

**LOCAL BUYING FOUNDATION**  
**FUNDING APPLICATION FORM**  
**(For 26 February 2016 Funding Round Only)**

The primary objective of the Local Buying Foundation is to support and deliver economic and local/regional business programs which build capacity. The Foundation's objectives and priority areas are reviewed regularly to ensure they remain relevant to the economic environment and aligned with changing business community needs. The current priority areas (or program streams) of the Foundation are:

- i. ***Building Sustainable Business Futures (BSBF)*** – targeting the development of the broader business community's capacity and capability. Focal areas include but are not limited to:
  - **Workforce development projects** – for projects that deliver broader traineeship, apprenticeship, and/or business professional development programs
  - **Economic Development Projects** – strategic projects targeting broader economic objectives within and across regions
  - **Region promotion and awareness** – initiatives to increase regional awareness contributing to the economic viability of regional communities, eg events, marketing
- ii. ***Building Sustainable Business Communities (BSBC)*** – targeting the development of individual businesses capability and capacity that align with the key areas of Bowen Basin Business Development Initiative (BBBDI) or similar if external to Bowen Basin

**Funding criteria and guidelines**

To apply for Local Buying Foundation funding, submissions must meet the following criteria:

- ☐ the submission must be emailed to [info@localbuying.com.au](mailto:info@localbuying.com.au) by **26 February 2016** to be considered in the current round
- ☐ the project must benefit businesses in either the Central Highlands, Isaac or Mackay Regions
- ☐ the submission is not for a commercial business grant or be considered to be similar to a commercial business grant
- ☐ the project has not already occurred and funds are not being sought retrospectively
- ☐ all other criteria as outlined in the **Local Buying Foundation Public Guidelines 2016** [available at [www.localbuying.com.au/community](http://www.localbuying.com.au/community) ]

**All submissions are to be emailed to [info@localbuying.com.au](mailto:info@localbuying.com.au)**

For further information or assistance phone C-Res on 1800 536 663 or email [info@localbuying.com.au](mailto:info@localbuying.com.au)

**General Information:**

Name of Organisation:	
ABN:	
Contact Name:	
Position within organisation:	
Postal address:	
Direct Phone:	
Mobile Phone:	
Email address:	
Web address:	
Is your organisation a Not-For-Profit (NFP) organisation or owned by a parent organisation that is a NFP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your organisation a Social Enterprise or owned by a parent organisation that is a Social Enterprise?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide additional information below</i>
<i>Only if <u>Yes</u> was selected for previous question: Additional information</i>	
Does your organisation have Indigenous ownership, ie at least 50% is owned or held on behalf of Aboriginal and/or Torres Strait Islander peoples?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organisation have Deductible Gift Recipient (DGR) status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your organisation registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any employees, directors, or direct or indirect shareholders of the organisation Government Officials?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please complete the next question. If more than one person, please attach separately to your submission.</i>
<i>Only if <u>Yes</u> was selected for previous question:</i> <i>Name of Person:</i> <i>Position within organisation:</i> <i>Role within Government:</i> <i>Further information (optional):</i>	
Are any employees, directors, or direct or indirect shareholders of the organisation a member of the Local Buying Foundation (LBF) Advisory Committee?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please complete the next question. If more than one person, please attach separately to your submission.</i>

<p><i>Only if <u>Yes</u> was selected for previous question:</i></p> <p><i>Name of person:</i></p> <p><i>Position within organisation:</i></p> <p><i>Role within Project:</i></p>	
<p>Are you partnering with any other organisations in the delivery of this project?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><i>If yes, please complete the next question. If more than one person, please attach separately to your submission.</i></p>
<p><i>Only if <u>Yes</u> was selected for previous question:</i></p> <p><i>Name of organisation:</i></p> <p><i>Contact person:</i></p> <p><i>Contact Email:</i></p>	
<p>Do you or your organisation currently have any open projects with the LBF?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><i>If yes, please provide details below</i></p>
<p><i>Only if <u>Yes</u> was selected for previous question:</i></p> <p><i>List open projects with LBF</i></p>	

**Submission Information:**

Project Title:	
Regions that will benefit from the project:	<p>Regions:</p> <p><input type="checkbox"/> Central Highlands</p> <p><input type="checkbox"/> Isaac</p> <p><input type="checkbox"/> Mackay</p> <p><input type="checkbox"/> other:</p>
Project Start Date: (dd mmm yyyy)	
Project End Date: (dd mmm yyyy)	
Brief Summary of Project:	

Project Objectives and overall aim:	
Amount of Funding Requested from LBCF:	\$ _____ <input type="checkbox"/> GST exclusive or <input type="checkbox"/> GST inclusive
Total cost of project: (Breakdown of all costs and other funding sources to be attached. <a href="http://www.localbuying.com.au/community">For budget template, visit www.localbuying.com.au/community</a> )	\$ _____ <input type="checkbox"/> GST exempt or <input type="checkbox"/> GST inclusive
Type of funding requested:	<input type="checkbox"/> Sponsorship <input type="checkbox"/> Project funding
LBF Priority Area:	<input type="checkbox"/> Building Sustainable Business Futures (BSBF) <input type="checkbox"/> Building Sustainable Business Communities (BSBC)
If BSBF has been selected, please select the type of BSBF funding:	<input type="checkbox"/> Workforce Development Grant <input type="checkbox"/> Economic Development Project <input type="checkbox"/> Regional Promotion and Awareness
If BSBC has been selected, provide details of how your project aligns with the Bowen Basin Business Development Initiative ( <a href="#">BBBDI</a> ) or similar if Mackay region.	

**Submission Criteria:**

<b><u>Project Impact</u></b>	
What are the expected outcomes of the project?	
Who will benefit from the project in the short and long term?	
How will the success of the project be monitored and evaluated?	
How do you intend to market your project? (For marketing template, visit <a href="http://www.localbuying.com.au/community">www.localbuying.com.au/community</a> )	

<b>Project Sustainability</b>	
How will the project become self-sustaining and not reliant on continual funding grants? <i>Answer N/A if funding is requested for specific event or project</i>	
Is there potential for project replication and/or scale up if successful?	<input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please provide details below
<i>Only if <u>Yes</u> was selected for previous question:</i> <i>Replication/upscale options</i>	
<b>Project Cost Effectiveness</b>	
LBF funds are unable to be used for 'general project expenses'. How specifically will the LBCF funds be used?	
Have you tried to secure funding from other sources?	<input type="checkbox"/> No <input type="checkbox"/> Yes – please complete below: <ul style="list-style-type: none"> <li>○ confirmed funding - \$ _____</li> <li>○ unconfirmed funding - \$ _____</li> </ul>
<b>Project Alignment and Practicality</b>	
Project Timeline and Tasks required for implementation ( <a href="#">For project timeline template, visit <a href="http://www.localbuying.com.au/community">www.localbuying.com.au/community</a></a> )	
What similar projects have you or your organisation implemented?	

List the key stakeholder organisations that support this project ( <a href="#">attach letters of support</a> )	
<b>Project Agility / Flexibility</b>	
What are the key project / funding risks or challenges and what is your risk management plan? (For risk management matrix visit <a href="http://www.localbuying.com.au/community">www.localbuying.com.au/community</a> )	
Do you have any addition information to add or attach?	

**Confirmation:**

- ☐ I have read, understood and agree to the [Local Buying Foundation Public Guidelines 2016 - www.localbuying.com.au/community](http://www.localbuying.com.au/community)
- ☐ I confirm that this project is for the benefit of businesses in either the Central Highlands, Isaac or Mackay Regions
- ☐ I confirm that this submission is not for a commercial business grant or be considered to be similar to a commercial business grant
- ☐ I confirm that this project has not already occurred and funds are not being sought retrospectively
- ☐ I confirm that all information provided in this submission is true and correct and I that have the authority to provide this information on behalf of the organisation named in the submission.
  - Name: \_\_\_\_\_
  - Position: \_\_\_\_\_
  - Date: \_\_\_\_\_