



Department of
**Primary Industries and
Regional Development**

Aboriginal Corporate Governance Development (ACGD)

Grant Program

2020 funding round

USER GUIDE

to assist completion of the ACGD Grant Application Form

This ACGD Grant has been made possible by the Aboriginal Governance and Leadership Development Program with the support of the State Government's Royalties for Regions.

Introduction

This is a guide for completing the Aboriginal Corporate Governance Development (ACGD) Grant Application Form. Please note that this guide does not cover every aspect of the application form.

Applicants are strongly encouraged to discuss their project proposal with their nominated regional Aboriginal Economic Development officer prior to submitting an application.

Part A Applicant details

1. Name and business registration

The applicant is to provide its full legal name and the address of its headquarters.

Add the contact details if they are different from the headquarters' address.

Provide details of a contact person with whom the application can be discussed.

If the application was completed by someone who is not an employee of the applicant, their details must be provided.

The applicant must be a legally established entity (such as a sole proprietor, partnership or corporation) for at least two (2) years.

A person who is a legal representative of the applicant must sign the application (electronic signature preferred on page 18). The signatory and the contact person do not have to be the same person.

2. Applicant's business profile and operations

Please give a concise description of the applicant, including:

- a brief background of the applicant's business.
- the products and/or services provided, and
- whether there is a formal business/property management plan in place and the intended direction of the business in the short to medium terms.

3. The competitive market place the applicant operates in

Describe the market place the applicant operates in.

Please give examples of the competition the applicant faces in the market, both locally (within Western Australia/Australia) and internationally. Describe any competitive advantage your business has.

4. Applicant's financials

The applicant is to provide turnover (net profit before tax) and equity information for the last two financial years. Please also provide a full copy of the most recent financial statements (e.g. half year or quarterly).

Part B – Expected benefits

1. Governance training and coaching program

Please give a concise description of the Governance training and coaching program proposal to be undertaken.

(Applicant must clearly choose from list of modules provided and incorporate this into the proposal. The training must be relevant and realistic and build an awareness of achievable economic diversification opportunities. The proposed program must support the business to build Aboriginal corporate governance and business management capacity.

The applicant should select five (5) training and coaching modules to complete with their selected training provider. This will include two (2) required modules and three (3) 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.

2. Proposal delivery schedule and costs

The applicant must provide the delivery schedule and costs for each module.

When completing the cost table, the cost of each activity must match the quotations. The *ACGD funding assistance request* is the amount that the applicant will be seeking, which is limited to the activities specified in page 1 and modules listed in page 7 and 8 of the application.

If a quotation from the service provider provides cost and delivery options, the applicant must clearly select the option for assessment.

3. Expected outcomes and benefits

These must be meaningful to your business. They also form an integral part of the Department of Primary Industry and Regional Development's assessment of success of the ACGD stream of the AGLDP program. If successful with your application, in section 3.1, you will be required to confirm your project proposal outputs and outcomes sought from this grant to your organisation. Examples are provided in the two tables. You may seek assistance from your regional Aboriginal Economic Development (AED) officer in completing this section.

4. Service providers

Service Providers must not be an employee of the business or have a vested interest in the business.

Part C Evaluation criteria

1. Funding need

Please give a concise description of the barriers the business is facing that are preventing or limiting its ability to be a regional Aboriginal business that is competitive and vibrant across regional and remote Western Australia.

For example, are there issues of price, capability, quality, capacity or other factors, which are impacting on the competitiveness of the business and how might the proposed governance development activities address these barriers and translate into business improvement or increased supply of your goods and services across markets.

If the applicant is already viable, the applicant should describe how the proposed activities would lead to additional work to improve sustainability.

2. Level of impact

Please give a concise description of the likely tangible benefits resulting from the activity.

For example, up skilling of employees, increased capacity, increased turnover, reduced costs, increased quality, expansion to new markets, education and employment opportunities to the applicant's local community.

The applicant should describe the rationale for the likely tangible benefits and ideally demonstrate that a brief analysis has been undertaken.

3. Capability and capacity

Describe the applicant's capability and capacity to carry out the proposed activity and potential future increases as a result of the funding.

The applicant must outline the relevant experience and qualifications of either staff member(s) or consultant responsible for the delivery of the project to address capability

With respect to organisation resources, the applicant must explain:

1. the capacity to undertake the activity for which funding is sought, and
2. the applicant's capacity to undertake additional work that may be generated as a result of the activity.

4. Value for money

Describe how the applicant's project will deliver value for money, together with business and social value contributions to the Southern Rangelands regional areas and broader regional Western Australia.

With regard to 4.1 **value for money**, if the applicant has selected a service provider that is not on the list provided in the application, they must demonstrate that the proposed service provider achieves the best value for money and other non-cost factors, such as alignment to the overall objectives of the grant.

With regard to 4.2, **benefits to the Southern Rangelands**, the applicant needs to identify through their project, what and how they are enhancing any benefits to the economy and

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

5. Financial viability and risk

Demonstrating current financial viability, the financial impact from the assistance being sought and a reasonable risk profile is critical to an applicant's success.

¹ Regional Development Commission Blueprints will be available from the AED team at aed@dpird.wa.gov.au during the application open period.