



APPLICATION FORM

Please avoid printing this form – use e-signatures.

Information to applicants

Objective:

Aboriginal Corporate Governance Development (ACGD) aims to build corporate governance capacity within Aboriginal corporations to equip them to be better placed to take advantage of new diversification opportunities. This round of the ACGD grant is for Aboriginal corporations who are the primary leaseholders of pastoral properties in the Southern Rangelands including the Gascoyne, Murchison and Goldfields.

Funding available:

Successful applicants to this round of the ACGD will receive corporate governance training and coaching opportunities up to an equivalent value of \$20,000 (excluding GST). The eligible activities are listed below in Table 1.

Table 1: Activities eligible under the ACGD

Corporate governance training and coaching is to include, but is not limited to the examples below:

- Up-skilling staff for improved operational and governance processes.
- Governance training linked with organisations management systems improvements.
- Coaching and training for staff, managers and directors to improve the quality and performance of their contribution.
- Successful applicant to contract service providers to deliver local group corporate governance training that establishes a best practice benchmark for best practice good governance for the corporation.
- Help the board to review board performance and organisation management, and to assist the corporation to establish a planned pathway to achieve sustainable improvements.

Corporate governance training and coaching grant does NOT include:

- Assistance by a service provider that is not perceived by the Department of Primary Industries and Regional Development to be at "arm's length" or in the best interests of the applicant, especially if they are:
 - A substantial shareholder or officer of the company or anyone otherwise associated.
 - Directly or indirectly associated with a substantial shareholder of the company.
 - An officer or anyone otherwise associated directly or indirectly with a current or potential significant supplier or customer of the company.
 - The beneficiary of a significant contractual relationship with the company.
 - not free from any interest, business or other relationship which could, or could reasonably be perceived to, materially interfere with the Board's ability to act in the best interests of the company.
 - not experienced in corporate governance training and facilitation.
- Support of any legal action.
- Any in house training.
- Assistance by an unqualified service provider without the appropriate expertise to deliver training.
- Support with any political interference in the organisation.

Applicants must meet the following eligibility criteria. Please complete the self-assessment checklist below.

The applicant's business

Does the applicant possess an Australian Company Number (ACN) or an Australian Business Number (ABN)?	Yes	No	No
Is the applicant's business solvent?	Yes	No	
Can the applicant confirm that the application is to support a commercial or business activity to be undertaken by the organisation?	Yes	No	
Is the applicant aware that only one application is possible under this ACGD round?	Yes	No	
Are the applicant's operating facilities based in Southern Rangelands WA, including the agricultural regions of Gascoyne, Midwest, and Goldfields WA?	Yes	No	
Will the headquarters and operating facilities continue to be located in Western Australia during the next 12 months?	Yes	No	
Are you able to provide your most recent Property Management Plan?	Yes	No	

Project funding

Is the applicant willing, and does it have the financial capacity, to fund the commencement of the planned project expenditure?	Yes	No
Can the applicant confirm that it has not received, nor is it likely to receive, other Government funding for the same project?	Yes	No

Assistance in completing the application form

It is recommended that the applicant contact DPIRD's regional Aboriginal Economic Development officer for advice and assistance in completing the application form. The applicant will be initially contacted by the regional Aboriginal Economic Development officer.

The AGLDP Program Manager is available at aed@dpird.wa.gov.au for queries and advice regarding the application.

- 1) ACGD applications will be assessed shortly after closure of the application period. This will be the only ACGD grant round prior to 30 June 2020. It is recommended that you contact the regional Aboriginal Economic Development officer prior to preparing and submitting your application to discuss your requirements and eligibility.
- 2) The completed application form and supporting documentation requested in this form must be submitted. Please do not submit any other supporting documentation as it will not be used in the evaluation.

- 3) The completed application form must be submitted to aed@dpiird.wa.gov.au
- 4) Applications will be evaluated by an assessment panel and scored against the priority selection criteria listed in Part C of this application.
- 5) Successful applicants will be notified by letter as to the level of support that DPIRD is able to offer under the Program.
- 6) The applicant will be notified on the outcome of their application by letter, sent to the email address provided on the application form, and by telephone via their regional Aboriginal Economic Development officer.
- 7) Approval of funding is subject to the applicant entering into a Financial Assistance Agreement (FAA) with DPIRD. The FAA will incorporate agreed milestones and outcomes, consistent with the applicant's proposal.
- 8) The FAA requires the applicant to provide a **Royalties for Regions Agreement Acquittal** within three months of training completion, as nominated in the Agreement. Any variation to this timeframe must be discussed with the regional Aboriginal Economic Development officer.
- 9) Note: Only the applicant and the nominated applicant contact are entitled to receive feedback on the success or otherwise of the application.
- 10) Payment of funding will be subject to the recipient undertaking the approved expenditure within the FAA. This payment will be made on submission of a tax invoice to DPIRD, which must be accompanied by proof of expenditure from the applicant (or by arrangement, direct from the service provider), as proof that the activity has occurred in line with this application and FAA.
- 11) DPIRD must receive the applicant's claim for approved funding for the 2019-2020 financial year on, or before, Thursday, 16 June 2020, to enable sufficient time for it to be processed before end of financial year processing and well before 30 June 2020.
- 12) DPIRD is registered for GST and has been issued with Australian Business Number 28 807 221 246. DPIRD regards grants received under this program as payment for a supply. GST-registered grant recipients will therefore be liable for GST in connection with the grant.
- 13) For GST-registered grant recipients, DPIRD will increase the grant by the amount of GST payable. GST-registered grant recipients must provide DPIRD with a tax invoice for the GST inclusive value of the grant, unless DPIRD and the recipient have agreed in writing to the issue of a recipient-created tax invoice. Payment will not be made until DPIRD receives a tax invoice or an agreement to issue a recipient created tax invoice.
- 14) Recipients acknowledge that the grant provided is consideration for a supply to DPIRD, and that the GST component will be included in the recipient's next Business Activity Statement lodged with the Australian Taxation Office.
- 15) For recipients not registered for GST, DPIRD will not include GST, nor will it reimburse an unregistered recipient for GST paid or payable to a third party. Unregistered grant recipients must provide DPIRD with an invoice for the grant value.

Part A - Applicant details

1. Name and business registrations

Legal/company name:

Business/Trading name:

(Registered business name under which the applicant carries on business or trade)

Australian Company Number (ACN)

Australian Business Number (ABN)

Is the applicant registered for GST? Yes No

What year was the applicant's business established?

Business address

Address line 1:

Address line 2:

Address line 3:

Suburb/town:

Postcode:

Website: (where applicable):

Primary application contact (must be an employee or owner – i.e. not an external agent).

Name:	
Position:	
Office telephone number:	
Mobile telephone number:	
Email address:	

Additional contact (If this application form is completed by a person who is not an employee of the applicant. Leave blank if not applicable).

Name:	
Position:	
Company name:	

Office telephone number:	
Mobile telephone number:	
Office fax number:	
Email address:	

Accessibility

Did a regional Aboriginal Economic Development officer assist you into completing this application?

Yes

No

If yes, please provide the officer's name

2. Applicant's business profile and operations - Provide an overview of the applicant's current business operations, including core business, products, current growth strategies, business risks, plans, staffing levels and management structure.

3. Market - Provide a list of the applicant's major clients and the market share they contribute to the applicant's turnover?

4. Applicant financial information

Please complete the following table. If the applicant entity has been trading for less than two years, complete the sections for the relevant financial year(s)

Note: The information must correlate with the financial statements provided by the applicant

Recent Trading Performance	FY 2017/18	FY 2018/19
Sales revenue		
Taxable income		
Current assets		
Total assets		
Current liabilities		
Total liabilities		
Net assets		
Number of employees <i>(including directors)</i>		
Number of independent contractors		
Full time equivalent staff (FTE) *		
Salaries		

Part B – Expected benefits

1. Governance training and coaching program

Successful applicants will complete a Governance training and coaching program that builds capacity and capability for their business in corporate governance and business management. The proposal must include a realistic action plan and build awareness of their achievable economic diversification opportunities.

Optional modules built in to their program proposal must be based on each applicant's respective needs. Service providers will be able to deliver 10 suggested training and coaching modules.

NOTE: Given current COVID-19 restrictions, applicants may propose mixed delivery methods, such as physical, face to face delivery, or virtual training using video conferencing software.

2. Service providers

The following service providers can deliver customised training and coaching programs to successful applicants. It is suggested that applicants contact at least one of these service providers to assist in the development of the application program proposal.

Company	Service provider	Head office location	Website	Select
ABC Foundation	Alison Sentance	Carnarvon	https://abcau.com.au/	
Keogh Bay	Jonathan Price	Broome	https://keoghbay.com.au/	
KPP Business Development	Grant Smart	Perth	http://www.kpp.net.au/	
Tuna Blue Facilitation	Bevan Bessen / Will Bessen	Perth	https://www.tunablue.com.au/	
Andrew Huffer Associates	Andrew Huffer	Perth	https://www.andrewhuffer.com.au/	
Enter details of an alternative service provider of your choice here				

3. Proposed delivery schedule and costs

The applicant should select at least five (5) training and coaching modules from the table, including the two required modules and three optional training modules of the applicant's choice. It is suggested the applicant selects the optional training and coaching modules that are of greatest benefit to their organisation or business.

The delivery schedule and confirmed costs for each module selected below must be confirmed with the applicant's chosen service provider. Ideally, all training funded by the grant should be underway before 30 June 2020.

Required		
Training and coaching modules	Expected outputs, outcomes and benefits	Delivery schedule and cost
Action planning	An action plan is developed by the business that includes tasks and timelines. Applicants are encouraged to engage with the service providers on an ongoing basis through this action plan.	
Economic diversification opportunities	Applicant builds knowledge and understanding of relevant economic diversification opportunities for their property, including opportunities in carbon farming, tourism, agriculture or others.	

Select 3 optional training modules (1 – highest priority to 3 – lowest priority)

Training and coaching modules	Expected outputs, outcomes and benefits	Priority (1-3)	Delivery schedule and cost
Introduction to corporate governance	Practical guidance on the core principles and duties of corporate governance to enable completion, with an understanding of good governance.		
Business Health Check assessment	A review of the applicant's corporate governance and financial structures and operating systems to figure out 'where you're at' and 'where you need to go'.		
Director duties and responsibilities	Assistance in building a strong understanding of director's duties and responsibilities and the creation of systems to ensure directors are fulfilling their responsibilities.		
Decision making and Board effectiveness	Guidance on board duties and figuring how to improve decision making within your corporation.		
Risk and governance	Guidance on risk identification, management and monitoring and the creation of a risk management plan with the help of the service provider.		
Financial management	An understanding of general financial management principles including budgeting, forecasting, financial monitoring, cash flows, capital and risk. You will develop a budget template and reporting tool with the service provider to help you manage your finances.		
Review and update corporate rule book	A review of your existing rule book (or equivalent) to determine whether it needs changes and update.		
Strategic Planning	An understanding of fundamental planning principles, organisational objectives, values and purpose. You will then complete a review of the corporation and create a vision for the future and a list of strategic priorities and actions.		
Market analysis	With the help of the service provider, you will analyse your current and future markets, customers and competitors.		
Business model opportunities	Guidance on different business arrangements, such as partnerships and sub-leases. This will help you decide whether any other business models may be more useful for your corporation.		

4. Training and program proposal

The applicant will need to contact the service provider they selected above to develop an agreed Training and coaching program proposal. The proposal should include a summary of activities to be completed, a time frame for the completion of each activity and estimated costings.

Insert the program proposal in the following box (and/or provide a separate attachment).

5. Expected outcomes and benefits

The applicant should highlight how training and coaching will assist in building and improving Aboriginal corporate governance capacity and the future performance of the Aboriginal corporation. The applicant should refer to the expected benefits from the training and coaching modules customised in your proposal from the table above.

5.1 Project proposal outputs and outcomes to your organisation

If your proposal is successful, a schedule of your proposed outputs and outcomes must be outlined in the tables below. These will assist us to reconfirm agreed deliverables in a Financial Assistance Agreement between you and DPIRD, should your application be successful.

Outputs	Performance Measure	Performance Measure Method
Tells the story of what you produced, or your organisation's activities eg. complete training on budget management	How will the output be measured? eg. produced a budget template	E.g. Number of times used own budget templates to manage finances
1.		
2.		
3.		
4.		
5.		

Outcomes	Performance Measure	Performance Measure Method
Level of performance or achievement that resulted from services provided by the business. eg. develop an understanding of budget management	E.g. confidence in the creation of budget templates	E.g. Level of impact on business capability to self-manage finances
1.		
2.		
3.		
4.		
5.		

Part C Evaluation criteria

1 - Funding Need – The applicant should identify barriers or challenges their business currently faces that will be addressed by activities undertaken as part of this grant eg. participating in training on the role of directors

2 - Level of impact – The applicant must state how funding for governance training and coaching directly assists their business and staff and indirectly, the applicant's local community. Please quantify in tangible terms eg. Providing local employment, attraction of professional staff or leveraging private sector investment.

3 - Capability and capacity – The applicant must demonstrate their capability and capacity to carry out the proposed activity and outline potential future increases in productivity and economic participation as a result of the funding.

4- Value for money –

4.1 If you have selected a service provider that is not on the list provided in this application, please demonstrate value for money, especially in terms of the overall objectives of the grant

4.2 Outline the benefits to the economy and community of the Southern Rangelands, and the broader regional Western Australia, as a result of activities to be completed in the proposal

5 - Financial viability and risk – Demonstrate financial viability. In addition to the financial statements provided under Part A of this application, above, explain how the assistance being sought will impact the organisations viability and over what time period.

For the purposes of managing DPIRD's risk, please respond to each of the following questions by checking the appropriate box.

Has the applicant or any of its senior office bearers (directors, partners, presidents, executive directors, project managers) been involved with a business failure (liquidation, voluntary administration or receivership)?	Yes	No
Has the applicant or any of its senior office bearers been declared bankrupt?	Yes	No
Has the applicant or any of its senior office bearers been the subject of a legal investigation?	Yes	No
Has any previous grant or contract with the applicant been repaid or terminated for any reason?	Yes	No
Has there been any past, current, pending or finalised litigation against the applicant or any of its senior office bearers during the last three years?	Yes	No
Has there been any collections by debt collection agency on behalf of creditors of the applicant?	Yes	No

If the applicant answered "yes" to any of the above questions, additional information may be requested from the applicant. Note: DPIRD will undertake a basic credit check through Illion Express to assist with assessment of your application under this grant round.

Part D Attachments

Please tick the box(es) to indicate which attachments accompany this application form.

Two (2) years of financial statements provided by the applicants (refer Part A)

Proposed training and coaching program as agreed with your service provider to support your application (refer Part B)

Your most recent Property Management Plan

Part E Privacy and Confidentiality Statement

The Department of Primary Industries and Regional Development (DPIRD) collects the information sought in this application to enable the applicant's suitability for funding under the Aboriginal Governance and Leadership Development Program to be checked and for the purpose of verifying the applicants ability to meet its contractual obligations. DPIRD will treat all information as confidential.

However, DPIRD operates within a public accountability framework and applicants are informed that DPIRD is subject to the *Freedom of Information Act 1992* which provides a general right of access to records held by Western Australian State and Local Government agencies.

Applicants should be aware that information pertaining to the receipt of State Government financial support may be tabled in the Western Australian Parliament. This information could include names of recipients, the amounts of financial support, the name of the project/activity and, possibly, a brief description thereof. This could result in requests for more detail to be released publicly.

Further information on the operation of the *Freedom of Information Act 1992* can be obtained at agric.wa.gov.au/freedom-information.

Part F Agreement declaration

I declare that I am authorised to complete, sign and submit this application on behalf of the applicant. I declare that I have read and understood the terms and conditions of the Aboriginal Governance and Leadership Development Program.

I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this application and that the Department of Primary Industries and Regional Development (DPIRD) may, during the application process, consult with other agencies about the applicant's claims and may also enlist external technical or financial advisers to advise on information provided in the application.

I confirm that, where the services of service providers will be used for the delivery of the project, the service provider(s) will be independent and will not be in a business relationship or association with the applicant. Also, the client understands that any contract for services by a service provider as part of this program constitutes a private contractual arrangement between the applicant and the service provider. The Department of Primary Industries and Regional Development shall not be deemed to be a party to any such contract.

I understand that if the application is approved, the applicant must enter into an Agreement with the State Government before financial assistance is provided and acknowledge that no legal obligations will arise between the parties until such time as an Agreement is formally executed.

I understand that payment of the State Government's contribution under the Aboriginal Governance and Leadership Development Program will only be made to the applicant following the submission to the Department of Primary Industries and Regional Development of written evidence that the project has been completed and paid for.

I declare that the applicant has not received funding for the activities specified in this application under any other State Government program and is not likely to receive such funding for the financial year in which the project is undertaken.

I declare that the information contained in this application, together with any statement attached is, to the best of my knowledge and belief, true, accurate and complete. I also understand that the provision of false or misleading information or the making of a false or misleading statement in this application, is a serious offence. I understand that the applicant has and will, while undertaking the activities specified in this application, maintain records that substantiate the applicant's undertaking of the activities.

Signed	
First name(s):	
Last name:	
Job title	
Signature	Date

or Tick True application

END OF APPLICATION