**Project Funding Application Form - Detailed**

*Refer to MLA’s PROJECT APPLICATION GUIDELINES document for further guidance.*

**Project (Work) Details** *(refer to section 2.1 of the guidelines)*

|  |  |
| --- | --- |
| **Work No.** | Click or tap here to enter text. |
| **Work Title** | Click or tap here to enter text. |
| **Start date** | Click or tap to enter a date. | **Completion date** | Click or tap to enter a date. |

**Applicant Organisation Details** *(refer to section 2.2 of the guidelines)*

|  |  |
| --- | --- |
| **Name** | **[Name of Participant]** |
| **ABN** | [ABN] |
| **Street Address** | Click or tap here to enter text. |
| **Postal Address** | Click or tap here to enter text. |
| **Work Leader:** |
| **Name** | Click or tap here to enter text. |
| **Phone** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **Administration Contact:** |
| **Name** | Click or tap here to enter text. |
| **Phone** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **Finance Contact:** |
| **Name** | Click or tap here to enter text. |
| **Phone** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **Authorised Person (Signatory)\*:** |
| **Name** | Click or tap here to enter text. |
| **Mobile Phone** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |

**Third Party Participants** *(refer to section 2.3 of the guidelines)*

|  |  |
| --- | --- |
| **Name of Third Party Participant**  | **Role**  |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

**Agents or Subcontractors** *(refer to section 2.4 of the guidelines)*

|  |  |
| --- | --- |
| **Name of Agent / Subcontractor** | **Organisation Name including ACN or ABN** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

**Applicant Nominated Person(s)** *(refer to section 2.5 of the guidelines)*

|  |  |
| --- | --- |
| **Contact Name:** | Click or tap here to enter text. |
| **Phone:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |
| **Contact Name:** | Click or tap here to enter text. |
| **Phone:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |
| **Contact Name:** | Click or tap here to enter text. |
| **Phone:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |

**Project Summary** *(refer to section 2.6 of the guidelines)*

|  |
| --- |
| Click or tap here to enter text. |

**Project Category** *(refer to section 2.7 of the guidelines)*

|  |
| --- |
| Choose an item. |

**Purpose and Description** *(refer to section 2.8 of the guidelines)*

|  |
| --- |
| Click or tap here to enter text. |

**Objectives** *(refer to section 2.9 of the guidelines)*

|  |
| --- |
| Click or tap here to enter text. |

**Additional Details** *(refer to section 2.10 of the guidelines)*

|  |
| --- |
| Click or tap here to enter text. |

**Milestones** *(refer to section 2.11 of the guidelines)*

| **Milestone Achievement Criteria** | **Provider** | **Start Date** | **Due Date** | **Go / No Go decision point?** |
| --- | --- | --- | --- | --- |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | [ ]  |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | [ ]  |
| 3 |  Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | [x]  |
| 4 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | [ ]  |
| 5 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | [ ]  |
| 6 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | [ ]  |
| 7 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | [ ]  |
| 8 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | [ ]  |

**Source of Funds** *(refer to section 2.12 of the guidelines)*

|  |  |  |
| --- | --- | --- |
| **Source** | **Contribution** | **Access Fees** |
| Participant  | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| AMPC | Click or tap here to enter text. | Click or tap here to enter text. |
| MLA | Click or tap here to enter text. | Click or tap here to enter text. |
| MDC | Click or tap here to enter text. | Click or tap here to enter text. |
| **Total (GST Exclusive)** | **AUD 0.00** | **AUD 0.00**  |

**Budget** *(refer to section 2.13 of the guidelines)*

|  |  |  |
| --- | --- | --- |
| **Total Budget** | Professional fees | 0.00 |
|  | Operating expenses | 0.00 |
|  | Assets | 0.00 |
|  |  |  |
| **Total Funds (ex GST)** |  | **AUD 0.00** |

**Cash flow** *(refer to section 2.14 of the guidelines)*

| **Payment Date** | **Milestone** | **Fees** | **Expenses** | **Assets** | **Total** |
| --- | --- | --- | --- | --- | --- |
| Click or tap to enter a date. | 1  | 0.00 | 0.00 | 0.00 | 0.00 |
| Click or tap to enter a date. | 2 | 0.00 | 0.00 | 0.00 | 0.00 |
| Click or tap to enter a date. | 3  | 0.00 | 0.00 | 0.00 | 0.00 |
| Click or tap to enter a date. | 4  | 0.00 | 0.00 | 0.00 | 0.00 |
| Click or tap to enter a date. | 5  | 0.00 | 0.00 | 0.00 | 0.00 |
| Click or tap to enter a date. | 6  | 0.00 | 0.00 | 0.00 | 0.00 |
| Click or tap to enter a date. | 7  | 0.00 | 0.00 | 0.00 | 0.00 |
| Click or tap to enter a date. | 8  | 0.00 | 0.00 | 0.00 | 0.00 |
| Click or tap to enter a date. | 9  | 0.00 | 0.00 | 0.00 | 0.00 |
| Click or tap to enter a date. | 10  | 0.00 | 0.00 | 0.00 | 0.00 |
| **TOTAL (ex GST)** |  | **AUD 0.00** |

**Assets** *(refer to section 2.16 of the guidelines)*

**Note**: Please list any Assets that will be provided by either party during the Work. If none, please note ‘N/A’ below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assets to be purchased using the Funds** | **Description of Asset** | **Initial value (ex GST)** | **Proportion of purchase price comprising Participant or third party contributions** | **Agreed depreciation rate (p.a.)** | **Depreciated value (at end of Work) (ex GST)** | **Buy-back price (ex GST)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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**Conflicts of Interest** *(refer to section 2.19 of the guidelines)*

Are there any conflicts of interest to be declared? Yes [ ]  No [ ]

If the response is yes, please complete the conflict of interest register in **Appendix 3**, noting full disclosure of all relevant information relating to the actual, perceived or potential conflict as well as the proposed strategy to deal mitigate them.

**MLA’s Standard Terms** *(refer to section 2.20 of the guidelines)*

I acknowledge that any agreement that I enter into with MLA will be MLA’s standard umbrella terms as found here [MLA agreements | Meat & Livestock Australia](https://www.mla.com.au/about-mla/mla-agreements/) Yes [ ]  No [ ]

Warranty *(refer to section 2.21 of the guidelines)*

Authorised Person (Signatory)

In submitting this form, I warrant:

1. I have the authorisation to make this warranty on behalf of the Applicant Organisation.
2. that the information in this application is accurate, and the project will be performed in accordance with all statutory, professional and ethical standards and practices.
3. in relation to any personal information provided to MLA in this application, I have:

(i) read section 1.3 of the MLA project funding application guidelines; and before providing any personal information to MLA, notified all individuals to whom the personal information relates that it will be disclosing their personal information to MLA for the purposes of this application/ the project and obtained any required consent to such disclosure; and

(ii) provided those individuals with information about where they may find [MLA's Privacy policy](https://www.mla.com.au/general/privacy/).

1. conflicts of interest:

[ ]  There are **no** actual, potential or perceived conflicts of interest in connection with this application

[ ]  There **are** actual, potential or perceived conflicts of interest in connection with this application to declare. I have completed the conflict of interest register as provided at Appendix 3 of this application and have attached it to this application.

1. Any monetary Contribution provided by the Applicant is funded either directly from the Applicant or from another eligible funding source as set out in section 2.12 of the project application guidelines. The Applicant has not applied for an MDC Contribution for any portion of co-funding which has been sourced from the Commonwealth Government.

[ ]  Yes (check this box if the statement above is true)

[ ]  No

1. MDC FUNDED APPLICATION ONLY – SELECT ONE OPTION.

[ ]  Applicant Organisation is an MLA levy payer eligible for the reduced 8% access fee. Proof is **attached** in the form provided at **Appendix 4** of this application and is **attached** to this application.

[ ]  Application Organisation is not an MLA levy payer but is eligible for the reduced 8% access fee. Proof is **attached** in the form provided at **Appendix 4** of this application and is **attached** to this application.

[ ]  Application Organisation is not an MLA levy payer and will pay the 12% MDC access fee

Name Title

Signature Date

**APPENDIX 1 – Detailed Project Budget Worksheet** *(refer to section 2.15 of the guidelines)*

| **No** | **Type** | **Description** | **Comment** | **Currency** | **Amount (ex GST)** | **Provider** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Milestone | Click or tap here to enter text. | Click or tap here to enter text. | AUD | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.1 | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | AUD | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.2 | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | AUD | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.3 | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | AUD | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Milestone | Click or tap here to enter text. | Click or tap here to enter text. | AUD | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.1 | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | AUD | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Milestone | Click or tap here to enter text. | Click or tap here to enter text. | AUD | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.1 | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | AUD | Click or tap here to enter text. | Click or tap here to enter text. |
| 4 | Milestone | Click or tap here to enter text. | Click or tap here to enter text. | AUD | Click or tap here to enter text. | Click or tap here to enter text. |
| 4.1 | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | AUD | Click or tap here to enter text. | Click or tap here to enter text. |
| 5 | Milestone | Click or tap here to enter text. | Click or tap here to enter text. | AUD | Click or tap here to enter text. | Click or tap here to enter text. |
| 5.1 | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | AUD | Click or tap here to enter text. | Click or tap here to enter text. |

**APPENDIX 2 – Risk Assessment** *(refer to section 2.18 of the guidelines)*

| **Risk description** | **Potential Causes** | **Potential Impacts** | **Mitigation Plans** | **Consequence** | **Likelihood** | **Risk Rating** |
| --- | --- | --- | --- | --- | --- | --- |
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**APPENDIX 3 – Conflict of Interest Register** *(refer to section 2.19 of the guidelines)*

| **Name of individual with conflict** | **Date interest declared** | **Expected time frame of the conflict** | **Nature and extent of the actual, potential or perceived conflict** | **Plan to manage and mitigate the conflict of interest of the party** | **MLA approval** |
| --- | --- | --- | --- | --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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**APPENDIX 4 – Proof of MLA Levy Payer Status**

*(refer to section 2.12 and 2.20 of the guidelines)*

[attach proof of MLA levy payer status e.g. invoice or receipt of levy payment, or proof of other eligibility for a reduced access fee]