Newcastle Port Community Contribution Fund

Application Form 2018 | Round 4

Instructions for completing the application form

- Ensure you meet the Eligibility Criteria. Applications that do not, will not progress

- Respond in a clear, succinct manner. The application form contains text boxes which are fixed and cannot be expanded. Your response must fit within the space provided

- Focus on responding to the question being asked. Please do not include or attach unnecessary information

- Ensure that your application is less than 10MB total (including the completed Application Form and all relevant attachments) as the email account for submitting applications will not accept emails over that size

- All amounts must be exclusive of GST

Submit your application

Once you have completed the Application Form, please send the signed application and all attachments to npcc@hdc.nsw.gov.au by 5pm, Friday 13th July 2018.

Late applications will not be accepted, unless by prior written agreement with HDC in extenuating circumstances only.

Applicant Details

Applicant Details

Name of Applicant

ABN / ACN

Contact Name

Title

Telephone

Email Address

Joint Applicant Details

Name of Joint Applicant

ABN / ACN

Project Details

Project Name

Project Location

Project Summary / Deliverables

Please describe the deliverables for your Project in your summary. Your Project is the main idea or set of deliverables that you will deliver. Your Project may be a single stage of a larger project. Please use separate applications if you have more than one Project.

You may attach additional information, such as plan and designs, to your application.

Project Cost

Funding Sought

Eligibility Criteria

1. Project Area

Is your project primarily within the NPCC Project Area? ◯ YES

To confirm the above:
a) Please insert the address of your Project:

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[                                                    ]
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b) Mark out the location of your Project on a copy of the NPCC Project Area plan (which can be found at www.hdc.nsw.gov.au) and attach a copy to your application.

2. Project Type

Which of the following categories does your project fall within?

◯ Environmental

◯ Public domain

◯ Port related community infrastructure

◯ Heritage restoration works

◯ Placemaking or activation

◯ Smart city or digital innovation

◯ Other: [   ]

Please explain how your Project fits within the category you have selected and why it is not a repair, maintenance, planning/design or operational Project, or equipment:

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[                                                    ]
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3. Funding Request

Are you seeking funding for between $10,000 and $500,000 exclusive of GST? ◯ YES

Please ensure you clearly show the amount of Funding you are seeking under 'Project Details' in this application.

What will the funding be used for?

◯ Planning and Design (to a maximum of 10% of the funds requested)

◯ Construction / Delivery

If you are seeking funds for Planning and Design, please explain what those costs are and how it is not more than 10% of the funds requested:

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[                                        ]
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You must not use the Funds for wages, administration costs or overheads.

4. Applicant Organisation Type

What type of organisation are you?

◯ Community group

◯ Not-for-profit

◯ Local Council

◯ State Government agency

◯ Land owning / managing / occupying agency or organisation/corporation

Do you agree to enter into a Funding Deed? ◯ YES

5. Landowner consent

If you don't own the land on which the Project will be delivered, do you have landowner consent to deliver it?

◯ YES

◯ Organisation is landowner

If you select YES you must attach written evidence of that consent, which may be in the form of a letter, lease, licence or other agreement. If you do not attached written evidence, your application will not be considerd.
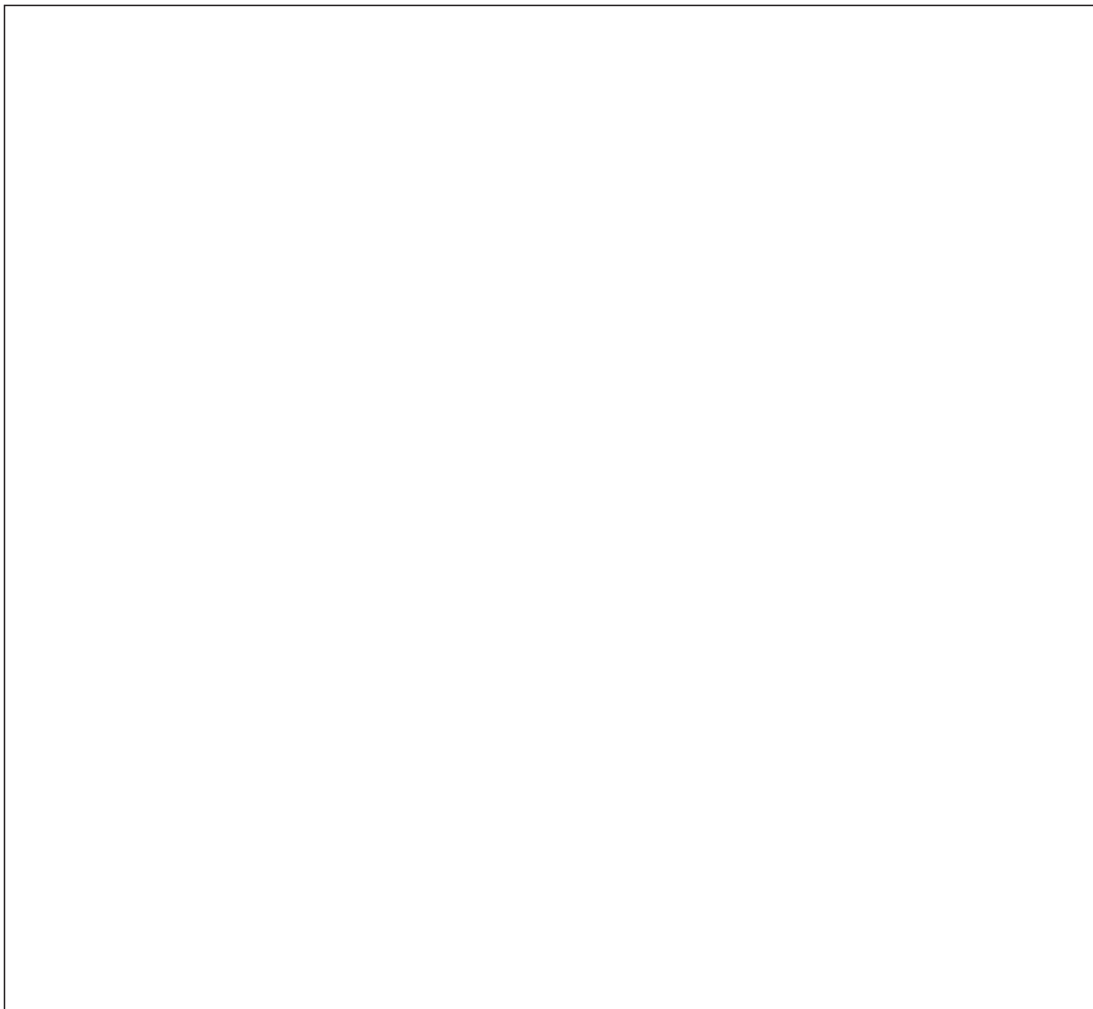
6. Public Project

Please explain why your project is not a private or commercial one and will benefit the community?

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[                                        ]
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Assessment Criteria

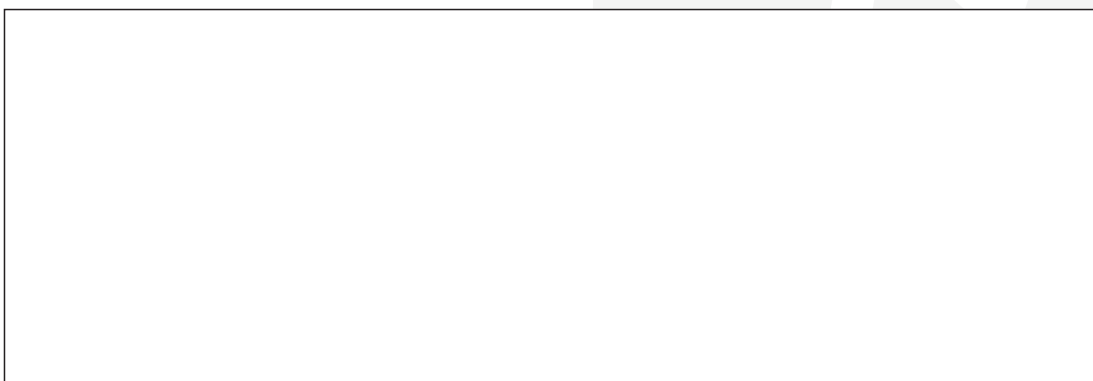**1. Economic, environmental and social benefits**

1. What is the degree of ongoing public or community benefit of the Project?

2. Explain the Project's contribution to local tourism, community engagement, activation, community infrastructure or amenity, heritage or environmental quality

3. What demonstrated need or requirement does your project address and to what extent?

Ensure your response addresses all three questions.

2. Project attributes

What is the total cost and value-for-money of the Project? Please attach a detailed breakdown and supporting cost information, if available. The level of detail of your budget should reflect the type and scale of your Project.

How and when will you or your partners deliver the Project? Please provide a Project program, and any examples of recent, similar projects delivery by the team. Please explain the current progress of your Project.

Does the Applicant own the land that is the subject of the Project? If not, what rights does the applicant have to use it, and for how long? Who will manage the asset, if applicable?

What other funds are available towards the cost of the Project? Attach evidence of the commitment and timing of those funds. Please also explain your accounting arrangements in place to manage the Funds and spending.

What are the project risks and how will you manage those risks?

Declaration

The Applicant

- Warrants that the information in the application has been prepared on the basis of its own due diligence and advice and is true and accurate;

- Acknowledges that neither submitting an application nor being invited to participate further in the Newcastle Port Community Contribution 2018 Round 4 process results in a binding agreement with any person and does also not deem that any or all elements in an application as submitted are acceptable; and

- Acknowledges the Newcastle Port Community Contriubtion 2018 - Round 4 Guideline document.

Signed by

Name of Authorised Person

Signature of Authorised Persons

Position of Authorised Person

Date