

**APPLICATION REQUIREMENTS**

**Name of Grant:**            **Agricultural Trade and Market Access Cooperation (AGG22)**

	Time/Units		
	Name	Name	Name
<p>Applicants are able to download the application form by <a href="#">clicking here</a></p> <p>Applicants will need to provide the following information for the application form:</p> <p><b>Section A: General Information</b></p> <p>To complete this form – save the PDF file to a computer <b>before the applicant commence filling out the form</b>. The applicant will need the latest version of Adobe Acrobat Reader to save changes and submit.</p> <p>The application must include:</p> <p><input type="checkbox"/> A completed and signed application form</p> <p><input type="checkbox"/> A signed letter from each in-kind or third party contributor, confirming their commitment</p> <p><input type="checkbox"/> Other attachments where relevant.</p> <p>Incomplete applications may not be processed.</p> <p>Applicants can be either posted or emailed to:  Programme Manager  Agricultural Trade and Market Access Cooperation Programme  Trade and Market Access Division  Department of Agriculture and Water Resources  GPO Box 858  Canberra ACT 2601</p> <p>Email: <a href="mailto:ATMAX@agriculture.gov.au">ATMAX@agriculture.gov.au</a></p> <p><b>Section B: Applicant Details</b></p> <p>1. Indicate applicant type (<i>Select one</i>)</p> <p><input type="checkbox"/> Individual</p> <p>Title, given and family name</p> <p><input type="checkbox"/> Organisation</p> <p>Organisation (legal entity name)</p> <p>Name of senior executive or business partner with authority to sign this application.</p> <p>2. Australian Business Number (ABN)</p> <p>3. Is the applicant GST registered?  Successful applicants who are GST registered will receive grants inclusive of GST. Those who are not GST registered will receive grants exclusive of GST.</p>			

	Time/Units		
	Name	Name	Name
4. Street Address ( <i>PO Box will not be accepted</i> )			
5. Postal Address ( <i>if different from business address</i> )			
6. Nominated contact person <ul style="list-style-type: none"> <li>Title, given and surname</li> <li>Position</li> <li>Work phone (<i>include area code</i>)</li> <li>Mobile phone</li> <li>Email</li> </ul>			
7. Total amount of funding sought ( <i>\$ GST inclusive</i> )			
8. Other individuals, organisations or activity providers collaborating on the project, including legally constituted partnerships.			
<b>Section C: Description of Application</b>			
9. Project title			
10. Describe the project in fifty words or less. This description will be published on the department's website if the application is successful.			
11. Describe the project objectives.			
12. Does the project contribute to one of the funding priorities listed on the ATMAC Programme web page? <input type="checkbox"/> No <input type="checkbox"/> Yes – provide details			
13. What is the project outcome or product? <i>For example, delivery of a training programme or a research report.</i>			
14. Provide details of the project team leader and team members <ul style="list-style-type: none"> <li>Person 1 <ul style="list-style-type: none"> <li>Given and family name</li> <li>Role</li> <li>Relevant qualifications and competency</li> </ul> </li> <li>Person 2 (<i>if relevant</i>) <ul style="list-style-type: none"> <li>Given and family name</li> <li>Role</li> <li>Relevant qualifications and competency</li> </ul> </li> <li>Person 3 (<i>if relevant</i>) <ul style="list-style-type: none"> <li>Given and family name</li> <li>Role</li> <li>Relevant qualifications and competency</li> </ul> </li> <li>Person 4 (<i>if relevant</i>) <ul style="list-style-type: none"> <li>Given and family name</li> <li>Role</li> <li>Relevant qualifications and competency</li> </ul> </li> </ul>			

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<p>15. Indicate project start and end dates</p> <ul style="list-style-type: none"> <li>• Start date</li> <li>• End date</li> </ul>			
<p>16. Where will the project be implemented?</p> <ul style="list-style-type: none"> <li>• Town/city/region</li> <li>• Country</li> </ul>			
<p>17. Explain the project methodology and how the approach the applicant is proposing is feasible and achievable.</p>			
<p>18. Project milestones/activities, time frames and budgets Small projects may address milestone 1 only. All applicants must include GST in budget tables. Attach a sheet if necessary.</p> <ul style="list-style-type: none"> <li>• Milestone 1 <ul style="list-style-type: none"> <li>- Milestone name</li> <li>- Start date</li> <li>- End date</li> </ul> </li> <li>• Milestone 1 Budget Round figures to the nearest dollar. Attach a sheet if necessary. <ul style="list-style-type: none"> <li>- Expenses</li> <li>- Funding (\$ GST exclusive)</li> <li>- Funding (\$ GST component)</li> <li>- In-kind or third party contributions, where applicable (\$)</li> <li>- Total (\$ GST inclusive)</li> <li>- Total \$</li> </ul> </li> <li>• Milestone 2 <ul style="list-style-type: none"> <li>- Milestone name</li> <li>- Start date</li> <li>- End date</li> </ul> </li> <li>• Milestone 2 Budget Round figures to the nearest dollar. Attach a sheet if necessary. <ul style="list-style-type: none"> <li>- Expenses</li> <li>- Funding (\$ GST exclusive)</li> <li>- Funding (\$ GST component)</li> <li>- In-kind or third party contributions, where applicable (\$)</li> <li>- Total (\$ GST inclusive)</li> <li>- Total \$</li> </ul> </li> <li>• Milestone 3 <ul style="list-style-type: none"> <li>- Milestone name</li> <li>- Start date</li> <li>- End date</li> </ul> </li> <li>• Milestone 3 Budget Round figures to the nearest dollar. Attach a sheet if necessary. <ul style="list-style-type: none"> <li>- Expenses</li> <li>- Funding (\$ GST exclusive)</li> <li>- Funding (\$ GST component)</li> </ul> </li> </ul>			

	Time/Units		
	Name	Name	Name
<ul style="list-style-type: none"> <li>- In-kind or third party contributions, where applicable (\$)</li> <li>- Total (\$ GST inclusive)</li> <li>- Total \$</li> </ul>			
<p>19. Would the applicant achieve the project outcomes if the applicant received less funding than requested?</p> <p><input type="checkbox"/> No – provide details</p> <p><input type="checkbox"/> Yes – provide details</p>			
<p>20. If the application includes in-kind or third party project contributions, provide details. Attach a signed letter from each contributor, confirming their commitment and specifying the nature of their contribution.</p> <ul style="list-style-type: none"> <li>• Contributor 1 <ul style="list-style-type: none"> <li>- Title, given and family name</li> <li>- Work phone (<i>include area code</i>)</li> <li>- Mobile phone</li> <li>- Email</li> <li>- Nature of contribution</li> <li>- Significance of contribution to project outcomes</li> </ul> </li> <li>• Contributor 2 <ul style="list-style-type: none"> <li>- Title, given and family name</li> <li>- Work phone (<i>include area code</i>)</li> <li>- Mobile phone</li> <li>- Email</li> <li>- Nature of contribution</li> <li>- Significance of contribution to project outcomes</li> </ul> </li> </ul>			
<p>21. List project beneficiaries (<i>for example, a specific industry sector, region and/or trading partner</i>). Describe the nature of the benefit.</p>			
<p>22. Describe the project performance measures and how the applicant will monitor or evaluate the applicant's success against them.</p>			
<p>23. Identify risks to the successful completion of the project and risk mitigation measures for each risk. Attach a sheet if necessary.</p> <ul style="list-style-type: none"> <li>• Risk</li> <li>• Impact on project</li> <li>• Risk mitigation actions</li> <li>• Level of risk (low, medium or high)</li> </ul>			
<p>24. Has the applicant received grants for similar projects under this or any other Australian or state and territory government programme in the past five years?</p> <p><input type="checkbox"/> No – Go to question 25</p> <p><input type="checkbox"/> Yes – provide details (maximum ten projects)</p> <ul style="list-style-type: none"> <li>• Project title</li> <li>• Funding body</li> <li>• Date funding was received</li> </ul>			
<p>25. Provide additional information to support the application. Include verification from stakeholders and/or previous experience that the applicant or their organisation has in this area.</p>			

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<p><b>Section D: Attachments</b></p> <p>26. If the applicant has attached additional documents to the application, provide details.</p> <ul style="list-style-type: none"> <li>• Question number</li> <li>• Document title</li> <li>• Document format</li> </ul>			
<p><b>Section E: Applicant Survey (Optional)</b></p> <p>27. How did the applicant find out about the programme? (Select one or more boxes)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Department of Agriculture and Water Resources website</li> <li><input type="checkbox"/> Online advertising on other websites</li> <li><input type="checkbox"/> Email from the Department of Agriculture and Water Resources</li> <li><input type="checkbox"/> Email from another party</li> <li><input type="checkbox"/> Word of Mouth</li> <li><input type="checkbox"/> Other (specify)</li> </ul>			
<p><b>Section F: Conflict of Interest</b></p> <p>To be completed by the applicant listed in Section B of the Application</p> <p>28. Does the applicant know of any potential, actual or perceived conflicts of interest relating to this application?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No – Go to Section G</li> <li><input type="checkbox"/> Yes – Go to question 29</li> </ul> <p>29. Outline the steps the applicant intends to take to resolve any conflicts of interest relating to the application.</p>			
<p><b>Section G: Privacy Notice</b></p>			
<p><b>Section H: Applicant Declaration</b></p>			