

LOCAL BUYING FOUNDATION - FUNDING APPLICATION FORM

The primary objective of the Local Buying Foundation is to support and deliver economic and local/regional business programs which build capacity and capability. 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 submitted via email to info@localbuyingfoundation.com.au by 5.00pm on the advertised closing date
- The project must benefit businesses in or across 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](#)

All submissions are to be emailed to info@localbuyingfoundation.com.au

For further information or assistance phone C-Res on 1800 536 663 or email info@localbuyingfoundation.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 a subsidiary of a parent organisation that is a NFP?	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of organisation:
Is your organisation a Social Enterprise or a subsidiary of a parent organisation that is a Social Enterprise?	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of organisation:
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"/> No <input type="checkbox"/> Yes
Does your organisation have Deductible Gift Recipient (DGR) status?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is your organisation registered for GST?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Are any employees, directors, or direct or indirect shareholders of the organisation Government Officials?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, please complete the next question. If more than one person, please attach separately to your submission.</i>
<i>Only if Yes was selected for previous question</i> Name of Person: Position within organisation: Role within Government: Further information (optional):	

Are any employees, directors, or direct or indirect shareholders of the organisation a current member of the Local Buying Foundation (LBF) Advisory Committee?	<input type="checkbox"/> No <input type="checkbox"/> Yes <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> Name of person: Position within organisation: Role within project:	
Are you partnering with any other organisations in the delivery of this project?	<input type="checkbox"/> No <input type="checkbox"/> Yes <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> Name of organisation: Contact person: Contact email:	
Do you or your organisation currently have any current projects with the LBF?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, please provide details below</i>
<i>Only if <u>Yes</u> was selected for previous question, provide details of current LBF project(s).</i>	

Submission Information:

The information below is to provide a succinct overview of your project. More detailed project plans and information can be attached to the submission.

Project Title:	
Regions that will benefit from the project:	<input type="checkbox"/> Central Highlands <input type="checkbox"/> Isaac <input type="checkbox"/> Mackay <input type="checkbox"/> other:
Project start date: (dd/mm/yyyy)	
Project end date: (dd/mm/yyyy)	

<p>Summary of Project: (Maximum 150 words)</p>	
<p>Project objectives and overall aim: (Maximum 150 words)</p>	

Amount of funding requested from LBF:	\$_____ ex GST
Total cost of project: (Detailed breakdown of all costs and other funding sources to be attached). Click here for budget template	\$_____ ex GST
Have you, your organisation, or any partner organisations applied for funding for this project from BHP Billiton, BMA and/or BMC?	<input type="checkbox"/> No <input type="checkbox"/> Yes – please complete below: Confirmed funding - \$_____ Unconfirmed funding - \$_____
Type of funding requested:	<input type="checkbox"/> Sponsorship (eg conference, business awards, expo) <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 (BBBDI) or similar if Mackay region.	

Submission Criteria:

Project Impact	
<p>What are the expected outcomes of the project? (Maximum 150 words)</p>	
<p>Who will benefit from the project in the short and long term? (Maximum 150 words)</p>	

<p>How will the success of the project be monitored and evaluated? (Maximum 150 words)</p>	
<p>How do you intend to market your project? (Please provide an overview of your marketing strategy or attach your strategy to the submission)</p>	

Project Sustainability

<p>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 and not ongoing</i></p>	
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Is there potential for project replication and/or scale up if successful?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, please provide details below</i>
Only if <u>Yes</u> was selected for previous question, provide details on potential replication/upscale options	
Project Cost Effectiveness	
Have you tried to secure funding from other sources?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, please provide details below</i>
Only if <u>Yes</u> was selected for previous question: Provide details on funding organisation(s), value of funding and if confirmed or unconfirmed	
Project Alignment and Practicality	
Project timeline and tasks required for implementation. (Please provide an overview of your project timeline or attach your timeline to the submission) Click here for a Project Timeline Template	
What similar projects have you, your organisation or your project partners implemented?	

List the key stakeholder organisations that support this project (letters of support to be attached)	
Project Agility / Flexibility	
What are the key project / funding risks or challenges and what is your risk management plan? (Please provide an overview of your risk mitigation strategy or attach your strategy to the submission) Click here for a Risk Management Template.	
Do you have any addition information to add or intend to attach?	

Confirmation:

- ☐ I have read, understood and agree to the [Local Buying Foundation Public Guidelines 2016](#)
- ☐ I have attached (if applicable):
- ☐ Project Plan (Timelines and Tasks)
 - ☐ Detail Budget
 - ☐ Risk Management Strategy
 - ☐ Letters of Support
- ☐ 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 have the authority to provide this information on behalf of the lead organisation named in the submission.

Name: _____

Position: _____

Date (dd/mm/yyyy): _____