

LOCALBUYING FOUNDATION

AN INITIATIVE OF THE LOCAL BUYING PROGRAM

National LBF Funding Application Form

The Funding Application form is currently for use in Queensland, New South Wales, South Australia and Western Australia.

The intent of the **Local Buying Foundation (LBF)** is to build on the local capabilities and opportunities for growth in current and emerging industries, by supporting projects and programs which facilitate workforce development, innovation and the productive capacity of business and industry to grow the potential of their regional economies.

Funding Categories *(in no particular priority)*

The categories below reflect the intent of the LBF while taking into consideration the priorities of the Regions/Shires where the LBF operates:

- Business and Industry Innovation
- Developing the Workforce of the Future
- Micro-business and SME Capacity-building
- Sponsorship of Business Awards, Conferences and Events
- Indigenous Economic Development
- Industry Promotion and Economic Development

Funding Criteria and Guidelines

To apply for Local Buying Foundation funding, submissions must meet the following criteria:

- The submission must be submitted online via our website by 5.00pm on the advertised closing date.
- The project must benefit businesses in or across the LBF Regions/Shires of interest below:

QLD: Central Highlands, Isaac and/or Mackay **NSW:** Muswellbrook, Singleton and/or Upper Hunter Shire
WA: Shire of East Pilbara and/or Town of Port Hedland **SA:** District of Mount Remarkable, Port Augusta City Council, Port Pirie Regional Council, Roxby Downs Council, Whyalla City Council, Outback Communities Authority

- The submission is not for a commercial business grant or be considered to be similar to a

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commercial business grant.

- The project has not already occurred and funds are not being sought retrospectively.
- The submission will be looked upon favourably if you can demonstrate confirmed funding from other funding sources.
- Evidence to be provided in relation to project management costs and how this differs from day to day tasks.
- All other criteria as outlined in the [Local Buying Foundation Public Guidelines 2020](#).

Before Getting Started

- Reach out to our Project Officers via info@localbuyingfoundation.com.au or 1800 536 663 to discuss your submission.
- Download our Budget template [HERE](#). *The template file is an Excel document with the three worksheets supplied.*
- Ensure you have your Sponsorship Prospectus/Proposal completed prior to commencing your submission if applying for 'Sponsorship of Business Awards, Conferences and Events' category. Sponsorship Prospectus/Proposal must identify benefits to LBF.

Eligibility Criteria

- | | |
|--|---|
| <input checked="" type="checkbox"/> Project objectives align with one of the six key funding categories | <input checked="" type="checkbox"/> Project directly supports the eligible communities |
| <input checked="" type="checkbox"/> Organisation has a formal governance structure | <input type="checkbox"/> Organisation has demonstrated capacity, financial stability and leadership to support this project |
| <input type="checkbox"/> Application is not from a Government Entity, School or Commercial Business | <input type="checkbox"/> Funding is not requested for capital works, infrastructure including buildings and building improvements, tenancy/leases |
| <input type="checkbox"/> Project must be open to all businesses in the region to access and not be exclusive to certain groups | <input type="checkbox"/> Applicant organisation must have a formal governance structure and/or registered with the appropriate government bodies |

To be eligible for funding from the Local Buying Foundation, applications must meet the above criteria. If the application does not meet the one or more of the eligibility criteria, please contact the Local Buying Foundation to discuss prior to progressing with the application.

Applicant Information

Tell us about your organisation.

Which State is your funding application aligned to?

- QLD NSW WA SA

LBF QLD Communities of Interest

- Central Highlands Region Isaac Region Mackay Region

Please identify which LBF Region/s this funding application relates to.

Has your organisation applied to the LBF for funding previously and been approved?

- Yes No

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Governance Structure

Please upload any governance documents in place for your organisation eg. Terms of Reference, Charter, Constitution etc

Organisation Strategic Plan

If your organisation has a strategic plan, please upload here.

General Information

Please provide us with information on the lead organisation for this application.

Name of Organisation

ABN

Please enter your 11 digital ABN number.

Contact Name

Title

First

Last

Postal Address

Address Line 1

Address Line 2

City

State / Province / Region

Postal / Zip Code

Direct Phone

Mobile

Email Address

Secondary Email Address

Website

Is your organisation a Not-For-Profit (NFP) organisation or a subsidiary of a parent organisation that is a NFP?

Yes No

Indigenous ownership?

Yes No

Does your organisation have Indigenous ownership, ie at least 50% is owned or held on behalf of Aboriginal and/or Torres Strait Islander peoples?

Does your organisation have Deductible Gift

Is your organisation registered for GST?

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Recipient (DGR) status?

Yes No

Yes No

Are any employees, directors, or direct or indirect shareholders of the organisation Government Officials?

Yes No

Current membership status of the Local Buying Foundation (LBF) Advisory Committee (LBFAC)

Yes No

If yes, list the details of any employees, directors, or direct or indirect shareholders of the organisation that are current members of the LBFAC?

Are you partnering with any other organisations in the delivery of this project?

Yes No

Funding Category

Please indicate which funding category applies to this current application:

Business and Industry Innovation

Developing the Workforce of the Future

Micro-business and SME Capacity-building

Sponsorship of Business Awards, Conferences and Events

Indigenous Economic Development

Industry Promotion and Economic Development

Submission Information

The information below is to provide a succinct overview of your project.

Project Title

Project Start Date

Project End Date

Summary of Project

Use dot points where able and ensure information provided is clear and concise. Maximum of 300 words

Project Objectives and Overall Aim

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Use dot points where able and ensure information provided is clear and concise. Maximum of 300 words

Pitching Opportunity

Upload a video clip (no longer than 2 minutes) or a presentation here to support your submission. File types accepted include PowerPoint (ppt), PDF or video formats (mov, mp4, avi).

This pitching opportunity is voluntary and provides another format for you to showcase your project to our LBF Advisory Committee.

Project Budget

Total Cost of Project ex GST

Click here to download the [Budget Template](#)

Detailed breakdown of all costs and other funding sources to be attached.

Upload Project Budget

Funding Requested from LBF

Amount of Funding Requested from LBF ex GST

How will your project be affected if the LBF is unable to fund to the full amount of requested funding?

Has the LBF previously funded same or similar project/event?

Yes No

If yes, and amount requested has increased please outline why

Supporting evidence if applicable

Has any funding been sought for this project from BHP, BMA and/or BMC?

Yes No

Have you applied for or secured funding from other sources?

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Yes No

Other Funding Sources

If you have answered yes above, please supply the details of other funding sources for this project, as below.

Name of Funding Organisation	Funding Status	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

Evidence of Other Funding

Eg. decision notice letter from funding source, application received notification etc.

What will happen if your other funding is not received?

Have you engaged other organisation/s for the delivery of this project?

Yes No

Submission Criteria

Project Impact

Please ensure that you aim at no more than 300 words where identified in your responses.

Expected Outcomes

Project Element	Expected Outcomes
<input type="text"/>	<input type="text"/>

How will the success of the project be monitored and evaluated?

Project Element	Success Measure
<input type="text"/>	<input type="text"/>

Who will benefit from the project and how?

Who will benefit?	How will they benefit?
<input type="text"/>	<input type="text"/>

How will the LBF be recognised in the marketing of your project?

Facebook

Website

Acknowledgement in speeches/formalities

LinkedIn

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- Flyers, brochures, event programs
- Radio Stations
- Signage
- School Newsletters
- Community Noticeboards
-
- Printed Merchandise
- Television Stations
- Launch of the Event - Representatives
- Community Newspapers
- All of the above

Please provide an overview of your marketing strategy or upload your strategy to the submission (if available).

Upload Marketing Strategy if completed

File format approved includes pdf, doc, docx and exl.

Project Sustainability

How will the project become self- sustaining and not reliant on continual funding grants?

Answer N/A if funding is requested for specific event or project and not ongoing.

Is there potential for project replication and/or scale up if successful?

Yes No

Project Alignment and Practicality

Please provide an overview of your project timeline or upload your timeline to the submission.

Project Timeline

Required Action	Responsibility	Start Date	End Date	Notes / Comments / Key Milestones
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments on Project Timeline and Tasks required for implementation

Upload your Project Timeline below if applicable.

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Upload Project Timeline and Tasks documentation

What similar projects have you, your organisation or your project partners implemented?

List the key stakeholder organisations that support this project

Upload Letters of Support

Project Agility/Flexibility

Please provide an overview of your risk mitigation strategy or upload your strategy to the submission.

What are the key project / funding risks or challenges?

If you already have a Risk Mitigation Strategy, please upload the document below.

Risk Management

Risk	Level	Who	Mitigation Strategy
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>

Upload Risk Mitigation Strategy

Upload any additional supporting documentation here