |  |
| Kind Cash Value |  |  |  |
| Insert: Grant, Applicant, Collaborator | Must be a dollar amount.  | Must be a dollar amount.  | This number/amount is calculated.  |

11.1 Project budget (revenue) total

|  |
| --- |
|  |

This number/amount is calculated by the system

**12. Expenditure justification**

As mentioned in the guidelines grant funds for  the ECG program cannot be used for the activities listed below:

* Projects or activities that are not directly connected to the WA agrifood industry
* Study tours/fact finding missions
* Preparation of grant application materials
* Financial support for feasibility studies
* Core business expenses that are not directly related to carrying out the proposed project.
* Business entertainment expenses
* Protecting or patenting intellectual property
* Purchasing or repair of infrastructure or major equipment that could be considered part of normal business or ongoing operations, unless it is integral to delivery of the proposed project

Please justify each of the key expenditure items in the budget.

12.1 Salaries

|  |
| --- |
|  |

Word count. No more than 200 words

12.2 Travel

|  |
| --- |
|  |

Word count. No more than 200 words. Note: Study tours and fact-finding missions are ineligible for ECG funding

12.3 Operating

|  |
| --- |
|  |

Word count. No more than 200 words

12.4 Capital

|  |
| --- |
|  |

Word count. No more than 200 words. Refer to the ECG guidelines regarding what is ineligible capital expenditure

**13. Project personnel**

Insert the details of personnel to be used in this project.

Note: Use of  Department of Primary Industries and Regional Development (DPIRD) personnel and facilities requires written approval. A letter confirming resources to be used from the DPIRD employee/s supervisor (People Leader) and the  DPIRD Facilities Manager (if DPIRD facilities will be used) must be uploaded to this application

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Person's name** | **Project role** | **Organisation** | **Project time** | **Rate ($/hour)** | **Rate ($) x Time Total** | **Grant contribution ($)** | **Applicant contribution ($)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Must be a number. Whole hours only | Must be a dollar amount. Whole numbers only | This number/amount is calculated.  | Must be a dollar amount.  | Must be a dollar amount.  |

13.1 Total Grant Contribution

|  |
| --- |
|  |

This number/amount is calculated by the system

13.2 Total Applicant Contribution

|  |
| --- |
|  |

This number/amount is calculated by the system