

# Regional Job Creation Fund Round Two



## Applicant Checklist for Expressions of Interest

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The Regional Job Creation Fund opens on Wednesday 2 February 2022. Expressions of Interest will close at 5pm (AEDT), Friday 18 February 2022.

To make sure you have supplied what is essential for the Expression of Interest (EOI) form, the Department of Regional NSW has developed this checklist outlining eligibility requirements.

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### Organisation details

You have provided a current Australian Business Number (ABN) that confirms the organisation is one of the following entity types:

- ✓ a company incorporated in Australia
- ✓ a company incorporated by guarantee
- ✓ an incorporated trustee on behalf of a trust
- ✓ an incorporated association or co-operative
- ✓ a partnership
- ✓ a sole trader
- ✓ an Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and /or Torres Strait Islander) Act 2006.

*Note, International businesses without an ABN can still apply. However, they will need an ABN, be registered for GST, have at least \$20 million in public liability insurance and be an eligible entity type to enter into a funding deed if they are successful.*

*Applicants can submit a joint application, but a lead applicant will need to be nominated. If the application is successful, the lead applicant will enter into the funding deed and be ultimately responsible for delivering the project.*

- The ABN provided shows the organisation is registered for GST.
- You have detailed the primary operations of the business.
- You have provided evidence of the organisation's experience delivering projects similar in scope and scale to your proposed project or have provided evidence of management capability to deliver the project.

**Applicants are requested to ensure they use the correct organisation name and details when applying as this generally cannot be changed once the project has been assessed.**

### Project details

- You have requested grant funding between \$100,000 and \$5,000,000 (GST exclusive).
- You have requested a maximum of \$20,000 per direct job created through the project.
- You have provided a short description of the project scope ensuring both the project and costs are eligible as per program guidelines.
- You have provided an estimated total project cost and co-contribution amount that is at least 50 per cent of this total project cost.
- You have provided a project start and end date, confirming deliverability and completion of capital works will be by May 2023 (it is recommended applicants have a COVID plan in place to mitigate any potential delays due to COVID-19).

- You have provided an estimate of how many direct full-time equivalent (FTE) jobs are to be created in regional NSW over a three-year project period (from signing of a funding deed). Jobs can be a mixture of full-time, part-time, or casual noting that one FTE position is equal to a 'standard working week' of 35 hours. **These jobs must be directly employed by the applicant, not through labour hire firms, and sustainable without additional NSW Government investment beyond the agreed grant.**
- You have confirmed that all committed FTE positions will be created, filled, and be in place for at least six continuous months within three years of signing a funding deed.

### **Expressions of Interest must be submitted online at [nsw.gov.au/RJCF](https://nsw.gov.au/RJCF)**

Each EOI will be allocated to a Department of Regional NSW Business Development Manager or Officer (BDM) who will review the EOI and proposed project for readiness and discuss the Regional Job Creation Fund guidelines and application process with the applicant.

If the applicant and project meet the eligibility criteria and the applicant chooses to proceed, an invitation and pack of supporting materials will be provided to the applicant. The BDM can also provide assistance in guiding applicants with the preparation of applications and supporting documents.

Applicants can commence preparation of their detailed application upon receipt of their invitation and pack of supporting materials.