



# Rural Financial Counselling Service grant application

Funding round 2016 to 2019

## Section A: General information

**Purpose of this form** For organisations to apply for a grant to be RFCS providers under the Rural Financial Counselling Service (RFCS) Programme 2016 to 2019.  
Submit one application form and attachments for each RFCS region you are applying for.

**Application dates** Applications open: 10 September 2015  
Applications close: Midday (AEDT), 16 October 2015  
Late applications will only be considered under extenuating circumstances and where an alternative time frame has been agreed before the closing date.

**Before applying**

- Read the [RFCS grant programme guidelines, draft funding deed and assessment plan](#).
- Details of the RFCS merit-based competitive grants process will be published on the [Department of Agriculture](#) website.

**To complete this form** You will need the latest version of Adobe Acrobat Reader to save changes to your document.

**Your application must include**

- a completed application form
- your organisation's constitution or draft constitution
- a proposal that addresses the merit criteria
- conflict of interest declarations completed by the applicant.

The application and attachments (excluding constitution and conflict of interest declarations) must not exceed 40 pages in total (minimum font size 10 point).  
Successful organisations must incorporate within 30 days of receiving the letter of offer.

**Post or email your application**

Secretariat  
Rural Financial Counselling Service Section  
Department of Agriculture  
GPO Box 858 Canberra ACT 2601  
Email [rfcs@agriculture.gov.au](mailto:rfcs@agriculture.gov.au)  
Phone 1800 686 175

## Section B: Application details

### 1 Business name (legal entity name)

Trading as

Australian Business Number (ABN)

Australian Company Number (ACN)

### 2 Business address

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

Website address

Email address

### 3 Postal address

If the same as your street address, write AS ABOVE

Suburb/town/city

State/territory

Postcode

### 4 Is your organisation solvent?

No

Yes

### 5 Is your organisation GST registered?

No

Yes

### 6 Is your organisation an incorporated body?

No



Successful organisations must incorporate within 30 days of receiving letter of offer.

Yes



If 'yes', indicate the date of incorporation (dd/mm/yyyy)

State/territory

### 7 Have you received grant funding from any government source in the last five years?

No

If 'yes', list the sources of grant funding and provide dates. Attach a sheet if necessary.

Yes



**8 Contact person**

Title                      Given name(s)                      Family name

Job title

Work phone (include area code)                      Mobile phone


Email

**9 Region**

Name of RFCS region you are applying for (see [RFCS grant programme guidelines](#) for list of regions)

**10 Is your organisation associated with other entities?**

No  Go to section D

Yes  Go to section C

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**Section C: Associated entities****11 Provide details of your organisation's associated entities. Attach a sheet if necessary.****Associated entity 1**

Associated entity name

Principal business activity

Australian Business Number (ABN)

Australian Company Number (ACN)

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

Postal address (if the same as your street address, write AS ABOVE)

Suburb/town/city

State/territory

Postcode

**Associated entity 2**

Associated entity name

Principal business activity

Australian Business Number (ABN)

Australian Company Number (ACN)

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

Postal address (if the same as your street address, write AS ABOVE)

Suburb/town/city

State/territory

Postcode

### Associated entity 3

Associated entity name

Principal business activity

Australian Business Number (ABN)

Australian Company Number (ACN)

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

Postal address (if the same as your street address, write AS ABOVE)

Suburb/town/city

State/territory

Postcode

### Associated entity 4

Associated entity name

Principal business activity

Australian Business Number (ABN)

Australian Company Number (ACN)

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

Postal address (if the same as your street address, write AS ABOVE)

Suburb/town/city

State/territory

Postcode

## Section D: Merit criteria

- 12 Attach a proposal that addresses the four merit criteria. See ‘How applications are assessed’, in the [RFCS grant programme guidelines](#).**

## Section E: Budget templates

### 13 Operating budget

Base your operating budget on Commonwealth funding for 2016–17 in the region you are applying for. Provide one budget for each region.

Operating expenditure	Cost (\$ GST inclusive)	Comments
Employment-related costs (see question 14)		
Movements in annual staff provisions – cash expenses		
Vehicle expenses		
Executive officer costs (travel/ accommodation, etc.)		
Counsellor travel/accommodation (for counselling)		
Counsellor travel/accommodation (for tasks other than counselling)		
Board costs (see question 15)		
Communication/marketing		
Office accommodation costs		
Utility costs (electricity, gas, etc.)		

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## Operating budget continued

Base your operating budget on Commonwealth funding for 2016–17 in the region you are applying for. Provide one budget for each region.

Operating expenditure	Cost (\$ GST inclusive)	Comments
File storage costs		
Office expenses (stationery/postage/photocopying, etc.)		
Communication costs (fixed/mobile/internet)		
IT costs (equipment/software/support)		
Audit		
Accounting and legal		
Bank charges		
Insurance (excluding vehicles)		
Staff training (including associated travel/accommodation)		
Staff recruitment		
Other expenses/sundry		
<b>Total</b>		

## 14 Employment-related costs

Provide details of all employment-related costs, **excluding board costs**.

Total number of staff	Executive officer	Administrative officer(s)	Rural financial counsellors	Total	Comments
Full-time equivalents					

Total operating expenditure	Executive officer	Administrative officer(s)	Rural financial counsellors	Total	Comments
Total base salaries (12 x monthly salary or 26 x fortnightly salary)					
Total superannuation					
Total salary sacrifice/fringe benefits tax (employee related)					
<b>Total remuneration package</b>					
Workers compensation insurance					
Payroll tax					
Annual leave provision movement <b>a</b>					
Long service leave provision movement <b>b</b>					
Year-end accruals movement (unpaid days/super) <b>c</b>					
<b>Total employment-related costs</b>					

Indicate how you calculated leave and accruals:

**a** Annual leave provision movement will be close to \$0 because annual leave is expected to be taken regularly.

No

Yes

If 'no', provide details. Attach a sheet if necessary.

**b** Applied the standard formula: 2.5% if long service leave is 3 months for every 10 years of service or 1.67% if it is 3 months for every 15 years.

No

Yes

If 'no', provide details. Attach a sheet if necessary.

**c** Staff are paid fortnightly (26 fortnights per year).

No

Yes

If 'yes', provide details of how you calculated the year-end accruals; for example, based on movement of one day. Attach a sheet if necessary.



## 15 Board costs

Provide details of costs associated with establishing and maintaining your board.

### Number of board members

Total board members operating expenditure	Total cost (\$ GST inclusive)	Comments
Remuneration		
Recruitment		
Travel/accommodation		
Training		
<b>Total</b>		

## 16 Start-up budget

Provide breakdown of any start-up budget required (from January to April 2015).

[illegible]

## Section F: Board skills and qualifications

See 'Composition and role of boards', in 'Key features of the programme', in the [RFCS grant programme guidelines](#).

The Department of Agriculture may contact you or your board members to verify claims or seek references or resumes.

### 17 Chair

Provide details of the chair's relevant experience in leadership, strategic planning and corporate governance.

Title	Given name(s)	Family name
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Job title

Work phone (include area code)	Mobile phone
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Email

Chairing and related experience

Other skills, qualifications or experience, including RFCS involvement

Knowledge of region

General community involvement

**18 Vice chair**

Provide details of the vice chair's relevant experience in leadership, strategic planning and corporate governance.

Title

Given name(s)

Family name

Job title

Work phone including area code

Mobile phone

Email

Chairing and related experience

Other skills, qualifications or experience, including RFCS involvement

Knowledge of region

General community involvement

## 19 Board members

Provide details of board members' relevant experience—for example, rural background, corporate governance, expertise and qualifications in accounting, finance, law, business management, social welfare, community development or human resource management.

### Person 1

Title                      Given name(s)                      Family name

Job title

Work phone (include area code)                      Mobile phone

Email

Relevant rural and business experience

Other skills, qualifications or experience, including RFCS involvement

Knowledge of region

General community involvement

**Person 2**

Title                      Given name(s)                      Family name

Job title

Work phone (include area code)                      Mobile phone

Email

Relevant rural and business experience

Other skills, qualifications or experience, including RFCS involvement

Knowledge of region

General community involvement

**Person 3**

Title

Given name(s)

Family name

Job title

Work phone (include area code)

Mobile phone

Email

Relevant rural and business experience

Other skills, qualifications or experience, including RFCS involvement

Knowledge of region

General community involvement

**Person 4**

Title

Given name(s)

Family name

Job title

Work phone (include area code)

Mobile phone

Email

Relevant rural and business experience

Other skills, qualifications or experience, including RFCS involvement

Knowledge of region

General community involvement



**Person 5**

Title

Given name(s)

Family name

Job title

Work phone (include area code)

Mobile phone

Email

Relevant rural and business experience

Other skills, qualifications or experience, including RFCS involvement

Knowledge of region

General community involvement

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## Section G: Applicant survey

### 21 How did you hear about the Rural Financial Counselling Service grant? (select one or more boxes)

Department of Agriculture website

Facebook advertisement

Google advertisement

Print newspaper advertisement

Online newspaper advertisement

Word of mouth

Other (provide details)

## Section H: Applicant declaration

To be completed by the contact person listed in section B of this application.

In submitting this application I, for and on behalf of the applicant, declare that:

- I have read, understood and agree to the information as described in the Rural Financial Counselling Service Programme guidelines 2016 to 2019.
- To the best of my knowledge the information in this application is true and correct.
- I understand that it is a criminal offence under the *Criminal Code Act 1995* (Cwlth) to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months imprisonment.

I have included an application and attachments in accordance with section A of this application form that (excluding the constitution and conflict of interest declarations) do not exceed 40 pages in total.

I have the agreement of all parties identified in this application to include their details, such as any personal information, with this application.

I understand and give permission for the department to seek other information and input (as the department deems applicable), relevant to the assessment of this project or the applicant organisation.

The applicant (including all members of the board) has declared any conflicts of interest and the declarations are attached.

The applicant is willing to enter into a legally binding grant agreement with the Commonwealth. The applicant has reviewed the draft grant agreement provided in the application pack.

The applicant understands that the Department of Agriculture will publish information about awarded grants on the department's website; for example:

- name of the person or entity receiving the grant
- project title and purpose
- amount of funding received
- term of the grant
- funding location.

By submitting an application for funding under this grant programme, the applicant consents to publication of this information by the Department of Agriculture if the applicant is awarded funding.

Signature (enter signature)

Date (dd/mm/yyyy)

Full name

Position in organisation

## Section I: Privacy notice

‘Personal information’ means any information or opinion about an identified individual or an individual who is reasonably identifiable.

‘Sensitive personal information’ is a subset of personal information and includes any information or opinion about an individual’s racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

The Department of Agriculture collects your personal information, as defined in the *Privacy Act 1988* (Cwlth), to assess your application and for related purposes. If you fail to provide some or all of the personal information requested in this form, the Department of Agriculture will not be able to process your application.

The Department of Agriculture may disclose your personal information to relevant authorities and other Australian government agencies, persons or organisations where necessary for these purposes, provided the disclosure is consistent with the *Privacy Act 1988* and other relevant laws. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

See the department’s [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

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## OFFICE USE ONLY

Applicant organisation

Date received (dd/mm/yyyy)

Application complete

No

Yes

Department officer