



Frequently Asked Questions

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Version 3 – September 2018

This document will be updated from time to time as new questions arise. If you have other questions please contact us at business.gov.au or call the contact centre on 13 28 46.

These FAQs apply to both the Infrastructure Projects stream and Community Investments stream unless otherwise specified.

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What is the closing date for Building Better Regions Fund Round 3 applications?

- Applications for the Infrastructure Projects Stream and Community Investments Stream close at 5pm Australian Eastern Daylight Savings Time on 15 November 2018.

When will I be notified about the outcome of my application?

- Announcement of successful projects is expected in the first half of 2019.

Will there be future rounds?

- Decisions on the number of rounds is a matter for the Government, and will depend on the number of applications received, the merit of applications, decisions regarding projects to be funded and the availability of future funding.

What are the major differences between Round 2 and Round 3?

- The guidelines provide more detail about eligible and ineligible expenditure.
- The weighting for Merit Criteria 1 and 2 have changed. See section 6 of the grant opportunity guidelines (the guidelines).
- Up to \$45 million of the Infrastructure Stream funding has been earmarked to support tourism related infrastructure projects.

Why are the regional boundaries set where they are?

- The boundaries were decided by Government and represent the regional focus of this program. You should check the [BBRF mapping tool](#) to confirm the eligibility of your proposed project location.

My project is in an excluded area but the project benefits will flow directly to an eligible area, how can I demonstrate this in my application?

- For your project located in an excluded area to be eligible, you must clearly demonstrate that significant and demonstrable benefits and employment outcomes flow directly into an eligible area. You can do this by providing information in your responses to merit criterion 1 (economic benefit) and merit criterion 2 (social benefit).
- All applicants:
 - economic and social benefits – you must clearly define and quantify the benefits that will flow directly into an eligible area. To do this you must include measurable outcomes, robust methodology, a well-articulated need/demand for the project, a defined target group in the eligible area, and clearly show how the benefits are linked to the project
 - evidence – you must include strong and comprehensive evidence to support the benefits you have claimed will flow to the eligible area from the project. Evidence must be current (within 18

months). One example could be letters of support from councils and organisations in eligible areas confirming the benefits that will flow to their region

- benefits beyond the project – you must demonstrate that benefits will be sustained in the eligible area beyond the project period and that further growth will result from the project.
- For Infrastructure Projects:
 - job outcomes – you must show significant job outcomes flowing to the eligible area
- For Community Investments projects:
 - job outcomes – you must show job outcomes flowing to the eligible area
 - benefits beyond the project – for local events and activities projects, you must provide evidence to demonstrate that the project will be funded and delivered into the future without Australian Government funding.

Will the Department contact me with questions relating to my application?

- If the assessment process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

Can I provide additional information or make a change to my application after the closing date?

- No further information can be accepted or changes made to your application after the closing date.
- Prior to the closing date:
 - You can withdraw your application and resubmit a new one. You will need to complete a new form in this case. Please call 13 28 46 to confirm withdrawal of your application.
 - You can call 13 28 46 and you will be provided with information on where to email additional information or an addendum to your application.

Will all eligible applications be funded?

- No. The program is a competitive grants program and we expect the funding round to be oversubscribed. While it is necessary for your application to be eligible, your application will also need to be competitive to give your project the best chance of being funded. This means having strong claims, supported by evidence, against all four of the assessment criteria.

Is there an amount set aside for each stream and region?

- There is no amount set aside for either stream or region. The amounts that go to each stream or region will depend on the level of applications received, the merit of those applications and the decisions on which applications to fund made by the Ministerial Panel. The Ministerial Panel will take into account a number of factors in their final decision making including: spread of funding and projects across regions; whether similar projects exist to ensure that projects build on and support other projects and services, while not duplicating them; and previous funding under other programs. See section 8 of the guidelines.

Is there an equal amount of money available for each year of the BBRF?

- Decisions on future funding will be made by the Australian Government.

Can I apply for exemptions to the grant opportunity guidelines?

- No. The department is bound to administer the program in accordance with the grant opportunity guidelines. The grant opportunity guidelines outline the criteria against which all applications will be assessed.

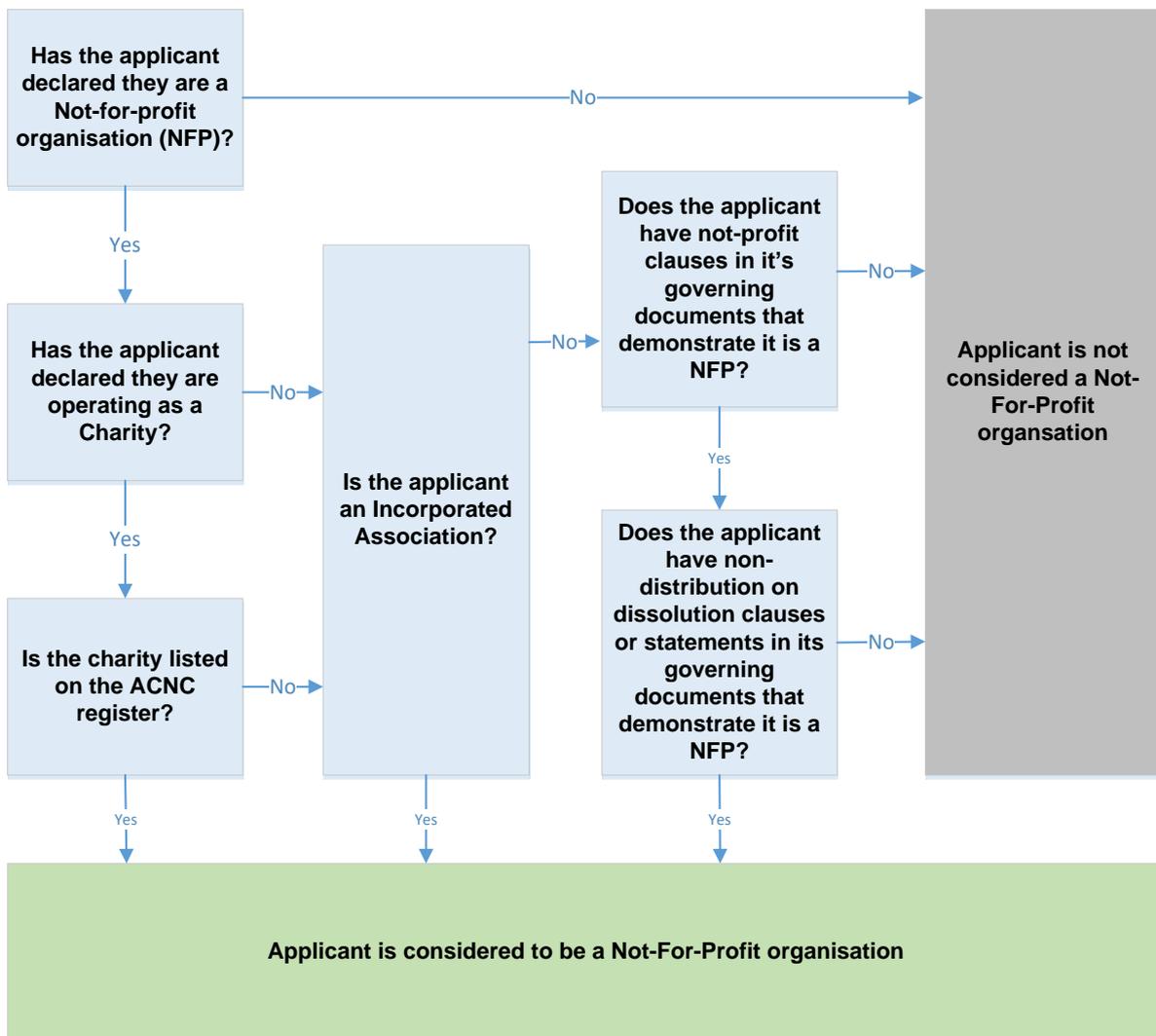
Will the decision maker approve a different grant amount to what I requested?

- The grant amount offered to successful applicants is a decision for the Ministerial Panel. The guidelines allow for the Ministerial Panel to take into account a number of factors in their decision making including the spread of funding and projects across regions; whether similar projects exist to ensure that projects build on and support other projects and services, while not duplicating

them; and previous funding under other programs, which may result in offering an amount different to the grant amount requested.

How is an organisation's not-for-profit status decided?

- A not-for-profit organisation for the purposes of BBRF is defined as an organisation that does not operate for the purpose of profit, personal gain or other benefit of particular people, when it is in operation or when it is wound up.
- Typically an organisation's constitutional or governing documents contain clauses demonstrating the not-for-profit character of the organisation which prevent it from distributing profits or assets for the benefit of particular people. Not-for-profit organisations must provide evidence of their not-for-profit status. Mandatory attachments are listed in the grant opportunity guidelines at Section 7.1.
- The diagram below shows how an organisation's not-for-profit status is determined for the purposes of BBRF.



What is the definition of a school under BBRF?

- If your organisation sits under the jurisdiction of a state government education department to deliver educational outcomes then you are considered to be a school under the BBRF. Schools are ineligible for funding under the Building Better Regions Fund.

What do I need to include in the Latest Financial Year Figures section of the application form?

- Complete this section if the requested data is available for your organisation. The information requested in this section is primarily used for reporting purposes and does not inform the assessment of your application.
- Not-for-profit organisations are required to submit an Accountant's Declaration to confirm they can fund their share of the project costs. There is no requirement for local governing bodies to provide Audited Financial Statements or an Accountant's Declaration with their application.

Can Local Government Financial Assistance Grants be used as co-funding under the BBRF?

- Financial Assistance Grants are untied, allowing local government bodies to spend the grants according to local priorities. Financial Assistance Grants funding is considered a contribution from the applicant, and not the Commonwealth.

How can I provide evidence of cash or in-kind contributions committed to by candidates in the lead up to a State Government general election?

Proponents should prepare applications working with funding partners as per normal. In line with section 7.1 of the Grant opportunity guidelines, all cash and in-kind contributions, including those that are committed during an election campaign, must be evidenced.

All applicants must attach letters evidencing the cash or in-kind contribution from each contributing organisation or individual. This evidence must be submitted with the application prior to the closing date.

The letter must be:

- on the organisation's letterhead,
- signed and dated by an authorised person, and
- set out the value and timing of contributions and any conditions attached.

Therefore, if a candidate in a State Government general election makes a commitment to a project, the Applicant must provide with their application a letter on the party letterhead, signed and dated by an authorised person, setting out the value and timing of contributions and any conditions attached.

As part of the assessment of applications the Department may seek confirmation of cash and in-kind commitments from the incoming State Government. No action is required from applicants in this regard.

Only election commitments made and confirmed by the party(ies) that forms Government will be accepted as evidence of co-funding for the purposes of BBRF.

Can the provision of land be considered as part of my mandatory cash contribution?

- No. A contribution of land will be considered an in-kind contribution to the project, and cannot be included as part of the mandatory cash contribution. The mandatory contribution must be cash. All in-kind land contribution values must be supported by evidence, e.g. rates notice or independent valuation.

What is required in my not-for-profit organisation's Accountant Declaration?

- All not-for-profit organisations must provide an Accountant's Declaration. You must use the template at www.business.gov.au/BBRF in the Key Documents section. The template sets out the requirement information. Declarations must be completed by an appropriately qualified person. The declaration will be used to confirm applicants can fund their share of the cost of the proposed project.

What type of information should I include when answering questions on project management, risk management and maintaining project benefits?

- You must make the best possible case to demonstrate that you have done all the planning required to provide confidence that the project will be delivered on time, on budget and to an appropriate standard to deliver the benefits described in your application.

- Project Management – you must address the implementation of the project from commencement to completion. You should define how, when and by whom project activities will be completed to demonstrate that the project will be delivered on time, on budget and to the required standards. You should include the following information:
 - confirmation of required approvals, are they in place or being sought?
 - how will goods and services be procured
 - how will you ensure the project is delivered on time and on budget and to the required standards, e.g. who will manage the project and what governance arrangements are in place.
- Project Risk – you must provide details on the key risks to your project and the mitigation or management strategies in place across the life of the project. You must provide at least three risks and a maximum of five risks.
- Maintaining Project Benefits (Infrastructure Projects stream only) – you must demonstrate that the outputs of the project will be retained in original condition for the relevant period as outlined in section 10.4 of the Infrastructure Projects grant opportunity guidelines. You should outline the operational needs of the project into the future, a strategy to manage the project and to maintain the ongoing viability of the completed project.
- The level of detail required to make a convincing case is relative to the project size, complexity and grant amount requested.

How do I withdraw my application

- Please call 13 28 46 for assistance. You will need your application tracking number. You will receive email confirming the withdrawal of your application.

Infrastructure Projects Stream

Does my organisation have to own the infrastructure we would like to upgrade or extend using a BBRF grant?

- You do not need to own the infrastructure associated with your BBRF project. However, you must be able to demonstrate with evidence that you have appropriate authority from the owner and access to the infrastructure, capital equipment, technology or intellectual property required to undertake the project.
- You will have to demonstrate that you have planned for or have in place all regulatory and development approvals required to undertake the project.
- You will also need to demonstrate that you will be able to operate and maintain the project infrastructure into the future to ensure you can deliver the benefits throughout the operational period outlined in 10.4 of the Infrastructure Projects Stream Grant opportunity guidelines.

Is an infrastructure project eligible if part or all of the project is on land not owned by the applicant?

- You do not need to own the land associated with your BBRF project. However, you must be able to demonstrate with evidence that you have appropriate authority from the owner and access to the infrastructure (including land), capital equipment, technology or intellectual property required to undertake the project.
- You will have to demonstrate that you have planned for or have in place all regulatory and development approvals required to undertake the project.
- You will also need to demonstrate that you will be able to operate and maintain the project infrastructure into the future to ensure you can deliver the benefits throughout the operational period outlined in 10.4 of the Infrastructure Projects Stream Grant opportunity guidelines.

Can I purchase land or existing infrastructure?

- No. You can only spend the grant and cash contributions on eligible activities directly related to the project. The purchase of land or existing infrastructure is an ineligible activity under the BBRF. Land can be included as an in-kind contribution in addition to the mandatory cash contribution. All in-kind contributions must be supported by evidence e.g. rates notice or independent valuation.

Can I seek funding under the Infrastructure Projects stream for investment in a vehicle or vessel such as a boat?

- No, infrastructure must be a fixed physical structure or facility (e.g. buildings, roads, power supplies) needed for the operation of a community.

Can a local governing body or not-for-profit organisation apply for funding when the main driver of the project is a private company?

- It is not the intention of the program that an eligible organisation applies on behalf of an ineligible organisation. The organisation applying for the funding is responsible for the delivery of the project and its outcomes. Please note, if it appears that an applicant is not the main driver of the project, the application may not be competitive.

How do the Australian Government Building and Construction WHS Accreditation Scheme requirements impact my project?

- If you are successful and your grant amount is over \$6 million you may need to have your head contractor accredited under the Australian Government Building and Construction WHS Accreditation Scheme. Your obligations under the scheme will be discussed as part of the negotiation of your grant agreement. Information on the scheme is available at www.fsc.gov.au.

Community Investments Stream

Will the Community Investments Stream fund my event for more than one year?

- No, local events and workshops will only be eligible for funding under the program once. Funding under the Community Investments Stream is intended as seed-funding to support an inaugural event or funding for a one-off expansion of an existing activity. You will need to clearly outline in your application your strategy to fund future and expanded events without Australian Government funding.
- Funding is intended for new or expanded aspects of events and workshops. Applications must describe how the proposed project activities are new or expanded.