**Full Proposal**

Project Title

|  |
| --- |
|  |

This question is read only.

Short project description

|  |
| --- |
|  |

Word count: Less than 100 words. This is the non-conﬁdential short description from your Expression of Interest. Limited reﬁnements that do not alter the substance of the project are allowable.

Start Date

|  |
| --- |
|  |

Must be a date. This date was taken from your EOI. Applicants can make minor amendments to this date. Applicants should plan their project start date for 1 July 2017.

End Date

|  |
| --- |
|  |

Must be a date. This date was taken from your EOI. Applicants can make minor amendments to this date. Projects must, at the latest, be completed and ﬁnal reports submitted by 31 March 2019. Projects that conclude within a shorter time frame are encouraged.

Total Amount Requested

|  |
| --- |
|  |

Must be a dollar amount. This amount was taken from your EOI. Please do not amend this amount unless you are authorised to do so.

2. Project description

|  |
| --- |
|  |

2.1 What is the purpose of this project? \*

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| --- |
|  |

Word count: No more than 200 words

2.2 Please describe how the project aligns with the focus and scope of the Grower Groups Research and Development program. \*

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| --- |
|  |

No more than 600 words. Guidance on addressing this requirement can be found in the GGRD Program's Guidelines.

3. Project beneﬁts

3.1 Please list up to 5 substantial beneﬁts to be delivered by the project in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Benefit number** | **Benefit name** | **Who benefits** | **Calculated benefit** |
|  |  |  |  |

Projects should engage an evaluation specialist. This activity can be paid for from grant funds.

3.2 Describe each substantial beneﬁt from 3.1 and state the assumptions and method used in calculating the beneﬁt. \*

|  |
| --- |
|  |

No more than 600 words

3.3 How will the beneﬁts of the project be realised after the project completion date? \*

|  |
| --- |
|  |

Word count: No more than 200 words

4. Project key outputs

4.1 Please list the key outputs in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Output number** | **Output name** | **Start date** | **End date** |
|  |  |  |  |

4.2 Describe each key output from 4.1 and explain in logical steps how each output will deliver the project purpose. \*

|  |
| --- |
|  |

Word count: No more than 600 words. The key outputs are the tangible goods and services produced by the project.

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

5. 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** |
|  |  |  |  |

6. Project collaborators

A collaborator contributes cash or significant in-kind resources to make the project happen.

6.1 Collaborator contact details.

|  |  |  |  |
| --- | --- | --- | --- |
| **Collaborator number** | **Contact name** | **Phone number** | **Email** |
|  |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Collaborator number | Collaborating organisation | Describe in-kind commitment | Cash commitment (Y/N) | Letter of support (Y/N) |
|  |  |  |  |  |

7. Stakeholders

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

A stakeholder benefits from a project - or could be affected by the project’s outcomes.

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Word count: No more than 200 words

8. Revenue

Cash to include all sources.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cash Source** | **Cash 17/18** | **Cash 18/19** | **Cash Total** |
|  | $ | $ | $ |

In-kind to include applicant and collaborator contributions.

|  |  |  |  |
| --- | --- | --- | --- |
| **In-kind Source** | **In-kind 17/18** | **In-kind 18/19** | **In-kind Total** |
|  | $ | $ | $ |

Combined cash and in-kind.

|  |  |  |
| --- | --- | --- |
| **Cash and in-kind 17/18** | **Cash and in-kind 18/19** | **Cash and in-kind Total** |
| $ | $ | $ |

9. Expenditure

9.1 Expenditure by key output. Please use the output numbers assigned in Question 4.1.

Grant contribution.

|  |  |  |  |
| --- | --- | --- | --- |
| **Output number** | **Grant 17/18** | **Grant 18/19** | **Grant expenditure** |
| # | $ | $ | $ |
| # | $ | $ | $ |
| # | $ | $ | $ |

Applicant and collaborator cash contributions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Output number** | **Cash 17/18** | **Cash 18/19** | **Cash expenditure** |
| # | $ | $ | $ |
| # | $ | $ | $ |
| # | $ | $ | $ |

Applicant and collaborator in-kind contributions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Output number** | **In-kind 17/18** | **In-kind 18/19** | **In-kind expenditure** |
| # | $ | $ | $ |
| # | $ | $ | $ |
| # | $ | $ | $ |

This provides a guide to what should be counted as cash expenditure and what is in-kind. As a basic principle the difference between cash and in-kind is as follows:

* CASH generally means external expenditure for goods or services – ie project funds are used to hire a consultant or contractor, or purchase materials or equipment for the project.
* IN-KIND generally means the use of existing resources, the notional value of which is allocated as both a contribution and cost to the project – eg time/expertise of existing staff members, or voluntary labour. It can also indicate donated or discounted goods or services.

Below are some common project expenditure items that can be either cash or in-kind contributions depending upon the particular circumstances of each project.

|  |  |
| --- | --- |
| **CASH** | **IN-KIND** |
| **Project management / administration** – only if an external person is specifically employed to manage the project for your organisation. *May* be considered if an existing part-time employee undertakes additional hours for a fixed period, specifically for the purpose of managing the project, and this can be clearly documented. | **Project management / administration** – more often than not this is undertaken by an existing employee of the applicant organisation in the course of their usual role and therefore can only be claimed as an in-kind contribution by the applicant. |
| **Use of plant and equipment** – if paying to hire plant or equipment it is clearly a cash expense. | **Use of plant and equipment** – if a commercial provider or project partner allows use of their plant or equipment for free or at a discounted rate, then you should consider the difference between the full and discounted rates to be an in-kind contribution. The time of any existing staff required to operate the plant or equipment is considered to be an in-kind contribution, not cash. |
| **Travel and accommodation** – sometimes required for projects that require a consultant to be engaged – if paying cash then they are clearly cash expenses. | **Travel and accommodation** - in some cases travel and accommodation is covered without any actual cash expenditure - eg a corporate partner offers a seat on a charter flight to the consultant so they can get to the project site; a project collaborator owns a vacant residence that the consultant can stay at and allows use of one of their fleet cars to the consultant for field trips (nb fuel would be considered a consumable and therefore able to be included as a cash cost). |
| **Consumables** – generally expected to be a cash cost; be sure to demonstrate they are specific to the project in question. | **Consumables** – only likely to be in-kind if donated. |
| **Audit** – generally expected to be a cash cost to the applicant as it must be undertaken by an appropriately qualified independent auditor. | **Audit** – in cases where an appropriately qualified independent auditor does agree to audit financials *pro bono* or at a discounted rate, then the cost of the audit (in the case of *pro bono*) or the difference between full and discounted cost (if done at discounted rate) should be shown as an in-kind contribution by the auditor. |

Broad guidance for calculation and documentation of some common forms of in-kind contribution.

|  |  |  |
| --- | --- | --- |
| **Item** | **Calculation** | **Documentation** |
| Unskilled or volunteer labour | $35 per person per hour is the allowable rate | Timesheets |
| Specialised labour | Use the current hourly rate applicable to the particular trade/industry | Timesheets |
| Board or senior executive input | $600 per day | Timesheets |
| Donated goods / services | Actual price to buy goods / services at full price, ex GST | Quote / invoice / letter from supplier |
| Discounted goods / services | The difference between full and discounted price, both ex GST | Quote / invoice / letter from supplier |
| Project management / administration (in-house) | Usual hourly rate for staff member | Timesheets |

Grant, applicant and collaborator cash and in-kind totals.

|  |  |  |
| --- | --- | --- |
| **Grant, cash and in-kind 17/18** | **Grant, cash and in-kind 18/19** | **Grant, cash and in-kind Total** |
| $ | $ | $ |

9.2 Expenditure by type.

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure description** | **17/18** | **18/19** | **Total** |
| Salaries |  |  |  |
| Travel |  |  |  |
| Operating |  |  |  |
| Capital |  |  |  |
| Measurement and evaluation |  |  |  |
| Project Mgt and governance |  |  |  |
| Audit |  |  |  |

The final report includes a requirement for independent financial audit and an evaluation of project benefits. These should be budgeted as part of the project financials. In instances where professional service providers are commissioned as part of a project, applicants should be prepared to demonstrate that "value for money" has been achieved.

10. Expenditure justiﬁcation

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

10.1 Salaries. \*

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Word count: No more than 200 words

10.2 Travel. \*

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| --- |
|  |

Word count: No more than 200 words

10.3 Operating. \*

|  |
| --- |
|  |

Word count: No more than 200 words

10.4 Capital. \*

|  |
| --- |
|  |

Word count: No more than 200 words (Note: Grant funding cannot be spent on capital equipment, capital works and general infrastructure costs.)

10.5 Measurement and Evaluation, Project Management and Governance and Audit. \*

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Word count: No more than 200 words.

11. Personnel

People engaged in delivering project outputs. Use of any DAFWA personnel and facilities requires written approval. A letter from the people leader and/or facilities manager must be attached to the application lodged by the submission deadline.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Person name** | **Project role** | **Org.** | **Project time** | **Rate ($/hour)** | **Grant** | **Cost ($ cash)** | **Cost ($ in-kind)** | **Total ($)** |
|  |  |  |  | $ | $ | $ | $ | $ |

12. Attachments

Please add supporting documents by uploading ﬁles below. Each proposal must include a completed Financial Spreadsheet. The template for this will be emailed to applicants. Letters of support including commitments of cash and in-kind resources may also be added here.

Attach a ﬁle: