

DO YOU HAVE AN NOVEL IDEA OR INNOVATIVE PROJECT THAT WILL...

Develop and grow new and existing businesses and industries

Support export development or investment attraction

Generate new employment opportunities

The Cairns Regional Council **Economic Diversification Fund** assists local collaborators and organisations with developing and delivering innovative projects that will result in economic benefits to the Cairns Regional Council area.

OPEN TO: Groups or organisations that are either: a properly constituted not-for profit; a collaborative partnership sponsored by an incorporated organisation; or a for-profit organisation where the funded project is not projected to return a profit in the short term. Industry associations, chambers of commerce or industry clusters are welcome to apply

FUND VALUE: Up to \$30,000 financial or in-kind assistance or a combination of the two

KEY DATES: Applications can be made at any time until the fund is exhausted

ARE YOU ELIGIBLE?

You are a group or organisation that:

- ✓ operates within Cairns Regional Council area;
- ✓ has a majority of its members living in the Cairns Regional Council area;
- ✓ has acquitted any previous Cairns Regional Council grant satisfactorily;
- ✓ is free of debt with Cairns Regional Council;
- ✓ has a valid public liability certificate to cover any proposed program or project.

The following activities are not eligible for funding under the EDF:

- ✗ Ongoing salaries/wages for staff however if a position is created for the length of a project, funding may be considered
- ✗ Recurrent costs associated with day-to-day operations of the organisation/group
- ✗ Retrospective funding
- ✗ Items/programs that are the core business of a Government Department
- ✗ Business/commercial ventures solely benefiting a single business or a narrow collective of interests
- ✗ Projects that do not involve the Cairns Regional Council community
- ✗ Projects involving the construction of infrastructure or purchase of capital equipment
- ✗ Events
- ✗ Repeat funding of a project previously funded through the EDF

SUBMISSION & ASSESSMENT PROCESS

1. Before you decide to submit an application, we welcome a discussion about your project's eligibility. Please read through the 'How We Assess Your Project' section and then contact Council's Economic Development Unit if you're thinking about making a submission.
2. You can submit your application and supporting documents to the Economic Development Unit by [email](#) or alternatively, you can drop it in to 119-145 Spence Street Cairns or post to PO Box 359 Cairns 4870.
3. Applications will be reviewed by Council's Planning and Economic Committee with a recommendation provided to the Chief Executive Officer for final approval. This process may take up to two months to complete so please factor that in to your project timeline.

HOW WE ASSESS YOUR PROJECT

TO APPLY YOU'LL NEED COMPLETE A FOUR PART APPLICATION AND PROVIDE SUPPORTING DOCUMENTS

SECTION 1 **GETTING TO KNOW YOU AND YOUR PROJECT**

We want to know: we'd like to get to know you and your organisation and learn more about your project.

You need tell us: you'll need to explain your concept or idea and tell us why you think there is a need for your idea or project. We'd also like you to share your past successes and experience with delivering projects of this nature.

SECTION 2 **UNDERSTANDING THE BENEFITS OF YOUR PROJECT**

We want to know: we're keen to learn how your project will contribute to developing the Cairns economy, lift the profile of the region or benefit the broader community.

You need tell us: you'll need to explain how your project will deliver measurable economic benefit to the Cairns Regional Council area and how it will impact the diversity of the local economy. You can do this by telling us how your project will:

- ✓ support employment and local business development;
- ✓ attract further investment into the region;
- ✓ support export growth; or
- ✓ provide a lasting legacy for the economy

SECTION 3 **WORKING THROUGH THE DETAIL & DATA**

We want to know: we'd like to know that your organisation is financially sound and that project is feasible and how Council's funding is being used to leverage other funds.

You need tell us: you'll need to explain and demonstrate the feasibility of your project and highlight the impact of Council's support (financial and/or in-kind) to the project. You'll need to submit the organisation's most current financial statement or the latest treasurer's report (previous 12 months).

SECTION 4 **YOUR PROJECT IMPLEMENTATION & MILESTONES**

We want to know: we'd like to understand the project timelines, when it will commence and end, and what the milestone and key deliverables will be.

You need tell us: you'll need to tell us how you plan to implement your project, how you will measure success and what the potential negative impacts or risks of the project are and how you plan to mitigate these.

THINGS TO NOTE IF YOUR APPLICATION IS SUCCESSFUL

- All funded projects will be assigned a Case Manager from Council's Economic Development Unit whom you will be required to keep in regular contact with.
- Funds are to be expended within 12 months from the initial funding payment and acquitted within 3 months of the project completion; this aspect may be negotiable and should be discussed at the time of making the application.
- Successful applicants will be required to publicly acknowledge Council's support in a manner acceptable to Council (to be determined taking into account the nature of the funded project).
- Funds will be paid as a 50% instalment upon commencement of the project, with two 25% instalment payments paid upon evidence of the completion of agreed milestones.
- In the interest of accountability and transparency you will be required to complete a grant acquittal on completion of the project and by the stated due date, which must include:
 - An acquittal report outlining the project revenue (EDF monies and other contributions) and expenditure including documentation substantiating all revenue and expenditure incurred;
 - An evaluation report demonstrating the success or otherwise of the project relative to its initial objectives including evidence to support these statements; and
 - You may also be asked to make a presentation on our project and its relevant success or otherwise for Councillors and Council Officers.

APPLICATION FORM
SECTION 1 GETTING TO KNOW YOU AND YOUR PROJECT

APPLICANT DETAILS			
Organisation Name			
ABN & ACN		GST registered	Yes / No
Registered Trading Name			
Alternate Name			
Street Address			
Postal Address			
Locations			
Website			

PROJECT CONTACT (if different from above)	
Salutation	
First Name	
Surname	
Position/ Title	
Email Address	
Contact Numbers	

ORGANISATION STRUCTURE			
Organisation Structure			
Key Persons			
Years of trading	Total:		By current owner:
Employees	Full Time		Part Time

ABOUT YOUR ORGANISATION	
Provide a brief history of your organisation	
Describe the nature of your organisation, its core products and Services	
What are the future goals and objectives for your organisation	

PROJECT TITLE

ABOUT YOUR PROJECT

<p>Describe your project and tell us why you think there is a need for your idea or project</p>	
<p>Provide details of any planning, studies or research undertaken in preparation for this project</p>	
<p>Who are your key project stakeholders and what role will they play?</p>	
<p>Describe the relevant capabilities, skills and expertise of your key personnel and/or contractors, that will ensure the success of this project</p>	
<p>What government or external stakeholder consultations have taken place in relation to this project?</p>	
<p>Provide details of alignment with various regional plans including:-</p> <ul style="list-style-type: none"> ▪ CRC Corporate Plan ▪ TNQREP ▪ TTNQ's Strategic Plan ▪ RDA Roadmap 	
<p>What are the key risks associated with the project and what mitigation strategies are in place?</p>	

SECTION 2 UNDERSTANDING THE BENEFITS OF YOUR PROJECT

ECONOMIC IMPACT	
What benefit will the project generate for your organisation?	
What are the supply-chain flow-on benefits of your proposed project?	
What other benefits will the project generate for the Cairns economy:- <ul style="list-style-type: none"> ▪ Job growth ▪ Skills development ▪ Knowledge ▪ Industry development 	
Are there any other regional benefits which this project will generate?	

PROJECT OUTCOMES				
	Current/ Actual Position	Increase after 1 year	Increase after 2 years	Increase after 3 years
Number of new based jobs created (FTE)				
Increased domestic profile/market activity				
New Investment				
Increased national and international exposure				
New up-skilling, training and development opportunities				
Increased export activity including new markets				
Additional funding leveraged				
Please provide brief assumptions describing how you calculated the estimated outcomes				

* Council's Economic Development Unit may be able to assist with calculating economic impact

SECTION 3 WORKING THROUGH THE DETAIL & DATA

PROJECT FUNDING

Project Cost	Total Project Cost (Excluding GST)	\$	EDF Request (Excluding GST)	\$
To what extent is your project being internally-funded?				
To what extent is your project being externally-funded (project funding sources)?				

PROJECT COST BREAKDOWN

Project Activity/ Task	Provider	Proposed Activity Start Date	Proposed Activity Finish Date	Total Activity Cost	Applicant Cash Funding	Other Sources Funding	CRC Funding Sought
TOTAL PROJECT COST				\$	\$	\$	\$

FINANCIAL HISTORY

Please provide accountant prepared financial statements and for the previous financial year plus year-to-date interim figures and forward budgets where applicable

Comment on financial performance and history						
Financial History for the last two years including year-to-date	Year 1	/	Year 2	/	YTD*	/
Sales	\$		\$		\$	
Net Profit	\$		\$		\$	
Net Assets	\$		\$		\$	

SECTION 4 YOUR PROJECT IMPLEMENTATION & MILESTONES

PROJECT TIMEFRAME

How long will the project take?	Commencement		Completion	
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PROJECT MILESTONES

Deliverable	Estimated Due Date	Requested Amount (excl GST)	GST Amount	Total Payment
TOTAL PAYMENTS		\$	\$	\$

PREVIOUS FUNDING ASSISTANCE

Have you in the past 3 years applied for any other Federal or State business grants?	Yes/ No If "Yes" please complete the following section.
Funding Assistance Details	Agency and Scheme

CERTIFICATION

APPLICANT CERTIFICATION

I/We have read the standard Agreement Terms and Conditions and understand that if a financial incentive is approved, a formal Agreement will be required to be signed by all parties, before any reimbursement can be made. I/We understand that additional specific conditions may also be included in the formal agreement, on case by case bases.

I/We understand that:

- Submission of a signed application does not guarantee financial incentive approval for either all or part of the incentive being sought
- Project costs incurred prior to the date the final signed application form is lodged with the Council are not eligible for reimbursement and are incurred at the applicants own risk.

I/We, as the undersigned, authorise Cairns Regional Council to undertake any necessary due diligence and hereby certify that all details provided in this application are true and correct and understand the Council's policy on confidentiality, commercial in-confidence and privacy statement.

Signature	
Name	
Position	
Date	

DOCUMENTATION REQUIREMENTS

- Application form - completed and signed by the authorised person/s
- All relevant quotes to support project costing

Please note:

- All information provided with this application will be treated as commercial in confidence by Cairns Regional Council.
- Cairns Regional Council and its offices are subject to the Queensland Right to Information Act 2009.