

Project Title			
Reference (CLC use):			Date:

1. Organisation details

Name			
ICN/ABN/ACN			GST Registered?
Business owners			
Supply Nation Registered or Certified?	Registered	Certified	
Registered address			
Postal address			
Primary contact			Role:
	Phone:	Mobile:	
	Email:		
Secondary contact			Role:
	Phone:	Mobile:	
	Email:		

2. Project details

Funds requested	\$		
Co-investment	\$		
Project duration		Start date	

3. Proponent background

- What are your business or organisation’s key goals and objectives?
- What are some recent achievements?

- What sectors do you operate in?
- What are the key activities of your business or organisation?
- What, if any, similar projects have you delivered in the past?
- In what way does your business or organisation have the capability and capacity to deliver the project?

- How is your business or organisation governed? (For example, describe your governance structure- feel free to attach a diagram of the structure)
- What are the relevant roles and responsibilities?

- Is there any other background information that shows that you can successfully deliver the project?

4. Project alignment with ABA stimulus investment principles

- Which of the following objectives does your project meet?

Investing in existing Indigenous businesses
Investing in Aboriginal-owned infrastructure (for example: pastoral, tourism, gas and mining opportunities)
Building the skills of men and women on Country (for example: rangers, learning on Country programs and workplace experiences)
Investing in small-scale infrastructure projects (for example: fencing, water infrastructure and homelands upgrades)
Maximising the ABA investment (for example: co-investment or co-ordination with other funding streams)

5. Project description

- What will you be doing with the funding?
- Why will you be doing it/why do you need this funding?

6. Project objectives

- What are you aiming to achieve through the project (with this funding)?
- What difference will the investment make to your business or organisation?
(For example, expand the business, generate more revenue, employ more Aboriginal staff)
(If you have additional objectives, please include as an attachment to the proposal form)

Objective 1
Objective 2

7. Project activities and timeline

- What are the steps for the project and what will they deliver? (For example, purchasing assets, purchasing insurance, marketing activities, or hiring new staff)
- What, if any, capability building activities are needed for the delivery of the project? (For example, training for staff to operate new machinery, or mentors for new staff)
- When will each stage of the project happen and how long will it take?

Activity	Timing
<i>E.g. Purchase equipment</i>	<i>By July 2022 (6 weeks)</i>

8. Project team

- Who will be working on this project and what are their relevant skills and experience?
- What, if any, new staff members will you hire to deliver the project? (For example, if you intend to hire a project manager to oversee the project, include information on what their role will be, and the skills and experience they will need to have)

9. Project governance

- What is the governance for the project?
- Who is responsible for the project?
- What processes will you put in place to track the project’s progress and ensure delivery? (For example, where applicable, oversight provided by your organisation’s Board)

10.Risk management plan

- What are the relevant risks and what is your strategy for managing them? (include as many risk items as appropriate- table does not need to be filled)

<u>Risk Register</u>	<u>Probability</u> - <i>Unlikely</i> - <i>Likely</i> - <i>Very Likely</i>	<u>Impact</u> - <i>Low</i> - <i>Moderate</i> - <i>High</i>	<u>Strategy</u> <i>Strategies for managing the risks to the business.</i>
<i>Example: A fire burns all of your equipment.</i>	<i>Unlikely</i>	<i>High</i>	<i>Fire training; insurance; Back up equipment.</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

COMPLETE BELOW IF PROJECT BUDGET IS \$200,000 OR ABOVE

11. Schedule management plan

Provide details about how you will ensure the project is running to schedule, including:

- Who is responsible for setting and managing the project schedule, to ensure tasks are completed on time, and resources are allocated appropriately?
- Who is responsible for measuring project performance?
- Will you be using systems and/or tools for project schedule and performance management?

12. Cost management plan

Outline how the costs will be managed throughout the project, including:

- Will you be using systems and processes to measure, report and control project costs?
- Who will be responsible for managing project costs?

13. Staffing and training management plan

- Provide details about how you plan to staff the project and, if applicable, provide training to employees.