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Select the RGF button to commence an application for “RGF”
If your organisation is already registered and you can login using your login ID and password
If your organisation is not registered or if you are unsure, select “Register here”.
Enter your organisation details and ABN, and select “Check for Organisation”.
If your organisation name or ABN match an existing account, a message will appear
Resetting your password - If you have a Login ID but have forgotten your password, enter your login ID and select the “Forgotten your password?” button, and you will receive an email with a new password.

If you’re having trouble logging in, contact RGF help at rgf@regional.gov.au or by phone on 1800 044 938
Manage Your Organisation and User Details

**GMS Organisation Details**

To edit fields, type new information previously provided and press the "Save Organisation Details and Continue" button.

<table>
<thead>
<tr>
<th>Organisation Details</th>
<th>Information Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation Name</td>
<td>Department of Agriculture, Regional Development</td>
</tr>
<tr>
<td>ACN</td>
<td>12345678901234567890</td>
</tr>
<tr>
<td>Organisation State</td>
<td>Australian Capital Territory</td>
</tr>
<tr>
<td>Registration Number</td>
<td>1234567890</td>
</tr>
<tr>
<td>Physical Address of Organisation</td>
<td></td>
</tr>
<tr>
<td>Line 1</td>
<td>123 ABC Street</td>
</tr>
<tr>
<td>Line 2</td>
<td>123 ABC Street</td>
</tr>
<tr>
<td>Town/Suburb</td>
<td>Canberra</td>
</tr>
<tr>
<td>State</td>
<td>Australian Capital Territory</td>
</tr>
<tr>
<td>Postcode</td>
<td>2600</td>
</tr>
</tbody>
</table>

**Postal Address of Organisation**

- Physical Delivery Address: 123 ABC Street
- Post Box: 45678
- Town/Suburb: Canberra
- State: Australian Capital Territory
- Postcode: 2600

**Other Contact Information for Organisation**

- Email Address: info@agriculture.gov.au
- Phone: 04 1234 5678
- Fax: 04 1234 5678

*You MUST ensure your organisation’s details are up-to-date.*

**Change / confirm Organisation details** - Once you have successfully logged in the initial screen will appear asking you to confirm your organisation details. If changes are required, make all necessary changes and select **“Save Organisation Details and Continue”**. If changes are not required, select **“Continue – no change made”**.
Manage Users - On the following page, you will be asked to manage users. Each Organisation must have one signatory nominated and at least one user must have administration rights. The Signatory should be someone with authorisation to submit an application on behalf of the organisation. The Signatory will be required to submit the application, once all fields are completed. Administration rights allow for the editing and creating of applications and updating of user and organisation details.
If you need to set someone as a signatory or provide administration rights, select the appropriate blue link next to their profile. You can also activate and deactivate someone’s account and reset their password.

You MUST ensure you have one user nominated as signatory for your organisation.

Once you’re satisfied with the user account settings select the “Continue (Authorised Person is Set as the Signatory)” button.
Commencing an Initial Application

Once you have confirmed your Organisation and User details you will arrive at the Home Page.

<table>
<thead>
<tr>
<th>Available Grants (Submission Period Open)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
</tr>
<tr>
<td>Regional Growth Fund Round</td>
</tr>
</tbody>
</table>

**Upcoming Grants**

<table>
<thead>
<tr>
<th>Grant</th>
<th>Information</th>
<th>Status</th>
</tr>
</thead>
</table>

**Grants (Applications Closed)**

<table>
<thead>
<tr>
<th>Grant</th>
<th>Information</th>
<th>Status</th>
</tr>
</thead>
</table>
The menu bar on the left of screen will allow you to make updates to your organisation, users and reset password at any stage.

To create an Initial Application select “Create/Continue/Submit Initial Application”
On the following screen, select “Create a new Initial Application”.
You will then be taken to the Initial Application form.
Navigating the Initial Application Form

The tabs across the top of the Initial Application form screen allow you to navigate to different sections of the Form. Completed sections (which have been validated by the system) will be shown in green, sections containing incomplete mandatory questions (including missing mandatory documents) or invalid responses red, and yellow for the tab is the one that you currently have open. Be sure to complete all necessary fields in your Initial Application before submitting.

The menu bar at the bottom allows you to trigger an email of your application to yourself, save progress and move back and to next. The help tab will take you to the Regional Growth Fund internet page where the Guidelines, Frequently Asked Questions and sample Agreement can be found. If completing your application in multiple sessions be sure to select save before logging out.
Before you Begin

About the Regional Growth Fund (RGF)

What is the Regional Growth Fund?

The Regional Growth Fund is a program designed to deliver major transformational projects, which support long-term economic growth and create jobs in regions, including those undergoing structural adjustment. We may contact applicants during both stages.

Who is eligible for RGF funding?

Eligible organisations must be a legal entity with an Australian Business Number (ABN) or Australian Company Number (ACN), and be one of the following entities:

- a private sector business, a for-profit businesses that are not owned or operated by the Government
- a State or Territory Government
- a local governing body as defined by the Local Government (Financial Assistance) Act 1995
- a not-for-profit organisation that has been established for at least two years.

The Application Process

Selection of projects will be undertaken in two stages.
The Application Process

Selection of projects will be undertaken in two stages.

Stage One requires submission of an Initial Application for competitive assessment.

Stage Two is for the submission of a Full Business Case. Full Business Cases will only be accepted from applicants invited to submit a Full Business Case.

The Initial Application stage will open on 02 March 2018.

Initial Application forms must be submitted by 5:00 PM AEST on Friday 27 April 2018. On submission of your application an email will be automatically sent to your organisation’s Signatory (as nominated in the GMS Portal) acknowledging receipt of the application.

The Initial Application form should be considered in conjunction with the RGF Guidelines and other program documentation, which are available on GrantsConnect (www.grants.gov.au).

Special characters and formatting should not be copied into the GMS Portal Text fields from word documents (e.g., *, &).

Applicants are only permitted to submit 10 application(s).

Completing the Initial Application Form

The RGF Initial Application form is divided into tabs that sit in a row near the top of your screen. Each tab relates to a different aspect of the Initial Application. You must complete the ‘Before you Begin’ and ‘Checklist’ tabs before you can access the remaining tabs.

It is recommended that you read this document before you begin answering questions from the ‘Applicant Information’ tab onwards. You can only jump (or skip) tabs once all tabs have been opened.

To be eligible for RGF funding, applicants are required to submit a completed Initial Application form and provide all required documents via the online form process, unless alternative arrangements have been agreed by the Department.

Applicants must complete all mandatory questions within the application to be considered by RGF funding. All questions are mandatory, unless otherwise stated.

Your Initial Application will not be considered if you do not satisfy all eligibility criteria (section 7 of the Program Guidelines).

RGF will not fund projects whose construction has begun or whose construction contracts are in place at the time of submitting the Full Business Case.

Applicants should not make financial commitments based on approval of funding until the Grant Agreement has been executed.
Uploading Documents

It is a system requirement that documents uploaded as part of the Initial Application are less than 15MB each and a file name of less than 45 characters, including spaces and the file extension (for example, '.docx' or '.pdf').

Disclosure of Information

In the process of assessing your Initial Application, information in this form may be provided to relevant third parties (such as statutory/territory government agencies, organisations and individuals). Including those you identify in your Initial Application.

Information relating to individuals will be protected under the Privacy Act 1988. Requests for access to such information, where not agreed to by proponents, will be dealt with under the provisions of the Freedom of Information Act 1982.

Submitting the Initial Application

Applications are to be submitted online through the GMS Portal. For more information on how to complete this process, please refer to the User Guide. If possible, avoid waiting until the last minute to submit your Initial Application as high volumes of users can slow the system and may make it difficult for you to complete the submission.

Applications can only be submitted once the applicant organisation's Signatory has completed the 'Legal Authorisation' tab, which includes the Legal Authorisation and Declaration of Conflict of Interest. Once the 'Legal Authorisation' tab has been completed, all previous tabs will be locked. To submit the Initial Application, the Signatory must press the 'Submit' button on the 'Submit' tab.

If you are experiencing any difficulties or have questions regarding the submission of your initial application, please email the RGF mailbox at rgl@regional.gov.au.

Cancelling or Withdrawing the Initial Application

Un-submitted applications can be cancelled by applicants within the GMS Portal by selecting the 'Cancel Initial Application' button. This will also leave an archived version of your application in your list of RGF applications. The person that cancels the Initial Application will receive confirmation of the cancellation via email. Cancelled applications can be reactivated as long as no active RGF applications exist for your organisation in the GMS Portal. For further information, please see supporting documents on GrantsConnect.

To withdraw a submitted application your organisation's Signatory must provide a written request to the Department via email to rgl@regional.gov.au. Please allow three working days for the Department to process withdrawals. New applications cannot be commenced or submitted until the withdrawal process has been completed by the Department. The Signatory will receive confirmation of the withdrawal via email.

Further Enquiries

If you have any GMS Portal enquiries, please contact the Helpdesk on 1800 044 938 or email info@regional.gov.au.

Acknowledgement

Before commencing the Initial Application in the GMS Portal you will need to press the acknowledgement button to confirm you have read and understand the information provided above.

I, on behalf of acknowledge that the information above has been read and is understood.
The first screen you will come to (Before your Begin tab) provides important background information. Be sure to familiarise yourself with this page, before selecting the button confirming you have read and understood.

Acknowledgement

Before commencing the Initial application in the OMS Portal you will need to press the acknowledgement button to confirm you have read and understand the information provided above.
Checklist

Regional Growth Fund – CHECKLIST

Regional Development Australia (RDA) Committees are available to provide assistance to applicants.

1. **RDA assistance check**
   
   Did you consult with your local RDA Committee regarding this Initial Application?

2. **Eligibility Check**
   
   These questions will help you determine whether your application will be eligible for funding under the RGF.

   **Before proceeding, confirm that you meet each of the following eligibility criteria by selecting an eligible organisation and ticking all checkboxes.**

   To be eligible you must:

   - Be an eligible organisation (section 7.2 and 7.3 of the Program Guidelines): **Private sector business**

   - Be an eligible project (section 7.1, 7.6 and 7.8 of the Program Guidelines)
   - Seek a grant of $10 million or more (section 7.4 of the Program Guidelines)
   
   **Hint:** If the total cash project value is $30 million, the applicant would need to provide or source $15 million in cash additional funding (section 7.4 of the Program Guidelines)

   - Complete the project before 31 December 2021
   - Deliver an economic benefit to the region beyond the period of construction (section 10.5 of the Program Guidelines, and
   - Submit a completed Initial Application

   Please proceed to the Initial Application form on the next tab.
Applicant Details

Note: If the pre-populated details below are not correctly recorded ask your organisation’s GMS Portal Administrator to update the ‘Organisation Details’ and ‘Manage User’ pages within the GMS Portal.

Legal Name of the Applicant

Department of Infrastructure, Regional Development and Cities

Australian Business Number of Applicant

86 267 354 017

Applicant Type

Australian Public Company

If you are a not-for-profit organisation, please upload Evidence of Constitutional documents / Articles of Association that demonstrate the not-for-profit character of the organisation and/or Current Australian Charities and Not-for-profits Commission’s (ACNC) Registration (Mandatory) at Document Dropbox.

3. Are you registered for GST?
3. Are you registered for GST?

- Yes
- No

4. ANZSIC Details

What is the applicant’s main business activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

ANZSIC is a classification system used by government to group data about organisations based on their primary business activity.

The ANZSIC codes and titles are available from the Australian Bureau of Statistics website.

Phone 13 28 46 if you require assistance.

**ANZSIC Division**

Please provide a ANZSIC Division Maximum 250 characters

[Input field for ANZSIC Division]

Remaining Characters: 250

**ANZSIC Class**

Please provide a ANZSIC Class Maximum 250 characters

[Input field for ANZSIC Class]

Remaining Characters: 250

**Physical Address of the Applicant**
Physical Address of the Applicant

- Street Address Line 1: 111 Alinga Street
- Suburb/Town: Canberra
- State/Territory: Australian Capital Territory
- Postcode: 2601
- Organisational Email Address: rge@regional.gov.au

Post Address of the Applicant

- Street Address Line 1: GPO Box 594
- Suburb/Town: Canberra
- State/Territory: Australian Capital Territory
- Postcode: 2601

5. Contact Person within the Applicant organisation regarding the Project (for example, the Project Manager)

**Note:** this person must be a User of the GMS Portal. Your organisation’s GMS Portal Administrator may add a new User, by going to the Manage Users page.

Please provide additional details of Contact Person (for example, relationship to the project, professional memberships, qualifications etc.).

Application Signatory for your organisation (the Chief Executive Officer, General Manager or equivalent)

**Note:** if the pre-populated details above are not correctly recorded in the GMS Portal, ask your organisation’s GMS Portal Administrator to update the Signatory on the Manage Users page.
6. Project Name

What is the name of the project? This title may be used in any announcements/launches etc. (Maximum 250 characters)

Remaining Characters: 250

7. Are you seeking funding for a component within a larger project?

- No
- Yes – please give the larger project details in the text box below (Maximum 1500 characters).

8. Where does your project benefit (section 7.1 of the Program Guidelines)?
8. Where does your project benefit (section 7.1 of the Program Guidelines)?

An eligible area is outside of the major capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide and Canberra as defined by the Australian Bureau of Statistics Significant Urban Area boundaries.

Please use the mapping tool to determine the eligibility of your primary project location. Information from the mapping tool will be required throughout your application. We advise you to keep the mapping tool open.

☐ Located in an eligible area
☐ Not located in an eligible area, but project does benefit an eligible area

If the project is not located in an eligible area but benefits an eligible area, provide advice as to the benefits your project will provide to an eligible area (maximum 1500 characters) and attaching supporting evidence.

9. Project Description

Briefly (maximum 1500 characters) describe your project (i.e. what will the project construct, upgrade, extend).

(Do not discuss benefits – this will be discussed in Grant Merit Criteria below)

10. Project Timing
10. Project Timing

Expected Commencement of Construction

Expected Completion of Construction

11. At what current stage of development is your project?

- Concept
- Preliminary Plans with initial costings
- Final Designs with quantity surveyor costings, ready for procurement
- Procurement complete, ready for construction

Mapping Tool

An eligible area is outside of the major capital cities of Sydney, M

Please use the mapping tool to determine the eligibility of your pro

Throughout the Initial Application form, you’ll come across a hyperlink to the mapping tool. The mapping tool can be used to find details on project location eligibility and project coordinates. This will launch the mapping tool in your web browser.
Project Location

12. Project Location (sections 7.1, 7.5 and 8.4 of the Program Guidelines)

Your project location is determined by its latitude and longitude.

Your primary project location will determine your project’s remoteness classification. If your project has multiple sites you must nominate a project location based on where the majority of the benefit from your project will flow and substantiate your nominated location with evidence.

Should your project or Package of Works be over more than four distinct locations, attach a document listing all the locations including street address, latitude and longitude.

Please upload location details in the table below. If the project is across multiple sites, please upload the details of these additional locations after completing details of the Primary Project Location.

Note: Nominating a single Primary Project Location is required for Departmental reporting purposes. If your project has multiple locations it is recommended the central point is made the Primary Project Location.

Latitude and Longitude digital values can be obtained from mapping tool. The latitude and longitude will then be given at the top of the screen e.g. Latitude: -35.30883 and Longitude: 149.12426 (digital format only to 5 decimal places).

To enter your project location, select the “Add details of a Project Location” button. Multiple Project Locations can be added.
When adding your project location be sure to select the **Upload** button before selecting save or next, otherwise you will have to re-enter these details.
Eligible Projects

(Section 7.5 of the Program Guidelines)

13. What is the type of project you aim to deliver? (Section 7 of the Program Guidelines)?

If for single use infrastructure, outline the significant and sustainable benefits to the region by creating jobs and through flow-on benefits to the economy.

14. What is the type of work you aim to deliver? (Section 7 of the Program Guidelines)?
Project Funding

Grant amount and additional contributions (sections 4, 7.4, 7.7 and 12.30 of the Program Guidelines)

Grant applications for a minimum of $10 million will be considered. The Australian Government has announced a total of $272.2 million over four years for the Program. Co-contributions must be a minimum ratio of 1:1, which means you must contribute at least 50 percent of all cash project costs.

Total project cost must be GST Exclusive. GST payments will be made in accordance with relevant legislation and Australian Tax Office rulings.

**Note:** Financial tab fields are automatically formatted for currency figures.

Please round to the nearest whole dollar amount (no cents) without including $ signs, commas, spaces or other special characters.

15. **How much Australian Government funding are you seeking?**

   $0

16. **Total cash project cost (GST Exclusive):**

   $0

17. **How much cash additional contribution is being provided?**

   $0

18. **How much in-kind additional contribution is being provided?**
18. How much in-kind additional contribution is being provided?

$0

19. Please provide Details of cash and in-kind additional contributions

<table>
<thead>
<tr>
<th>Funding Partner Name</th>
<th>Funding Partner Type</th>
<th>Type of Contribution</th>
<th>Value of Contribution (GST Exclusive)</th>
<th>Status of Contribution</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total for Cash Contribution only</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total for in-kind Contribution only</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Value of Contribution total</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Upload Partner Funding Details

Note: Partner Funding is defined as all contributions except the requested RGF funding amount.

The Partner Funding cash amount must be equal to or greater than the requested RGF cash amount.

You must provide advice in your initial Application as to whether the additional contributions are confirmed or sought. If confirmed, you must supply evidence of confirmation.

Details of other contributions can be entered by selecting “Upload Partner Funding Details”. Multiple Co-contribution Funding sources can be entered.
**Details of Partner Funding**

<table>
<thead>
<tr>
<th>Funding Partner Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Partner Type</td>
<td>Select One</td>
</tr>
<tr>
<td>Type of Contribution</td>
<td>Select One</td>
</tr>
<tr>
<td>Value of Contribution</td>
<td>$0 (GST Exclusive)</td>
</tr>
<tr>
<td>Status of Contribution</td>
<td>Select One</td>
</tr>
</tbody>
</table>

*Make sure you press Upload before selecting Save*

---

Be sure to select the **Upload** button before selecting save or next, otherwise you will have to re-enter these details.
Merit Criteria

Your application will be appraised against the following Merit Criteria.

Applicants are advised to present a strong case against each of the Merit Criteria, with all claims supported by evidence and to note the following:

- Make sure you press the 'Save' button regularly to prevent the online application form access timing out as this will result in unsaved work being lost.
- If you intend to save responses in a word document and then copy across to the GMS Portal it is important to ensure plain text is only transferred because word document formatting may cut words off when information is pasted into the GMS Portal;
- Responses to the Merit Criteria must be completed in the application form;
- Responses to the Merit Criteria must be concise and are limited to 5000 characters (including spaces) per Merit Criterion field;
- Any response to the Merit Criteria beyond 5000 characters (including spaces) will not be recorded; and
- Supporting documentation at Document Dropbox should provide evidence in support of the claims against the Merit Criteria rather than expand on your response in the Merit Criteria fields.

28. Merit Criterion 1 – Create Jobs (section 8.2 of the Program Guidelines)

Be sure to address all Merit Criteria.
20. Merit Criterion 1 – Create Jobs (section 8.2 of the Program Guidelines)

Hint: Please note a full-time equivalent employee (FTE) is based on an average of 1,800 hours over a 48 week period.

For example: You have three employees and they work 40 hours, 20 hours, and 15 hours per week – totaling 75 hours. Assuming a full-time employee works 37.5 hours per week, your full time equivalent calculation is 75 hours divided by 37.5 hours equals 2 FTE

FTE during construction (Direct): 
FTE post construction (Direct): 

Please provide details regarding how many jobs will be created as a result of this project. Please include:

- Number of Direct full-time equivalent jobs that will be created during construction.
  - Number of these that are Indigenous
  - Number of these that are youth (16-24 years)
- Number of Direct long term full-time equivalent jobs that will be created as a direct result of this project.
  - Number of these that are Indigenous
  - Number of these that are youth (16-24 years)
- Number of Indirect full-time equivalent jobs that will be created during construction.
  - Number of these that are Indigenous
  - Number of these that are youth (16-24 years)
- Number of Indirect long term full-time equivalent jobs that will be created as a direct result of this project.
  - Number of these that are Indigenous
  - Number of these that are youth (16-24 years)
21. **Merit Criterion 2 – Drive Economic Growth (section 8.2 of the Program Guidelines)**

Discuss the economic benefit your project will deliver to the region during and beyond the construction phase.
22. Merit Criterion 3 – Build Stronger Regional Communities (section 8.2 of the Program Guidelines)

Discuss how your project will increase a regional communities resilience.
Adding Attachments / Supporting Documentation

Documents Dropbox

23. **Please upload all required supporting and other documents:**

Please upload all Mandatory Documents and any Supporting Documents.

Each document must be under 15 megabytes and have a file name of less than 45 characters, including spaces and the file extension (for example, `.doc` or `.pdf`).

In addition to the Mandatory Documents, you may upload a further 20 Supporting Documents from the drop down menu to support your application in the Document Dropbox.

If you refer to a document in multiple Merit Criteria, only one document should be uploaded.

All documents will be referred to and considered in the assessment process.

Documents that are password protected or cannot be accessed will not be considered. Make sure documents are Word, PDF, GIF, TIF, JPEG or Excel format to ensure they can be opened by the Assessment Centre.

Documents should be referenced using the naming convention shown below:

- If your application number is RGF0130 then you would use the following convention for naming a Current Australian Charities and Not-for-profits Commission’s (ACNC) Registration, RGF0130_ACNC_Registration`

Mandatory Documents must be submitted for your application to be eligible.
Mandatory Documents (must be submitted for your application to be eligible)

- All applicants
  - Evidence of a current ABN or ACN
  - Additional contribution
    - If additional contributions are confirmed, letters evidencing the cash or in-kind contribution confirmed from each contributing organisation or individual. They must:
      - Be on the organisation’s letterhead,
      - Be signed and dated by an authorised person, and
      - Set out the value and timing of contributions and any conditions attached.
    - If additional contributions are not yet confirmed (i.e. sought), applicants must provide advice as to when confirmation is expected. If the applicant is successful at Stage One, confirmation of sought funding must be provided with the Full Business Case.
  - Project Management Plans, commensurate with stage of development of the project, which should include:
    - Scope
    - Proposed implementation methodology
    - Timeframes
    - Budget/Cost Estimates
    - Details of Regulatory Approvals
    - Procurement Plan
    - Risk Management Plan
    - Evaluation Plan
  - Evidence and/or assumptions of how the infrastructure will:
    - Create jobs
    - Drive economic growth
    - Build stronger regional communities

- Not-for-profit organisations
  - Evidence of your not-for-profit status
    - Current Australian Charities and Not-for-profits Commission’s (ACNC) Registration, or
    - Incorporated association certificate, or
    - Set out the value and timing of contributions and any conditions attached.

- For incorporated trustees applying on behalf of a trust
  - Trust documents showing the relationship of the incorporated trustee to the trust.
When Uploading Supporting documents, select the document type...

**Document**

- **Evidence of a current ABN or ACN. (Mandatory)**
- **Additional contributions Confirmation. (Mandatory)**
- **Project Management Plans. (Mandatory)**
- **Evidence and/or assumptions of how the infrastructure will Create jobs, Drive economic growth, Build stronger regional communities. (Mandatory)**
- **Evidence of your not-for-profit status. (Mandatory)**
- **Other document**

A drop down menu will appear...
Select the Appropriate title from the drop down menu, select “Browse”, find your document and then press the “Upload” Button.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document Name</th>
<th>Available Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence of a current ABN or ACN. (Mandatory)</td>
<td>Test.docx</td>
<td>Delete</td>
</tr>
<tr>
<td>Additional contributions Confirmation. (Mandatory)</td>
<td>Test2.docx</td>
<td>Delete</td>
</tr>
<tr>
<td>Project Management Plans. (Mandatory)</td>
<td>Test3.docx</td>
<td>Delete</td>
</tr>
<tr>
<td>Evidence and/or assumptions of how the infrastructure will Create jobs, Drive economic growth, Build stronger regional communities. (Mandatory)</td>
<td>Test4.docx</td>
<td>Delete</td>
</tr>
<tr>
<td>Evidence of your not-for-profit status. (Mandatory)</td>
<td>Test5.docx</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Attachments will need to be created for all mandatory documents. Uploaded documents will appear in a list below the upload field. If you have a mandatory attachment which consists of multiple documents, upload these under the “Other document” heading ensuring the document is clearly titled. You may upload as many “Other documents” as required.
Please be sure to complete the legal authorisation. The checkboxes will act as an electronic signature.
I

as

Other

of

Department of Infrastructure, Regional Development and Cities

GO Box 594

Canberra

ACT 2601

Confirm that:

- I am a person authorised to make this declaration on behalf of my organisation.
- The information provided in this form and all appended documents is complete and correct. I understand that information provided in this webform will form the basis of the funding agreement if the application is successful.
- The Department of Infrastructure, Regional Development and Cities (the Department), or any third party authorised by the Department, may perform such investigations and procedures as the Department may determine are necessary for the assessment of this application. I confirm that my organisation may be required to provide additional information including access to records requested by the Department or its third party representative(s) in order to facilitate the necessary investigations.
- I agree that the Department may arrange for an Independent Viability Assessment (IVA) of my project by an external adviser or consultant to the Department.
- To the best of my knowledge, I have disclosed (A Declaration of Conflict of Interest) all actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this Application for Funding under the RGF programme or from entering into a Funding Agreement with the Commonwealth to deliver a project which relates to this Application for Funding under the RGF programme.
- I will comply with special regulatory requirements as outlined in section 10.3 of the Program Guidelines including the Building Code 2016 and Australian Government Building and Construction WHS Accreditation Scheme

☐ This acts as my electronic signature.

Other

7 March 2018 12:23 PM
Declaration of Conflict of Interest

Please complete either Part I OR Part II of the Declaration of Conflict of Interest.

Part I – No Known Conflict

I confirm that, at the date of this Application, other than those interests listed below, no conflict exists or is likely to arise that would prevent me from proceeding with the proposal outlined in this Application for Funding under the RGF programme or from entering into a Funding Agreement with the Australian Government to deliver a project which relates to this Application for Funding under the RGF programme.

If a Conflict arises I agree to:

- notify the Commonwealth in writing immediately;
- make full disclosure of all relevant information relating to the Conflict; and
- to take any steps the Commonwealth reasonably requires to resolve or otherwise deal with the conflict.

Conflicted Interests:

☐ This acts as my electronic signature.

Other
7 March 2018 12:23 PM

OR

Part II Disclosure of Interests

I disclose the following interests:

If you have a known conflict of interest, please disclose details of your interest in the free text field.
OR

Part II Disclosure of Interests

I disclose the following interests:

I undertake that if at any time I have an actual, apparent or potential conflict of interest, then I will:
(a) immediately notify the Department of Infrastructure, Regional Development and Cities in writing of that Conflict and of the steps the proposal to take to resolve or otherwise deal with the Conflict;
(b) make full disclosure to the Department of Infrastructure, Regional Development and Cities of all relevant information relating to the Conflict, and
(c) take such steps as the Department of Infrastructure, Regional Development and Cities may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.
I understand that if I fail to notify the Department of Infrastructure, Regional Development and Cities of any actual, apparent or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Regional Development and Cities may seek to terminate any Funding Agreement established in relation to a project which relates to this Request for Information.
Any information disclosed in this form will only be used by the Australian Government for the purposes of assessing Program proposals and will be maintained in accordance with the Privacy Act 1988.

☐ This acts as my electronic signature.

Other
7 March 2018 12:23 PM

After completing the Legal Authorisation tab ensure you go to the Submit tab and click the 'Submit' button to formally lodge your application.
Submit your Initial Application

Initial Applications must be submitted using the GMS Portal. If possible, avoid waiting until the last minute to submit your initial Application as high volumes of users can slow the system and may make it difficult for you to complete the submission.

The RGF Initial Application submission period is from Friday, 2 March 2018 until 8:00 PM AEST on Friday, 27 April 2018.

Late applications will not be accepted, unless the Department considers there were exceptional circumstances beyond the Applicant's control and will only be accepted following formal advice from the Department. Requests for separate lodgment arrangements should be submitted in writing to rgf@regional.gov.au if you are unable to submit on time. The Department's decision will be final.

If you have provided all the information required for the Initial Application, you are ready to submit the form. Once you click the SUBMIT button your form will be lodged with the Department. Please consider reviewing your responses before submitting the form.

Note: it is important to ensure all supporting documents are uploaded prior to submission. If you wish to submit documents after submitting your application you must withdraw your application first then commence a new Initial Application and add all required documents before submitting again. See details of how to do this below.

Withdrawing the Initial Application

To withdraw a submitted application, your organisation’s Signatory must provide a written request to the Department via email to rgf@regional.gov.au. Please allow three working days for the Department to process withdrawals.

A new application cannot be commenced or submitted until the withdrawal process has been completed by the Department.

The Signatory will receive confirmation of the withdrawal via email from rgf@regional.gov.au when the request has been received and when the withdrawal process has been completed.

The withdrawn application will appear as an archived withdrawn application in the GMS Portal and the Create a New Initial Application button will reappear allowing you to start a new Initial Application.

Cancelling an Initial Application

Initial Applications can be cancelled at any time prior to submission. To cancel an application, select the Cancel Initial Application on the Regional Growth Fund – Initial Applications Home page in the GMS Portal. The person that cancels the Initial Application will then receive an automated email confirming the cancellation of your Initial Application.

Withdrawn or cancelled Initial Applications are not considered submitted.

The application can only be completed by [Name], the registered signatory for your organisation.

Applications must be received by 8:00 PM AEST on 27 April 2018 for RGF. The Department will not accept late applications.

Ready to submit this form?

If you have provided all information required for the application you’re ready to submit the form. Once you click SUBMIT your form will be lodged with the Department. Please consider taking the opportunity to review your responses before submitting the form.
Returning to a saved Initial Application

After logging back in, on the home page you will see status of Initial Applications submitted, awaiting submission, and cancelled. To continue working on an unsubmitted Application select “Create/Continue/Submit Initial Application”. 
To continue with an un-submitted Initial Application select “Continue Initial Application” on the row corresponding the submission number. Already Submitted Initial Applications can be viewed from here also.
Submitting multiple Initial Applications

To submit multiple application follow the same process as above except select “Create a new Initial Application”.

No more than 10 Initial Application(s) per applicant.

The GMS will allow you to submit up to 10 separate Initial Applications. If you intend on submitting more than that, please contact the RGF help desk, providing a minimum of three days-notice from the Initial Application closing date.

To withdraw a submitted Initial Application you must provide a written request to the Department. For more information email rgi@regional.gov.au.

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Contact – For Assistance contact RGF help at rgf@regional.gov.au or by phone on 1800 044 938