

## 1. Instructions for completing this Application

### Before you start

Before applying for funding under the Local Digital Priority Projects (LDPP) program, please read the [Applicant Guidelines](#).

The Applicant Guidelines and all other supporting information can be found on the LDPP website at <https://www.business.qld.gov.au/running-business/support-services/financial/grants/local-digital-priority-projects>.

**If you have any enquiries about LDPP or require assistance with completion of this Application form, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).**

### Saving your Application form

#### △ IMPORTANT:

- **Remember to save your Application form regularly by clicking the "Save Progress" button at the top or bottom of each page.**
- SmartyGrants will log you out of the system after **20 MINUTES** if you do not click the "Save Progress" button or move between pages in the Application form.
- If you are logged out, **your data WILL NOT BE SAVED.**

### When completing the Application form

When completing this Application, please note:

- Only Eligible Applications (i.e. Applications from Eligible Applicants for Eligible Projects) will be assessed. (Refer to the Applicant Guidelines for eligibility information.)
- Eligible Applications will be assessed against the Assessment Criteria set out in the Applicant Guidelines.
- Submitting an Application does not guarantee funding will be approved for a Project.
- Your responses should be: - concise and thorough - non-repetitious and add value to the overall Application - directly relevant to the project and its outcomes - supported by documentary evidence.
- Documentary evidence must be: - directly relevant to the Project and its outcomes - used to support responses - from a credible source and current - properly referenced in responses provided in the Application (i.e. attachment number, document name, relevant section or page number). **NOTE 1:** Failure to properly reference supporting evidence may result in it not being considered during assessment.  
**NOTE 2:** See the [Guide to using evidence](#) for further information.
- **Any guidance on responding to questions in the Application form appears below the relevant question.**
- Applicants must use the [project plan](#) and [cashflow forecast](#) templates provided on the LDPP website.

# Application Form - LDPP

## Form Preview

- Remember to save your Application form regularly by clicking the "Save Progress" button at the top or bottom of each page.

## Enquires and SmartyGrants assistance

If you have any enquiries about LDPP or require assistance with completion of this Application form, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

For technical assistance using SmartyGrants, e.g. logging in, finding and reopening your application, etc., please see the [SmartyGrants Help Guide for Applicants](#). If this does not resolve the matter, please contact SmartyGrants directly on (03) 9320 6888 or by email at [service@smartygrants.com.au](mailto:service@smartygrants.com.au).

## 2. Eligibility self-assessment – Applicant eligibility

\* indicates a required field

### ⚠ **Remember to keep saving your Application**

Financial assistance through LDPP is only available to Eligible Applicants for Eligible Projects.

**Responses to the following questions will identify if the Applicant is eligible for funding.**

⚠ If the responses identify the Applicant is ineligible, do **not submit** this Application.

See the Applicant Guidelines for information about eligibility. If you need further clarification, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

### Applicant eligibility

#### **2.1: Is the Applicant organisation: \***

⚠ If you answered "Other" to Question 2.1, the Applicant is ineligible for funding.

⚠ **If the Applicant is ineligible, DO NOT submit this Application. Click the "SAVE AND CLOSE" button to exit the form.**

If you have any questions, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

#### **2.1.1: Which Local Government is making the Application? \***

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## Form Preview

⚠ Only the Local Governments listed in Question 2.1.1 are eligible for funding.

⚠ **If the Applicant is ineligible, DO NOT submit this Application. Click the “SAVE AND CLOSE” button to exit the form.**

If you have any questions, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

**2.2: Is the Applicant organisation a legal entity? \***

**2.3: Does the Applicant organisation have an active Australian Business Number (ABN)? \***

**2.4: Is the Applicant organisation registered for the Goods and Services Tax (GST)? \***

**2.5 Does the Applicant organisation have a registered place of business in an Eligible Location? \***

Hint: Eligible Locations are the Brisbane, Gold Coast, Ipswich, Lockyer Valley, Logan, Moreton Bay, Noosa, Redland, Scenic Rim, Somerset, Sunshine Coast and Toowoomba local government areas.

**2.6: Can the Applicant organisation demonstrate they own or have sufficient rights to exercise the intellectual property rights to undertake the project?**

⚠ If you answered "No" to any question from 2.2 to 2.6, the Applicant is ineligible.

⚠ **If the Applicant is ineligible, DO NOT submit this Application. Click the “SAVE AND CLOSE” button to exit the form.**

If you have any questions, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

**2.7: Is the Applicant Organisation an individual, sole trader or unincorporated association? \***

**2.8: Is the Applicant organisation insolvent or subject to any kind of external administration? \***

# Application Form - LDPP

## Form Preview

**2.9: Are the Applicant organisation's directors seeking safe harbour against insolvent trading under the Corporations Act 2001? \***

⚠ If you answered "Yes" to any question from 2.7 to 2.9, the Applicant is ineligible.

⚠ **If the Applicant is ineligible, DO NOT submit this Application. Click the "SAVE AND CLOSE" button to exit the form.**

If you have any questions, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

## 3. Eligibility self-assessment – Project eligibility

\* indicates a required field

⚠ **Remember to keep saving your Application**

Financial assistance through LDPP is only available to Eligible Applicants for Eligible Projects.

**Responses to the following questions will identify if the project is eligible for funding.**

⚠ If the responses identify the project is ineligible, **do not submit** this Application.

See the Applicant Guidelines for information about eligibility. If you need further clarification, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

**3.1: Is the project consistent with program objectives? \***

**3.2: Will the project be undertaken in an Eligible Location? \***

⚠ Eligible Locations are the Brisbane, Gold Coast, Ipswich, Lockyer Valley, Logan, Moreton Bay, Noosa, Redland, Scenic Rim, Somerset, Sunshine Coast and Toowoomba local government areas.

**3.3: Is the project capable of being completed by 31 December 2028? \***

**3.4: Does the Applicant have or can it reasonably expect to have the necessary approvals or permissions prior to the expected Project Start Date? \***

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## Form Preview

⚠ If you answered "No" to any question from 3.1 to 3.4, the project is ineligible for funding.

⚠ **If the project is ineligible, DO NOT submit this Application. Click the "SAVE AND CLOSE" button to exit the form.**

If you have any questions, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

**3.5: Has the project already commenced or been completed before the release of the Applicant Guidelines? \***

**3.6: Does the project combine multiple, discrete projects that are not interdependent and could reasonably be delivered separately (e.g., projects stemming from a digital strategy)? \***

**3.7: Would the project require ongoing funding from the Australian Government or Queensland Government? \***

**3.8: Does the project have works or costs that are covered by insurance claims (e.g., repairs following a weather event)? \***

**3.9: Does the project fund the day-to-day operations of a business or focus primarily on marketing and promotion? \***

**3.10: Does the project seek direct funding for university programs and/or research centres? \***

**3.11: Does the project only involve the repair, or routine or ongoing maintenance of existing infrastructure? \***

⚠ If you answered "Yes" to any question from 3.5 to 3.11, the project is ineligible for funding.

⚠ **If the project is ineligible, DO NOT submit this Application. Click the "SAVE AND CLOSE" button to exit the form.**

If you have any questions, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

# Application Form - LDPP

## Form Preview

### 3.12: Does the project involve the development of private or commercial 'for-profit' ventures? \*

For example, the sale of refurbished devices at an accessible price.

#### 3.12.1: Is the private benefit less than 10% above the operating costs of the venture (project)? \*

For example, where gross profit is less than 10% of operating expenses.

⚠ If you answered "No" to Question 3.12.1, the project is ineligible for funding.

⚠ **If the project is ineligible, DO NOT submit this Application. Click the "SAVE AND CLOSE" button to exit the form.**

If you have any questions, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

### 3.13: Which funding stream is the project delivering under? \*

⚠ Only Eligible Local Governments and private sector entities can apply for Stream 1 projects.

⚠ **If the project is ineligible, DO NOT submit this Application. Click the "SAVE AND CLOSE" button to exit the form.**

If you have any questions, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

#### 3.13.1: Has an Eligible Local Government provided support for this project? \*

If you answered "No" to Question 3.13.1, the project is ineligible for funding.

**If the project is ineligible, DO NOT submit this Application. Click the "SAVE AND CLOSE" button to exit the form.**

If you have any questions, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

#### 3.13.2: Attach evidence of the Eligible Local Government's support \*

Attach a file:

# Application Form - LDPP

## Form Preview

For example, a letter of support or Memorandum of Understanding (MOU)

**3.14: Is the project seeking total funding between \$1 million (ex GST) and \$5 million (ex GST) \***

**3.14.1: Has the Department approved more than \$5 million in funding? \***

⚠ If you answered "No" to Question 3.14.1, the project is ineligible for funding.

⚠ **If the project is ineligible, DO NOT submit this Application. Click the "SAVE AND CLOSE" button to exit the form.**

If you have any questions, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

**3.14.1.1: Attach the Department's written approval \***

Attach a file:

**3.14: Is the project seeking total funding between \$100,000 (ex GST) and \$1 million (ex GST) \***

**3.14.1: Has the Department approved more than \$1 million in funding? \***

⚠ If you answered "No" to Question 3.14.1, the project is ineligible for funding.

⚠ **If the project is ineligible, DO NOT submit this Application. Click the "SAVE AND CLOSE" button to exit the form.**

If you have any questions, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

**3.14.1.1: Attach the Department's written approval \***

Attach a file:

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## Form Preview

**3.15: Has the project secured sufficient funding from other sources to cover any Ineligible Project Costs and Eligible Project Costs above any funding sought from LDPP? \***

⚠ If you answered "No" to Question 3.15, the project is ineligible for funding.

⚠ **If the project is ineligible, DO NOT submit this Application. Click the "SAVE AND CLOSE" button to exit the form.**

If you have any questions, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

**3.16: Does the project have a majority of project funding (above 50%) approved through another Australian Government or Queensland Government funding program? \***

⚠ If you answered "Yes" to Question 3.16, the project is ineligible for funding.

⚠ **If the project is ineligible, DO NOT submit this Application. Click the "SAVE AND CLOSE" button to exit the form.**

If you have any questions, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

**3.17: Does the Applicant own and operate the site the project infrastructure will be built on? \***

**3.17.1: Does the Applicant have approval from the site owner to access the site to construct, maintain and operate the project infrastructure? \***

If you answered "No: to Question 3.17.1, the project is ineligible for funding.

**If the project is ineligible, DO NOT submit this Application. Click the "SAVE AND CLOSE" button to exit the form.**

If you have any questions, please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au).

### 4. Applicant details

\* indicates a required field

⚠ **Remember to keep saving your Application**

#### Applicant details

##### 4.1: Applicant organisation's legal name \*

Organisation Name

Must be the same as in the Australian Business Register (ABR). See the ABR extract at Question 4.3.)

##### 4.2: Applicant organisation's trading name \*

##### 4.3: ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

⚠ The ABN provided must be classified as active.

##### 4.4: Entity type \*

##### 4.5: Registered place of business \*

Address

# Application Form - LDPP

## Form Preview

### 4.6: Which Local Government Area is the Applicant Organisation located within? \*

To confirm your Local Government area, go to <https://www.ecq.qld.gov.au/electoral-boundaries/where-is-my-electorate>

### 4.7: Postal address \*

Address

△To enter a PO Box postal address, click in the postal address response box and then click on the "Can't find your address?" button that will appear beneath it. Enter the PO Box postal address in the additional fields that appear below Question 4.7.

### 4.8: Generic phone number \*

△Phone numbers must include the area code for Australia and the relevant state, e.g. 61 7 3333 3333

### 4.9: Generic email address \*

### 4.10: Website \*

△Insert "N/a" if the Applicant does not have a website.

### 4.11: Does the Applicant have a trustee? \*

#### 4.11.1 Trustee legal name \*

Organisation Name

#### 4.11.2: Trustee ACN \*

#### 4.11.3: Attach a copy of the Trust Deed and any amendments to it. \*

Attach a file:

### 4.12: How many Full-time equivalent (FTE) does the Applicant employ? \*

Must be a number.

# Application Form - LDPP

## Form Preview

△ Full-time equivalents (FTEs) are calculated as the number of hours worked divided by the number of hours in a full-time job schedule.

### 4.13: Does the Applicant identify as an Indigenous organisation or local government? \*

△ For the purpose of LDPP, an Indigenous Business must be registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).

### 4.14: Is the Applicant a female-owned or female-led business? \*

△ The Queensland Government defines a 'female business' as one that is at least 50 percent owned by females or with at least 50 percent of leadership roles, e.g., CEO, Director, Executive, being held by females. A 'female business' does not have to be funded by females.

## 5. Applicant contacts

\* indicates a required field

△ **Remember to keep saving your Application**

### Principal Contact

Nominate a person within the Applicant organisation who will be the main point of contact and must be able to provide clarification of any information included in the Application.

△ **The principal contact must have the appropriate organisational delegation to respond to any requests for clarification.**

#### 5.1: Name \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### 5.2: Position \*

#### 5.3: Phone number \*

#### 5.4: Mobile number \*

#### 5.5: Email address \*

### Secondary Contact

Nominate a person within the Applicant organisation who will be the secondary point of contact and must be able to provide clarification of any information included in the Application, if the primary contact is not available.

**⚠ The secondary contact must have the appropriate organisational delegation to respond to any requests for clarification.**

**5.6: Name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**5.7: Position \***

**5.8: Phone number \***

**5.9: Mobile number**

**5.10: Email address \***

### Chief Executive Officer

**5.11: Name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**5.12: Phone number \***

**5.13: Mobile number**

**5.14: Email address \***

## 6. Project partner details

\* indicates a required field

# Application Form - LDPP

## Form Preview

△ **Remember to keep saving your Application**

### Project Partners

**6.1: Are there project partners with a commitment to the project through financial and non-financial contributions? \***

To provide details on multiple Project Partners, click on the "Add More" button at the end of this section.

**6.2: Project Partner legal name \***

Individual       Organisation

Organisation Name

First Name

Last Name

**6.3: Project Partner trading name (if applicable)**

**6.4: Project Partner ABN (if applicable)**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

△The ABN provided must be classified as active.

**6.7: Project Partner street address \***

Address

# Application Form - LDPP

## Form Preview

### 6.8: Project Partner postal address \*

Address

△To enter a PO Box postal address, click in the postal address response box and then click on the "Can't find your address?" button that will appear beneath it. Enter the PO Box postal address in the additional fields that appear below Question 6.8.

### 6.9: Project Partner website \*

Insert "N/a" if the Applicant does not have a website.

### 6.10: Does the project partner have a trustee? \*

#### 6.10.1: Trustee's legal name (if applicable)

Individual       Organisation

Organisation Name

Title      First Name      Last Name

#### 6.10.2: Trustee's ACN (if applicable)

#### 6.10.3: Attach a copy of the Trust Deed and any amendments to it (if applicable)

Attach a file:

### 6.11: How many Full-time equivalent (FTE) employees does the project partner employ? \*

Must be a number.

△ FTEs are calculated as the number of hours worked divided by the number of hours in a full-time job schedule.

### 6.12: Does the project partner identify as an Indigenous organisation or local government? \*

△For the purpose of LDPP, an Indigenous Business must be registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).

### 6.13: Is the project partner a female-owned or female-led business? \*

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△ The Queensland Government defines a 'female business' as one that is at least 50 percent owned by females or with at least 50 percent of leadership roles, e.g., CEO, Director, Executive, being held by females. A 'female business' does not have to be funded by females.

### **6.14: Provide details of the Applicant's arrangement with the project partner to deliver the project \***

#### **△ Guidance for Question 6.14:**

Briefly describe the nature of the partnership, including its current status and details of each partners responsibilities for the project and its outcomes. If the project partner is to own and/or operate the projects infrastructure, your response needs to provide details of the arrangements.

### **6.15: Attach the Applicant's formal written arrangement with the project partner \***

Attach a file:

△ For example, a letter of support or a formal written agreement, such as a Memorandum of Understanding (MoU)

## 7. Project details

\* indicates a required field

### **△ Remember to keep saving your Application**

## Project summary

### **7.1: Project title**

△ Must be no more than 10 words. △ Should be a short and succinct title that describes the project and can be used for all correspondence, agreements, signage and other documentation.

### **7.2: Project description \***

Word count:

Must be no more than 150 words.

△ Provide a clear and concise summary of the project, including key deliverables, that can be used for publication.

#### **△ Guidance for Question 7.2:**

Provide a clear and concise summary of the project, including key deliverables.

**7.3: Is the project an “infrastructure project” or a “non-infrastructure project” \***

Funding is being sought under Stream 1. Stream 1 projects must be infrastructure projects to be eligible.

**Please review your answer to the above question.**

Funding is being sought under Stream 2. Stream 2 projects must be non-infrastructure projects to be eligible.

**Please review your answer to the above question.**

Funding is being sought under Stream 3. Stream 3 projects must be non-infrastructure projects to be eligible.

**Please review your answer to the above question.**

**7.4: What infrastructure will the project deliver? \***

**7.4.1: What 'Other' infrastructure will the project deliver? \***

Word count:

Must be no more than 100 words.

**7.4: What will the project deliver? \***

**7.4.1: What 'Other' will the project deliver? \***

Word count:

Must be no more than 100 words.

### 7.4: What will the project deliver? \*

#### 7.4.1: What 'Other' will this project deliver? \*

Word count:

Must be no more than 100 words.

### 7.5: What does the project seek to achieve (expected benefits) and how will this be done? \*

△ Detailed information about benefits is required on page 10 (Criterion 3 - Benefits)

## Intellectual property rights

### 7.6: Who owns the intellectual property rights needed to undertake the project? \*

### 7.7: Describe the arrangements by which the Applicant can exercise the intellectual property rights associated with the project \*

### 7.8 Attach evidence to support the Applicant's access to the intellectual property \*

Attach a file:

## 8. Project readiness and timeframes

\* indicates a required field

### Project readiness

#### 8.1: What stage is the project at? \*

△ Select the option that best applies and attach relevant supporting evidence on page 16 (Evidence to support the Application).

#### 8.1.1: Explain what "Other" stage the project is at \*

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Word count:

Must be no more than 100 words.

### Proposed project timeframes

#### ⚠ Projects MUST:

- **NOT commence before the Applicant Guidelines are released.**
- **Be able to be completed by 31 December 2028.**

**Projects must NOT be completed prior to a Funding Agreement being executed with the State.**

**8.2: What is the estimated Project Start Date? \***

⚠ The date work will begin on the project and from which, if the Application is successful, project costs may be incurred. ⚠ Eligible Project Costs incurred BEFORE this date will NOT be reimbursed. ⚠ The project MUST not have a Project Start Date prior to the release of the Applicant Guidelines and should also consider NOT scheduling the start before a Funding Agreement is executed with the State.

**8.3: What is the estimated Project Completion Date? \***

⚠ The date by which all works associated with a project will be completed and the project can be acquitted. ⚠ Projects must be able to be completed by 31 December 2028.

⚠ Project Start Date can not be before the Applicant Guidelines are released

**Please review your response to Question 8.2 or your Application will be ineligible.**

⚠ Project Completion Date must be before 31 December 2028

**Please review your response to Question 8.3 or your Application will be ineligible.**

**8.4: What is the estimated Construction Commencement Date? \***

⚠ The date construction is anticipated to start on the project site (e.g. site preparation, clearing), or on another site (e.g. if the project requires the manufacture or assembly of components off site). ⚠ Construction must NOT commence before the Project Start Date.

**8.5: What is the estimated Construction Completion Date? \***

⚠ The date 'practical completion' is expected to be achieved. 'Practical completion' is when the infrastructure is capable of being used for its intended purpose, as distinct from when all defects are rectified.

## 9. Project location and land ownership

\* indicates a required field

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△ **Remember to keep saving your Application**

### Project location

#### 9.1: Identify the Project's street address and lot and plan number, e.g. 1/RP100

To add more sites, click the "Add More" button at the end of this table.

Project site	Lot and plan number
	△ For Stream 2 and 3 projects, enter "N/A" for the lot and plan number.

#### 9.2: Which Local Government Area will the project be delivered in? \*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Brisbane City Council           | <input type="checkbox"/> Logan City Council       | <input type="checkbox"/> Scenic Rim Regional Council     |
| <input type="checkbox"/> Gold Coast City Council         | <input type="checkbox"/> Moreton Bay City Council | <input type="checkbox"/> Somerset Regional Council       |
| <input type="checkbox"/> Ipswich City Council            | <input type="checkbox"/> Noosa Shire Council      | <input type="checkbox"/> Sunshine Coast Regional Council |
| <input type="checkbox"/> Lockyer Valley Regional Council | <input type="checkbox"/> Redland City Council     | <input type="checkbox"/> Toowoomba Regional Council      |

Select all that apply. △ To confirm your Local Government area, go to <https://www.ecq.qld.gov.au/electoral-boundaries/where-is-my-electorate>

### Reporting address

Please nominate a street address for the Project, based on the street addresses identified in Question 9.1, that can be used for reporting purposes if the Application is successful.

To help identify the street address, enter an approximate address and then use the pin feature on the map below and drag it to a location that best represents the Project's location. The pinned location will generate an address for you to accept.

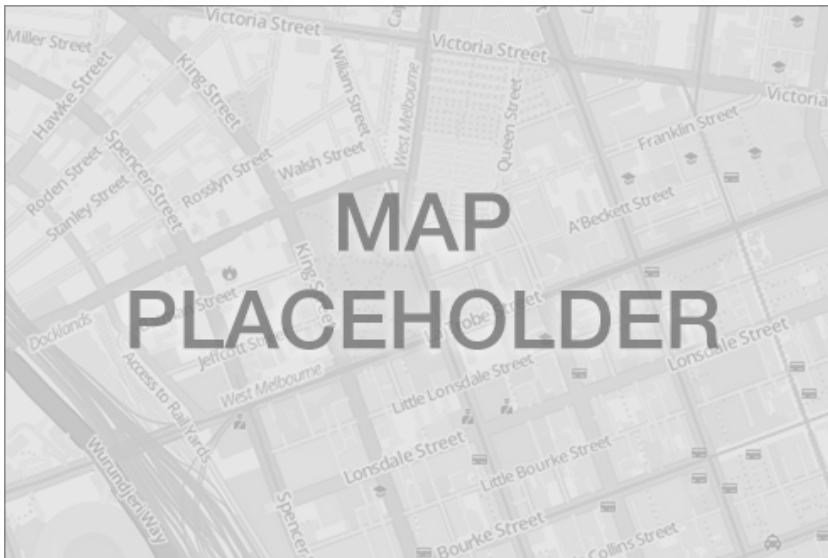
△ Please note the mapping may not function if you select the "Can't find your address" option under Question 9.3. Please contact the Department at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au) if you have any queries.

#### 9.3: Reporting address \*

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

### Land ownership

**9.4: Does the Applicant currently own the site the project infrastructure will be built on? \***

**9.4.1: Attach evidence demonstrating the Applicant's ownership, e.g. results of a Land Title Search \***

Attach a file:

**9.4.1: Explain the nature and conditions of the Applicant's agreement or in-principle agreement with the site owner to access the site to construct, maintain and operate the project infrastructure \***

Word count:

Must be no more than 100 words.

#### **△ Guidance for Question 9.4.1:**

Include the following in your response:

- the nature of the agreement, e.g. a lease or trustee arrangement;
- the Applicant's rights and obligations;
- how the agreement gives the Applicant the right to access the project site in order to construct, maintain and operate the site after project completion;
- how long the agreement is for;

# Application Form - LDPP

## Form Preview

- if there are options to renew the agreement; and
- what other conditions have to be met.

### 9.4.2: Attach evidence of the site owner's agreement

Attach a file:

### 9.5: Are there any third-party interests in or issues with the project site, e.g. easements, leases, etc? \*

#### 9.5.1: Explain what the third-party interests or issues are and how they are being addressed in relation to the project \*

Word count:

Must be no more than 100 words.

#### △ **Guidance for Question 9.5.1:**

If supporting evidence has not already been provided, e.g. a Title Search, evidence should be attached on page 13 (Evidence to support the Application).

## 10. Project expenditure breakdown and financial contributions

\* indicates a required field

### △ **Remember to keep saving your Application**

## Project expenditure breakdown and financial contributions

### △ **Important information about project expenditure and financial contributions**

The LDPP funding must ONLY include Eligible Project Costs consistent with the Applicant Guidelines (see section 2.4).

Any Ineligible Project Costs must be funded by the Applicant or other financial contributions.

Any financial contribution by the Applicant must NOT include funding received from another source, e.g. from another grants program. Funding received from other sources must be recorded as project partner or other government contributions.

Financial contributions must NOT include the value of any in-kind contributions, e.g., donated services or volunteer work to support the project.

Contributions must be in whole dollars (no cents)

# Application Form - LDPP

## Form Preview

Funding sought must be within the following thresholds unless approved in writing by the Department:

- Stream 1: \$1 million (ex GST) to \$5 million (ex GST)
- Stream 2 and 3: \$100,000 (ex GST) to \$1 million (ex GST).

Other Government funding must not exceed 50% of the Estimated Total Project Cost.

Identify key expenditure item subtotals and how they will be distributed among the financial contributors to the project

⚠ **IMPORTANT:** The table below will be used to identify:

- the total LDPP funding sought
- the Applicant's contribution
- Total project partner contributions
- Estimated Total Project Cost

### 10.1: Identify key expenditure item amounts and how they will be distributed among the financial contributors to the project

⚠ Click the "Maximise" button to enlarge the table.

To add more expenditure items, click the "Add More" button at the end of this table.

Expenditure item	Eligible / Ineligible Project Cost	LDPP (ex GST)	Applicant (ex GST)	Project partner (ex GST)	Other government (ex GST)	Total expenditure item cost (ex GST)
		Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	This number/amount is calculated.

**Total LDPP funding sought (ex GST) \***

This number/amount is calculated.

**Applicant Contribution (ex GST) \***

This number/amount is calculated.

**Total project partner contributions \***

This number/amount is calculated.

**Total other government (ex GST) \***

This number/amount is calculated.

**Total Project Cost \***

This number/amount is calculated.

⚠ Funding sought exceeds \$5 million ex GST (the maximum eligible amount)

**Please review your response to the above question or your Application will be ineligible.**

# Application Form - LDPP

## Form Preview

△Funding sought is less than \$1 million ex GST (the minimum eligible amount)

**Please review your response to the above question or your Application will be ineligible.**

△Funding sought exceeds \$1 million ex GST (the maximum eligible amount)

**Please review your response to the above question or your Application will be ineligible.**

△Funding sought is less than \$100,000 ex GST (the minimum eligible amount)

**Please review your response to the above question or your Application will be ineligible.**

### 10.2: Attach evidence confirming the Applicant's financial contribution \*

Attach a file:

### Project partner contributions

#### 10.3: Identify the project partner contributors

△ Click the "Maximise" button to enlarge the table.

To add more project partner contributors, click the "Add More" button at the end of this table.

Project partner name	Project partner financial contribution (ex GST)	Attach evidence
	Must be a dollar amount.	

#### Total project partner financial contributions

\$

Calculated value

#### Total project partner contribution check

# Application Form - LDPP

## Form Preview

If the field below does not equal '0', please make sure the total project partner financial contribution (ex GST) in the following questions match:

- Question 10.1
- Question 10.3

This number/amount is calculated.

### Other government contributions

#### 10.4: Identify the other government contributors

△ Click the "Maximise" button to enlarge the table.

To add more other government contributors, click the "Add More" button at the end of this table.

Name of the other government financial contributor	Other government financial contribution (ex GST)	Attach evidence
--	--	-----------------

	\$	
	Must be a dollar amount.	

#### Total other government financial contribution (ex GST)

This number/amount is calculated.

### Total other government funding check

If the field below does not equal '0', please make sure the total other government financial contribution (ex GST) in the following questions match:

- Question 10.1
- Question 10.4

This number/amount is calculated.

### Other government funding proportion check

If the field below is greater than "50" please review the other government financial contributions recorded above.

△ **Projects will be ineligible if other government funding is greater than 50%.**

This number/amount is calculated.

### In-kind contributions

#### 10.5: Are there in-kind contributions to the Project? \*

#### 10.5.1: Identify the in-kind contributions

To add more in-kind contributions, click on the 'Add More' button at the end of this question.

In-kind contributor's name	In-kind contribution description	In-kind contribution value	In-kind contribution status
			△ E.g. in-kind contribution approved or in-principle agreement, etc. If there is in-principle agreement, when is full approval expected?

#### Total in-kind contributions (ex GST)

\$

Calculated value

### Calculation of costs

#### 10.6: How have the project costs been calculated or determined? \*

Word count:

Must be no more than 100 words.

#### △ Guidance for Question 10.6:

Detail how the estimated total cost of the project was identified (e.g. costings produced by a quantity surveyor). If available, attach and reference evidence to support the response, e.g. quotes and quantity surveyor reports. Evidence should be attached on page 16 (Evidence to support the Application).

## 11. Financial arrangements and capacity

\* indicates a required field

△ Remember to keep saving your Application

### Financial arrangements

**11.1: Describe the financing arrangements in place to complete and deliver the project \***

Word count:

Must be no more than 200 words.

**11.2: How will the ongoing costs of operating and maintaining the project infrastructure be met? \***

Word count:

Must be no more than 200 words.

**△ Guidance for Question 11.2:**

Detail how the ongoing operation and maintenance of the project infrastructure will be funded, by whom, and if funding has been secured. If funding has not been secured, explain how and when it will be. If available, attach and reference evidence to support the response. Evidence should be attached on page 16 (Evidence to support the Application).

### Applicant financial capacity

**11.3: Attach the Applicant's financial statements, prepared by a CPA/CA qualified accountant, for three full financial years, including the preceding year \***

Attach a file:

**△ Guidance for Question 11.3:**

Financial statements are to include:

- Income Statement,
- Balance Sheet,
- Statement of Cash Flows, and
- All notes to the accounts.

Please note summary or abridged reports are not acceptable. If less than three years of financial statements are available, provide financial statements for the duration of the Applicant's operating history.

**11.4: Do the financial statements show related-party^ loans of 20 percent or more of the Applicant's total existing loans (both issued and received)? \***

# Application Form - LDPP

## Form Preview

^ A person or entity that is related to the entity that is preparing its financial statements as per the Australian Accounting Standard AASB 124 Related Party Disclosures (<https://standards.aasb.gov.au/aasb-124-mar-2020>)

### **11.4.1: Describe the nature and terms of these loans, including repayment timing**

\*

Word count:

Must be no more than 200 words.

## Project partner financial capacity

### **11.5: Attach the project partners' financial statements, prepared by a CPA/CA qualified accountant, for three full financial years, including the preceding year**

Attach a file:

#### **△ Guidance for Question 11.5:**

Financial statements are to include:

- Income Statement,
- Balance Sheet,
- Statement of Cash Flows, and
- All notes to the accounts.

Please note summary or abridged reports are not acceptable. If less than three years of financial statements are available, provide financial statements for the duration of the Applicant's operating history.

### **11.6: Do the financial statements show related-party^ loans of 20 percent or more of the Applicant's total existing loans (both issued and received)?**

^ A person or entity that is related to the entity that is preparing its financial statements as per the Australian Accounting Standard AASB 124 Related Party Disclosures (<https://standards.aasb.gov.au/aasb-124-mar-2020>)

### **11.6.1: Describe the nature and terms of these loans, including repayment timing**

\*

Word count:

Must be no more than 200 words.

## 12. Criterion 1 – Alignment with Program Objectives

\* indicates a required field

### **⚠ Remember to keep saving your Application**

Responses to the questions on this page should be supported with appropriate quantitative and qualitative evidence.

Evidence should be properly referenced in responses and attached on page 16 (Evidence to support the Application).

Additional information provided in attachments that is not referenced in your responses may not be considered in the assessment.

See the *Guide to using evidence* for further information on how to use evidence to support your Application.

#### **12.1: Outline how the project will improve connectivity and productivity \***

Word count:

Must be no more than 300 words.

#### **12.1: Outline how the project will build digital capability and inclusion \***

Word count:

Must be no more than 300 words.

#### **12.1: Outline how the project will support the growth of high skilled industries and jobs \***

Word count:

Must be no more than 300 words.

#### **12.2: What Queensland Government Objectives for the community will the project deliver against? \***

Safety where you live

# Application Form - LDPP

## Form Preview

- Health services when you need them
- A better lifestyle through a stronger economy
- A plan for Queensland's future
- None of the above

### **12.2.1: Outline how the project will deliver against the Queensland Government Objective for the community safety?**

Word count:  
Must be no more than 300 words.

### **12.2.2: Outline how the project will deliver against the Queensland Government Objective for health services \***

Word count:  
Must be no more than 300 words.

### **12.2.3: Outline how the project will deliver against the Queensland Government Objective of a better lifestyle through a stronger economy? \***

Word count:  
Must be no more than 300 words.

### **12.2.4: Outline how the project will deliver against the Queensland Government Objective of a plan for Queensland's future? \***

Word count:  
Must be no more than 300 words.

## 13. Criterion 2 – Delivery Approach

\* indicates a required field

### ⚠ **Remember to keep saving your Application**

Responses to the questions on this page should be supported with appropriate quantitative and qualitative evidence.

Evidence should be properly referenced in responses and attached on page 16 (Evidence to support the Application).

Additional information provided in attachments that is not referenced in your responses may not be considered in the assessment.

See the **Guide to using evidence** for further information on how to use evidence to support your Application.

## Project plan

**13.1: In developing the project plan, detail the approach taken by the Applicant and/or project partner(s) to address project contingencies so that the project will be delivered within the identified budget and timeframes \***

Word count:

Must be no more than 500 words.

**13.2: Attach the project plan \***

Attach a file:

**13.3: Outline how the Applicant and/or project partner(s) will manage the risks related to staffing and project delivery \***

Word count:

Must be no more than 300 words.

## Regulatory requirements

**13.4: Detail all regulatory and other approvals, permits, licences, and authorities identified for the construction and operation of the project infrastructure and indicate their current status**

To add more regulatory requirements, click the "Add More" button at the end of this table.

<b>Regulatory approval name</b>	<b>Regulatory agency name</b>	<b>Approval status</b>	<b>Actions being taken and likely (if applicable)</b>	<b>Attach approval</b>
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timeframe of approval

E.g., Operational Works Permit				

### Capability and capacity

**13.5: Explain why the Applicant and, if applicable, project partner(s) have the capability, skills and experience needed to deliver the project \***

Word count:  
Must be no more than 300 words.

**△ Guidance for Question 13.5:**

Include information about the Applicant and, if applicable, project partners experience delivering similar projects.

**13.6: Explain what capability and resources the Applicant and if applicable, project partner(s) have to deliver the Project \***

Word count:  
Must be no more than 300 words.

### Stakeholder and community support

**13.7: Outline stakeholder and community support for the project**

To add more supporters, click the "Add More" button at the end of this table.

Supporter's name	Details of support	Attach evidence of support

## 14. Criterion 3 – Benefits and Value for Money

\* indicates a required field

**△ Remember to keep saving your Application**

# Application Form - LDPP

## Form Preview

Responses to the questions on this page should be supported with appropriate quantitative and qualitative evidence.

Evidence should be properly referenced in responses and attached on page 16 (Evidence to support the Application).

Additional information provided in attachments that is not referenced in your responses may not be considered in the assessment.

See the **Guide to using evidence** for further information on how to use evidence to support your Application.

### Value for money

#### 14.1: Explain how the project will achieve value for money (the best outcomes at optimal costs) including the efficient use of resources \*

Word count:

Must be no more than 300 words.

### Direct Jobs

**Direct jobs (FTE):** Jobs directly employed (existing/retained and any new jobs created) as a result of delivering the project, NOT including construction jobs.

**Full-time equivalent (FTE):** Calculated as the number of hours worked divided by the number of hours in a full-time job schedule.

#### 14.2: BENCHMARK - FTEs before the project starts

(E.g. number of FTEs at the facility to be upgraded as part of a project)

Number of FTEs \*

How many, if any, of the above net direct jobs are filled by First Nations people? \*

Rationale and assumptions used to determine the expected direct jobs figures. Include information sources, where relevant. \*

#### 14.3: FORECAST - New FTEs expected to be created following project completion

\*

Must be a number.

\*

Must be a number.

\*

#### 14.4: FORECAST - Total FTEs expected to be directly employed following project completion

\*

Must be a number.

\*

Must be a number.

\*

(including new FTEs)

### Indirect Jobs

**Indirect jobs (FTE):** Jobs supported by the pass-on effects of demand for goods and services as a result of delivering the project, e.g. employment with your suppliers/vendors, NOT including construction jobs, direct jobs or consultants.

**Full-time equivalent (FTE):** Calculated as the number of hours worked divided by the number of hours in a full-time job schedule.

#### 14.5: FORECAST - Total FTEs expected to be supported following project completion

Number of FTE \*

Must be a number.  
If the Project is to deliver new infrastructure this may be zero indirect jobs currently supported.

How many, if any, of the above indirect jobs are currently filled by First Nations people? \*

Must be a number.

Rationale and assumptions used to determine the expected indirect jobs figures. Include information sources, where relevant. \*

## 15. Criterion 3 – Benefits

\* indicates a required field

⚠ **Remember to keep saving your Application**

**Please identify the benefits your project will deliver.**

To add more benefits, click on the "Add More" button at the end of this section.

#### 15.1: Benefit name \*

#### 15.2: Which objective does the benefit most relate to? \*

No more than 1 choice may be selected.

#### 15.3: Describe the benefit \*

#### 15.4: When will the benefit be realised (calendar year quarter and year)? \*

# Application Form - LDPP

## Form Preview

E.g., Qtr 2 2027

**15.5: Is the Benefit being measured qualitatively or quantitatively? \***

**15.6: How will the benefit be measured? \***

E.g., surveys or focus groups

QUANTITATIVE MEASURE

**15.7: Benefit unit of measure \***

Enter "N/a" if not being measured quantitatively.

**15.8: Baseline value \***

Must be a number.

Enter "0" if not being measured quantitatively.

**15.9: Target value \***

Must be a number.

Enter "0" if not being measured quantitatively.

QUALITATIVE MEASURE

**15.10: Describe the expected improvement from delivering the Project \***

E.g., describe the current situation. Enter "N/a" if not being measured qualitatively.

**15.11: Describe the starting benchmark for this benefit \***

Enter "N/a" if not being measured qualitatively.

## 16. Evidence to support the Application

**⚠ Remember to keep saving your Application**

**Identify and attach copies of any supporting documents referred to and relied on as evidence in the Application that have not been provided elsewhere.**

# Application Form - LDPP

## Form Preview

For supporting evidence to be considered, it should be properly referenced in responses provided with the Application.

To add more documents, click the "Add More" button at the end of this table.

Name of document/ attachment	Relevant to which question(s) in this Application?	Type of document	Attach evidence to support statements made in the Application
		E.g. feasibility study, options paper, quote, detailed designs, letter of support	

## 17. Prioritisation

\* indicates a required field

⚠ **Remember to keep saving your Application**

**17.1: Total number of Application being submitted under the Initiative? \***

Must be a number.

**17.2: What is the priority of this Application? \***

Rank the highest priority as "1". If submitting only one Application, enter "1" as the priority.

## 18. Declaration

\* indicates a required field

⚠ **Remember to keep saving your Application**

⚠ Applications made under the Initiative cannot be considered unless the Applicant's Chief Executive Officer or equivalent signs the Declaration Statement and the signed Declaration Statement is attached to this Application.

⚠ **Please contact the LDPP team at [LDPP@chde.qld.gov.au](mailto:LDPP@chde.qld.gov.au) if you have any questions about the Declaration Statement.**

### How to make the declaration

To provide required declaration:

- 1.Download the [Declaration Statement](#)
- 2.Arrange for the Applicant's Chief Executive or equivalent to sign it
- 3.Attach the signed form at Question 18.1 below.

### Declaration statement

**18.1: Attach the signed Declaration Statement \***

Attach a file: