|  |
| --- |
| SA APIARY INDUSTRY FUND  Project Application Form |

1. **PROJECT TITLE**

*[20 word limit]*

1. **PROJECT SUMMARY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Short summary | *[Please define the project and value proposition succinctly and in plain English. 50 word limit.]* | | | |
| Project location |  | | | |
| Start date | / / | | Completion date | / / |
| **Project cost** | | | | |
| **Total project cost** | | **$** | | |
| Apiary Industry Funds requested | | $ | | |
| Co-funder contributions | | *Organisation, amount [Note that multiple co-funders may be listed]* | | |

1. **APPLICANT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation name |  | | |
| ABN / ACN |  | | |
| Postal Address  *(for correspondence)* |  | | |
| **Name of primary contact** |  | | |
| Position |  | | |
| Telephone |  | Mobile |  |
| Email address |  | | |
| **Name of secondary contact** |  | | |
| Position |  | | |
| Telephone |  | Mobile |  |
| Email address |  | | |

1. **ORGANISATION DETAILS**
   1. **Organisation description**

*[Briefly describe your organisation and its core activities (200 word limit)]*

* 1. **Project management capability**

*[Briefly describe your organisation’s capabilities in project management and provide examples of previous project management experience (300 word limit)]*

* 1. **Technical capability**

*[Briefly describe your organisation’s technical capabilities relevant to the project being proposed (200 word limit)]*

1. **PROJECT DETAILS**
   1. **Aim**

*[100 word limit]*

* 1. **Objectives**

*[200 word limit]*

* 1. **Outcomes**

*[500 word limit]*

* 1. **Project description and methodology**

*[Describe how the project will be delivered including an overview key milestones and timelines.]*

* 1. **SA Apiary Industry Benefit**

*[Describe how the project will benefit South Australian apiarists]*

1. **SUMMARY PROJECT BUDGET**

*[Please also complete detailed project budget (see template provided on final page) and ensure the summary budget is consistent with the detailed budget.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure Item / Activity** | **Apiary Industry Fund ($)** | **Total co-contributor funds ($)** | **Total ($)** |
| Salaries |  |  |  |
| Operational costs |  |  |  |
| Administration |  |  |  |
| Travel/Mileage |  |  |  |
| Other |  |  |  |
| **Total cost**  *(GST exclusive)* |  |  |  |

1. **PROJECT MILESTONES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone 1** | | | |
| **Item/Activity** |  | | |
| **Description of deliverable** |  | | |
| **Due Date** |  | | |
| **Reporting arrangements** | *[Describe how completion of the milestone will be reported][[1]](#footnote-1)* | | |
| **Cost** | Apiary Industry Fund | Co-contributor funds | Total |
| $ | $ | $ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone 2** | | | |
| **Item/Activity** |  | | |
| **Description of deliverable** |  | | |
| **Due Date** |  | | |
| **Reporting arrangements** | *[Describe how completion of the milestone will be reported]1* | | |
| **Cost** | Apiary Industry Fund | Co-contributor funds | Total |
| $ | $ | $ |

*[Please add further milestones as needed]*

1. **APPLICANT ENDORSEMENT AND APPROVAL**

This application is approved by the applicant for submission to the Minister for consideration of funding from the Apiary Industry Fund.

| **Name** | **Title** | **Signature** | **Date** |
| --- | --- | --- | --- |
| **Prepared by:** | | | |
|  |  |  | / / |
| **Endorsed:** | | | |
|  |  |  | / / |
| **Approved:** | | | |
|  |  |  | / / |

1. **DETAILED PROJECT BUDGET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expenditure Item/ Activity** | **Apiary Industry Fund funds ($)** | **Co-contributor & In-kind funds ($)**  *[Use one column per co-contributor]* | | | **Total** |
|  |  |  |  |
| **Salaries, Consultants & Contractors** | | | | | | |
|  |  |  |  |  |  |
| *[insert rows as required]* |  |  |  |  |  |
| **Total Salaries** |  |  |  |  |  |
| **Operational Costs & Materials** | | | | | | |
|  |  |  |  |  |  |
| *[insert rows as required]* |  |  |  |  |  |
| **Total Operational Costs** |  |  |  |  |  |
| **Administration Costs** | | | | | | |
|  |  |  |  |  |  |
| *[insert rows as required]* |  |  |  |  |  |
| **Total Administration Costs** |  |  |  |  |  |
| **Travel Costs** | | | | | | |
|  |  |  |  |  |  |
| *[insert rows as required]* |  |  |  |  |  |
| **Total Travel Costs** |  |  |  |  |  |
| **Other Costs** | | | | | | |
|  |  |  |  |  |  |
| *[insert rows as required]* |  |  |  |  |  |
| **Total Other Costs** |  |  |  |  |  |
| **TOTAL PROJECT COST** (excl GST) |  |  |  |  |  |

1. Apiary Industry Fund reporting template available [↑](#footnote-ref-1)