

# Advancing Organic Agribusiness Grants Program

## Small Grants Application Form

September 2020

### Before Applying

Please read The Advancing Organic Agribusiness Small Grants Guidelines before filling out this application form. Copies of the guidelines are available [via the TFGA website](#).

### Enquiries

Please direct enquiries concerning the Advancing Organic Agribusiness Grants to:

Advancing Organic Agribusiness  
Phone: 03 6332 1800  
Email: [organics@tfga.com.au](mailto:organics@tfga.com.au)

### Lodging Applications

Post: TFGA  
Advancing Organic Agribusiness  
Small Grants  
PO Box 193  
Launceston, Tasmania 7250  
Email: [organics@tfga.com.au](mailto:organics@tfga.com.au)

Applications open Wednesday 2nd  
September and close Wednesday 30th  
September 2020

### Applicant Details

<b>Details of business</b>	
Trading name:	
Legal name (if different from trading name):	
Type of entity (Sole Trader, Trust, Partnership or Private Company):	
Australian Business Number (ABN):	
<b>Business address</b>	
Address line 1:	
Address line 2:	
Suburb/Town:	Postcode:
<b>Postal address (if different to business address)</b>	
Address line 1:	
Address line 2:	
Suburb/Town:	Postcode:

### Contact Person

Please provide contact details for the person who is authorised to provide further information and receive notices in relation to this application.

<b>Details of contact person</b>		
Title:	First name:	Last name:
Telephone:	Mobile:	
Email address:		

## Property Details

Please provide details of the property on which your project will take place.

Details of property:
Property (Road) Address:
Property Identification Code (PIC)*:
Property Identification (PID) number(s) as per rates notice:
Local Government Area(s):

If project incorporates more than one property, please supply details in the additional information section.

## Project Description

Please provide details of reasons for the project, background information and general description of the project being undertaken

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## Project Outcomes

Please provide details of the desired outcomes and how the project will enhance Tasmanian Organic Agri-business. (You may include your own documents, spreadsheets or figures to show this)

A large, empty rectangular box with a thin black border, intended for the user to provide details of desired outcomes and how the project will enhance Tasmanian Organic Agri-business. The box is currently blank.

## Project Plan and Budget

Outline key activities along with the method of completion, responsible person (s), proposal costs, capital infrastructure and labour costs.

Provide detailed breakdown of the expense e.g.: 10 posts @ \$5ea OR Labour 30hrs @ \$40/hr. Where possible please attach any quotes for proposed materials, contractors and items.

Activity and Best Practice Method	Budgeted Expenditure	Funding Amount \$	In-Kind \$	Total \$
	Materials			
	Labour			
	Other			
	Materials			
	Labour			
	Other			
	Materials			
	Labour			
	Other			
	Materials			
	Labour			
	Other			
	Materials			
	Labour			
	Other			
	Materials			
	Labour			
	Other			
	Materials			
	Labour			
	Other			

<b>Total:</b>			
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### Use of third-party contractors

Will the project engage a contractor?	
How have you identified your contractor as being suitable for your activity?	

- ❖ If yes, please attach a quote for the activities that they are undertaking and ensure this is included in your Project Plan and Budget.
- ❖ Is your contractor registered for GST? If not and you as the applicant are registered for GST, you will have to add GST to the contractor amount in the budget table above.

### Technical Advice

If you have received technical advice or guidance to develop the Project Plan, please include this detail below to support your application:

Name	Organisation	Support Provided	Contact Number

## Insurance

Please identify types of insurance that may be required during the lifetime of the project. Note that contractors must also hold appropriate levels of insurance. If applicant is successful in receiving a grant, copies of the relevant insurance certificates will be required to be provided.

Type of Insurance required.	Is Insurance Currently held? Yes/No

## Past / Present Projects

Have you received any funding grants in the past 5 years? If yes, please supply the details below.				Yes / No
Funding Source	Completion date (or in progress)	Title and Brief description	Amount Received	

## Permits and Approvals

It is the responsibility of the applicant to ensure that all permits and approvals for potential project activities have been granted by the appropriate institution / authority e.g.: Local Government

If applicable, please confirm that any relevant permits or approvals have been given for your proposed project.

Does your project require any permits or approvals?	Yes / No

Permit / Approval Required	Received and Attached

**Additional Information**

Please enter any further information relating to your project that you wish to include in your application.

