

***Election Commitment Details Pro-Forma***

**Item A. Organisation Details**

**i) Legal name of organisation**

**ii) Type of organisation**

- Non-profit organisation
- Local Government
- Community Council
- Co-operative
- Association
- Registered Charity
- Private sector
- Other  .....

**iii) ABN/ ACN number .....**

**iv) GST registered?  Yes  No**

**v) Nominated contact for project/program**

<b>PRIMARY CONTACT</b>	<b>SECONDARY CONTACT</b>
Contact:	Contact:
Position:	Position:
Telephone:	Telephone:
Street/PO Box:	Street/PO Box:
Suburb/Town	Suburb/Town
City:	City:
State/Territory:	State/Territory:
Postcode:	Postcode

**Item B. Project Details**

**i) Project Title**

**ii) Project location**

Brief description of where the project is physically located.

**iii) Project summary and Outcomes**

**iv) Feasibility and Business Planning undertaken**

**v) Partnerships/support**

**vi) Licences and Approvals**

Does the project require any licences or approvals before it can commence?

- No
- Yes (please provide details and progress in obtaining)

***For Information***

***The Funding Agreement***

It is a requirement that all organisations that receive Commonwealth funding enter into a Funding Agreement. The standard Regional Partnerships Funding Agreement can be found at [www.regionalpartnerships.gov.au](http://www.regionalpartnerships.gov.au).

Following is a sample of the key information that will be required to complete the Funding Agreement. You should consider these questions and information.

*The terms **Project**, **Activity**, **Outcome** and **Milestone**, appear in the Funding Agreement. For the purposes of the Funding Agreement these terms are defined as follows:*

- *The **Project** is the entire project that will be delivered by You;*
- *The **Activity** is the component of the Project that will be delivered with Regional Partnerships funding;*

- An **Outcome** is an achievement for or benefit to the community as a result of the delivery of the Project eg increased employment, industry/tourism benefits, social well-being. These Outcomes should be measurable. They will be used by the Department and Government to evaluate the success of the Regional Partnerships programme in meeting its objectives; and
- A **Milestone** is a key point of progress or achievement in the Activity. It can be a single event or an accumulation of events. Milestones require a specific commencement and completion date and the payment of funds will generally be linked to the successful delivery of them.

## Milestones

**Q. What are the milestones of the Activity and anticipated timelines for their completion?**

## Outcomes

**Q. What are the expected outcomes of the Project and how (and by whom) will they be measured?**

## Budget

**Q. What will Regional Partnerships funding be spent on? Acquittals of expenditure will be expected against these items. The standard expenditure items for Regional Partnerships are:**

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| - Wages, Salaries and Superannuation | - Materials                     |
| - Labour on-costs                    | - Plant/Equipment Hire or Lease |
| - Consultants/Contractors            | - Audit                         |
| - Legal/Accounting costs             | - Evaluation                    |
| - Travel                             | - Vehicle costs (eg lease)      |
| - Training                           | - Other costs                   |

## Reporting

The Funding Agreement requires reports during, and on completion of, the Activity that acquit expenditure and detail progress of milestones and outcomes. Reports are usually linked to milestone achievement.

## Payments

The payment schedule in the funding Agreement identifies the purpose of a payment and when it is due. Payments are usually linked to milestones.