Regional Job Creation Fund (RJCF) Round Three

# Expression of Interest (EOI) Applicant Checklist

EOI Applications open Friday 13 January 2022 and close 5pm (AEDT), Monday 6 March 2023.

To ensure you have supplied what is essential for the EOI form, the Department of Regional NSW has developed this checklist outlining eligibility requirements.

## 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.
* The ABN provided shows the organisation is registered for GST
* If submitting an EOI on behalf of an international business, note that the applicant will need to have an ABN, be registered for GST, have at least $20 million in public liability insurance and be an eligible entity (as listed above), to enter into a funding deed if they are successful
* If submitting a joint application, nominate a lead applicant who is responsible for delivering the project and ensure you include a letter of support from each organisation listed in the grant application (content of support letter outlined in Program Guidelines)
* You have detailed the primary operations of the business and relevant industry
* You have provided a business ownership structure and project contact details
* 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
* You have provided proposed governance arrangements to manage the project
* You have provided a list of key competitors in the industry, including whether the project will be competing against out-of-state goods and services, or substituting out of state inputs in the production process or supply chain, or primarily competing against other NSW businesses for markets or supplies

**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 $10,000,000 (GST exclusive).
* 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 a project location situated in one of the 93 regional NSW Local Government Areas (LGAs), the Unincorporated Far West or Lord Howe Island (Refer to Frequently Asked Questions for full list of 93 regional LGAs).
* You have provided evidence the project will create or retain direct Full Time Equivalent (FTE) jobs in regional NSW, that are sustainable without additional NSW Government investment beyond the grant noting:
	+ the jobs must be directly employed by the applicant/ joint applicants and not through labour hire firms, and
	+ one FTE position is equal to a ‘standard working week’ of 35 hours
* 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 30 May 2025 (it is recommended applicants have a COVID plan in place to mitigate any potential delays due to COVID-19).
* (If applicable) status of any permissions or approvals relevant to the project or pathway to achieve all relevant permissions and approvals within the proposed project timeframe; for example, development approval, landowner’s consent, other regulatory approvals such as Therapeutics Goods Administration approvals.

## Financials and other Supporting Documents

* Applicants Financial statements (trading, profit & loss statements and balance sheets) for **three continuous years** starting from the latest available year or other evidence of financial viability for the applicant and any joint applicants.
	+ if three continuous financial year statements are not available, please provide a signed statement from an external accountant and/or shareholder financial statements
* You have provided a short description of the project’s expected benefits, including:
	+ expected share of project revenue from interstate or international sales at full capacity
	+ how the project will contribute to employment and training outcomes for young people, Aboriginal and/or Torres Strait Islander individuals and people with disability
	+ other expected benefits related to project outcomes
* You have provided a project budget overview (with all main project elements the applicant will be completing, including:
	+ estimated total cost of the project
	+ grant amount requested; and
	+ cash co-contribution amount and source.

**Expressions of Interest must be submitted online at** [**nsw.gov.au/RJCF**](https://www.nsw.gov.au/regional-nsw/programs-and-grants/regional-growth-fund/regional-job-creation-fund)

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