

Detailed Application - Mount Isa Transition Fund

Form Preview

1. Instructions for completing this Detailed Application Form

Before you start

Before applying for funding under the Mount Isa Transition Fund (MITF), read the [Applicant Guidelines](#) ('the Guidelines'). The Guidelines and all other supporting information can be found on the Department of State Development and Infrastructure's ('the Department') website at <https://www.statedevelopment.qld.gov.au/industry/industry-support/mount-isa-transition-fund>.

When completing this Detailed Application Form, please note:

- References to "Applications" means both the Detailed Application Form and its attachments.
- Only Applications from Eligible Applicants for Eligible Projects (Eligible Applications) will be assessed (refer to the Section 3 of the [Guidelines](#) for guidance on eligibility). Applications are competitively assessed and submitting an Application does not guarantee funding.
- Previous submission of an Expression of Interest (EOI) does not guarantee funding.
- Applicants must provide supporting documentation for the claims made in this Application and be consistent with the [guide to using evidence](#). **NOTE: Failure to properly reference supporting evidence may result in the supporting evidence not being considered during assessment.**
- Where there are multiple, discrete Projects that are not interdependent and could reasonably be delivered separately, **a separate Application is required for each Project.**
- Applicants can submit a Project Plan by attaching a document to page 10 of this Detailed Application Form. However, Applicants should still complete the Detailed Application Form with references to the Project Plan consistent with the [guide to using evidence](#).
- Applicants must complete the [Financial Summary template](#).
- If the Project is being proposed by a consortium of partners, nominate a partner that is an Eligible Applicant to be the Project Lead. For the purposes of this Application, the Project Lead should provide their information.
- The totality of the Application will be assessed against the [Guidelines](#). However, guidance is provided either below or above questions to respond to particular assessment or eligibility requirements.
- The Application may be subject to assessments including due diligence, commercial probity, commercial evaluation and an economic evaluation. If the Application is insufficient to undertake these assessments to the Department's satisfaction, the Department may not progress the Application further.
- The Department may provide details of each Project to members of the Mount Isa and Region Futures Advisory Committee (MIRFAC) for consideration and advice. MIRFAC members are required to declare any conflicts of interests and confidentiality procedures will be implemented by the Chair of the MIRFAC to manage any conflicts of interest identified.
- Applications may be shared with other Queensland Government agencies and entities as part of assessment.

Enquiries

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For further information, please contact the Department by:

- Contacting your Client Manager
- Telephone: (07) 3452 7416
- Email: mountisaresponse@dsdilgp.qld.gov.au

For technical assistance in using SmartyGrants, please see the [SmartyGrants Help Guide for Applicants](#). If this does not resolve the matter, please contact the Department at GCI@dsdilgp.qld.gov.au.

Privacy notice

Any Personal Information provided will be used by the Department to assess this Application under the Guidelines and this information may be disclosed to contractors engaged by the Department and to other Queensland Government agencies for this purpose. Refer to Section 8.6 of the [Guidelines](#) for more information.

2. Applicant details

* indicates a required field

Information provided on this page should be consistent with publicly available information about the organisation (for example, information provided to ASIC).

2.1: Applicant details

NOTE: To contact the Applicant, the Department will use the contact information provided in section 2.2 for the Principal Contact. However, the Department may use the contact information below as a secondary contact.

2.1.1: Applicant's legal name *

Organisation Name

2.1.2: Applicant's Trading Name *

If the same as in Question 2.1.1, enter "Same as above".

2.1.3: Physical Address *

Address

2.1.4: Post Address *

Address

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NOTE: 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 2.1.4. If the same as Question 2.1.3, select the "Same As Above" option.

2.1.5: Generic phone number *

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

2.1.6: Generic email address *

2.1.7: Website URL *

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

2.1.8: Does the Applicant identify as a First Nations business or organisation? *

Guidance for Question 2.1.8:

An Applicant will be considered a First Nations business or organisation if they are:

- an organisation at least 50% owned by an Aboriginal person(s) and/or a Torres Strait Islander person(s); and/or
- a corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (QLD).

2.1.9: Does the Applicant have an active Australian Business Number (ABN), Australian Company Number (ACN), Indigenous Corporation Number (ICN), or Australian Registered Body Number (ARBN)? *

2.1.9.1: ABN/ACN *

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)

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

The ABN provided must be classified as active.

2.1.9.2: ARBN *

2.1.9.3: ICN *

2.1.10: Does the Applicant have a trustee? *

If the Applicant has a trust deed and is the trustor, answer "Yes".

2.1.10.1: Trustee's legal name *

Organisation Name

2.1.10.2: Trustee's ACN *

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

[More information](#)

ACNC Registration

Tax Concessions

Main business location

2.1.10.3: Attach a copy of the Trust Deed and any amendments to it *

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Attach a file:

2.2: Principal Contact

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

NOTE: The Principal Contact must have the appropriate organisational delegation to respond to any requests for clarification.

2.2.1: Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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2.2.2: Position in the Organisation *

2.2.3: Phone number *

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

2.2.4: Mobile number

2.2.5: Email address *

2.3: Head of the Applicant organisation

The head of the Applicant organisation, depending on the organisation structure, could be, for example, the:

- Business owner;
- Director-General of the department; or
- CEO of the organisation.

If assistance is needed in determining the head of the Applicant organisation, please contact the Department.

The head of the Applicant organisation may also be the Principal Contact identified in section 2.2 of this Detailed Application Form.

2.3.1: Name *

Organisation Name

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2.3.2: Position *

2.3.3: Phone number *

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

2.3.4: Mobile number

2.3.5: Email address *

2.4: Internal Approval Confirmation

2.4.1: Attach a copy of internal approval to apply for funding under the MITF *

Attach a file:

If the Applicant is a Queensland Government Agency or Entity, attach a copy of Ministerial approval as per Section 3.2 of the Guidelines.

2.5: Financial statements

In this section, attach the Applicant's financial statements, prepared by a CPA/CA qualified accountant, for three full financial years, including the preceding year.

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.

2.5.1: How many years of financial statements are available?

2.5.1.1: Attach the Applicant's FIRST (MOST RECENT) YEAR of financial statements

*

Attach a file:

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2.5.1.2: Attach the Applicant's SECOND YEAR of financial statements *

Attach a file:

2.5.1.3: Attach the Applicant's THIRD YEAR of financial statements *

Attach a file:

2.5.2: 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. See <https://standards.aasb.gov.au/aasb-124-mar-2020>.

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

3. Project Partner details

* indicates a required field

3.1: Project Partners

3.1.1: Is the Project to be delivered by a consortium of partners or, otherwise, are Project Partners involved with the delivery of the Project?

NOTE: If the Project is being delivered by a consortium of partners, an Eligible Applicant must be nominated as the Project Lead. See Section 3.1.1 of the Guidelines for more information.

3.2: Project Partner details

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

3.2.1: Project Partner's legal name *

Organisation Name

3.2.2: Project Partner's trading name (if applicable)

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3.2.3: Project Partner's 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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

3.2.4: Does the Project Partner have a trustee? *

If the Project Partner has a trust deed and is the trustor, answer "Yes".

3.2.4.1: Trustee's legal name (if applicable)

3.2.4.2: Trustee's ACN (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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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

Attach a file:

3.2.5: Describe the nature of the consortium and/or relationship with the Project Partner in delivering the Project *

Guidance for Question 3.2.5:

Briefly describe the nature of the partnership, including its current status and details of each Project Partner's responsibilities for the Project (for example, operating Project Infrastructure, employment etc).

If the Project Partner is making a financial contribution to the Project, evidence will need to be provided at Question 6.1.3.

3.2.5.1: Attach evidence of the Project Partner's commitment to the Project *

Attach a file:

Guidance for Question 3.2.5.1:

Attach evidence of the Project Partner's commitment to delivering the Project and/or associated service(s) e.g. Memorandum of Understanding or Project Partner's letter of support/intention, which is signed by an authorised delegate of the Project Partner organisation.

If the Project Partner is to own and/or operate any Project Infrastructure, the evidence attached should explicitly address this arrangement.

3.2.6: Project Partner financial documents

Attach the Project Partner's financial statements, prepared by a CPA/CA qualified accountant, for three full financial years, including the preceding year.

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.

NOTE: Where Project Partner contributions are less than \$20,000 (ex GST), only last year's financial statements are required.

3.2.6.1: Attach the Project Partner's FIRST (MOST RECENT) YEAR of financial statements *

Attach a file:

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3.2.6.2: Attach the Project Partner's SECOND YEAR of financial statements

Attach a file:

3.2.6.3: Attach the Project Partner's THIRD YEAR of financial statements

Attach a file:

4. Project details

* indicates a required field

4.1: Project summary

4.1.1: Project title *

Word count:

Must be no more than 10 words.

Guidance for Question 4.1.1:

Should be a short, succinct but descriptive title that can be used for all correspondence, agreements, signage and other documentation.

4.1.2: Project description *

Must be no more than 100 words.

Guidance for Question 4.1.2:

Provide a clear and concise summary of the Project, including key deliverables and expected benefits of the Project.

Descriptions of benefits, deliverables and the scope of work can be expanded on in Question 9.1.

4.1.3: Does the Project involve construction or capital items? *

Guidance for Question 4.1.3:

Capital items includes:

- plant and equipment; and/or
- land and buildings.

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4.1.4: What stream is the Project applying for funding in? *

Guidance for Question 4.1.4:

For descriptions of each stream, refer to Section 3.4 of the [Guidelines](#).

5. Project location

* indicates a required field

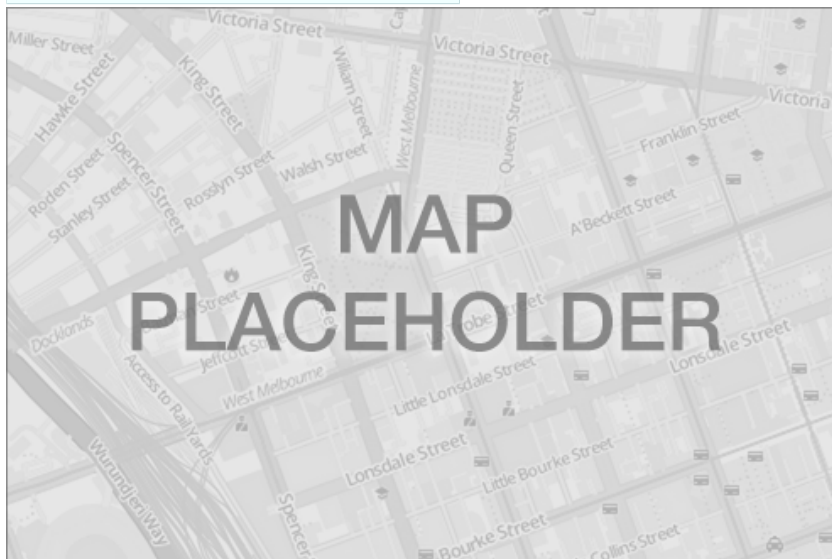
5.1: Is the proposed site(s) where the Project is being delivered known? *

If there is no Project Site, insert "N/A".

If there are multiple sites where Project activities will be undertaken, please identify each site. To do this, click on the “Add More” button at the end of this section.

5.2: Provide the street address of the proposed Project Site *

Address



5.3: What is the lot and plan number?

5.4: Does the Applicant currently own the Project Site? *

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5.5: Attach evidence that the Applicant owns the Project Site(s)

Attach a file:

Guidance for Question 5.5:

Evidence could be a recent Land Title Search or copy of the title deed.

5.6: Who currently owns the Project Site(s)? *

5.7: Explain how the Applicant controls or has the ability to deliver the Project on the Project Site(s)

Guidance for Question 5.7:

This could include:

- a lease;
- In-principle agreement (including any Memorandums of Understanding or term sheets) with the entity that owns the Project Site to access the Project Site; and/or
- evidence of tenure, and any lease/licence arrangements, including terms and length.

In responding, consider Section 3.3 of the [Guidelines](#).

5.7.1: Attach evidence to support the Applicant's control or ability to deliver the Project on the Project Site(s) *

Attach a file:

5.8: Describe the current nature of the proposed Project Site(s) *

Guidance for Question 5.8:

In your response, discuss the current nature of the Project Site(s) such as:

- any existing facilities;
- whether it is a brownfield or greenfield site;
- physical characteristics, such as soil and vegetation; and/or

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- the elevation of the site.

Answer "N/A" if not relevant.

5.9: Describe why the proposed Project Site(s) is suitable for the Project and why the Site(s) is compatible with your proposed use *

Guidance for Question 5.9:

In your response, you may include information on:

- location zoning;
- surrounding land uses;
- access; and/or
- links with other infrastructure and facilities.

If there are any key risks pertaining to either attaining an appropriate site or securing an appropriate site for the Project, identify these risks in Question 9.11.

If there have been approvals, or if approvals are required, list these in Question 9.10.

Answer "N/A" if not relevant.

6. Project costings

* indicates a required field

6.1: Financial contributions

6.1.1: Project Funding sought (ex GST) *

\$

NOTE: Eligible Projects are those that seek between \$100,000 and \$2 million (ex GST) in funding. See Section 3.2 of the Guidelines.

The funding being sought is greater than \$2 million (ex GST). Please review your response to Question 6.1.1.

The funding being sought is less than \$100,000 (ex GST). Please review your response to Question 6.1.1.

6.1.2: Applicant's financial contribution (ex GST) *

\$

If not applicable, enter "0"

Type of funding *

E.g. loans, new equity, existing cash reserves. If not applicable, enter "N/A".

Describe the status of the Applicant's financial contribution *

Describe any terms of the Applicant's financial contribution *

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E.g. contribution approved or in-principle agreement, etc. If there is in-principle agreement, when is full approval expected? If not applicable, enter "N/A".

6.1.2.1: Attach evidence confirming the Applicant's financial contribution (if applicable)

Attach a file:

6.1.3: Are there Third-Party/Project Partner financial contributions to the Project?

*

To add more Third-Party/Project Partner contributors, click on the "Add More" button at the end of this section.

6.1.3.1: Name of the Third-Party/ Project Partner financial contributor	Third-Party/ Project Partner financial contribution (ex GST)	Describe the status of the Third-Party/ Project Partner contribution	Describe any terms of the Third-Party/ Project Partner financial contribution	Attach evidence confirming the Third-Party/ Project Partner financial contribution (if available)
--	--	--	--	---

	\$			
		E.g. contribution approved or in-principle agreement, etc. If there is in-principle agreement, when is full approval expected? Must be no more than 100 words.		

6.1.3.2: Total Third-Party/Project Partner contributions (ex GST)

\$

This number/amount is calculated.

6.1.4: Total Non-MITF contributions available (ex GST)

\$

This number/amount is calculated.

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6.1.5: Estimated Total Project Cost (ex GST)

\$

This number/amount is calculated.

This is also the total contributions available for the Project.

6.2: Need for MITF funding

6.2.1: Explain why the Project funding sought from the MITF is necessary for the Project *

Guidance for Question 6.2.1:

Eligible Projects for funding must demonstrate a need for State assistance to realise Project outcomes. See Section 3.2 of the [Guidelines](#) for further guidance.

Discuss what the MITF funding will be used for and justify why State funding is required to fund these expenditures.

6.3: Financial Summary

6.3.1: Attach a copy of the Financial Summary template *

Attach a file:

Guidance for Question 6.3.1:

Download the template for the [Financial Summary](#). This includes the:

- Project Cost breakdown
- Cash Flow Forecast

6.3.2: What is the Estimated Total Upfront/Capital Cost reported in the Project Cost breakdown? *

\$

6.3.3: What is the Sum of Eligible Expenditure reported in the Project Cost breakdown? *

\$

6.3.4: Explain how the costs noted in the "Financial Summary" sheet have been calculated *

Guidance for Question 6.3.4:

Discuss any quotes, studies and other research/reports that evidence costs noted in the template.

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If available, please attach any evidence referenced in your response at Question 6.3.4.1 below.

6.3.4.1: Attach any evidence, such as quotes, to support your answer to Question 6.3.4

Attach a file:

7. Project Merits - Criterion 1: Project Demand

* indicates a required field

NOTE: The entirety of the Application will be assessed against the Assessment Criteria, not just responses to the questions on this page.

7.1.1: Which objective(s) does the Project align to? *

- ☐ Supporting job creation in Mount Isa for the local workforce directly impacted by Glencore's mining and processing closures.
- ☐ Strengthening the Mount Isa economy, including the Mount Isa small business sector.
- ☐ Strengthening the liveability and community resilience of Mount Isa.

Select all that apply.

7.1.2: Explain how the Project addresses the objective(s) identified in Question 7.1.1 *

Guidance for Question 7.1.2:

Your answer should demonstrate why your Project is needed with evidence for its demand, including any support from stakeholders.

In responding, consider the Assessment Criteria in Section 5.3 of the [Guidelines](#) and the Eligible Project criteria in Section 3.2.

8. Project Merits - Criterion 2: Project Benefits

* indicates a required field

NOTE: The entirety of the Application will be assessed against the Assessment Criteria, not just responses to the questions on this page.

8.1: Job creation

Definitions:

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- **New jobs (FTE) (operational phase):** New jobs directly created by the Project, NOT including construction jobs.
- **Construction jobs (FTE):** New jobs created within the construction industry to directly build the Project.
- **Full-time equivalent (FTE):** Calculated as the number of hours worked divided by the number of hours in a full-time job schedule.

NOTE 1: Only enter job figures that are supported by evidence, such as a quote. If uncertain or not applicable, answer '0'.

NOTE 2: Ensure that the below figures, in labour cost terms, are consistent with estimates in the Financial Summary.

8.1.1: New jobs (operational phase)

8.1.1.1: How many new ongoing direct jobs (as FTE jobs) are expected to be created by the Project? *

Must be a number.

Include any direct jobs currently supported that will continue following completion of the Project.

8.1.1.2: How many, if any, of the above direct jobs are expected to be filled by First Nations people? *

Must be a number.

8.1.1.3: What rationale and assumptions were used to determine the expected direct jobs figures? Include information sources, where relevant. *

Guidance for Question 8.1.1.3:

In your response discuss:

- details of how the estimates were derived (e.g. quote, consultancy study or engineering study);
- any expected ramping of jobs over the next five years (if possible, break these figures down by year);
- expected approach to hiring (for example, hiring employees for key deliverables); and/or
- intended nature of employment (i.e. permanent, contract, casual etc).

8.1.2: Construction jobs

8.1.2.1: How many new construction jobs (as FTE jobs) are expected to be created by the Project? *

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Must be a number.

8.1.2.2: How many, if any, of the above construction jobs are expected to be filled by First Nations people? *

Must be a number.

8.1.2.3: What rationale and assumptions were used to determine the expected construction jobs figures? Include information sources, where relevant. *

Guidance for Question 8.1.2.3

In responding discuss:

- details of how the estimates were derived (e.g. quote, consultancy study or engineering study);
- any expected ramping of jobs over the next five years (if possible, break these figures down by year);
- expected approach to hiring (for example, hiring employees for key deliverables); and/or
- intended nature of employment (i.e. permanent, contract, casual etc).

8.2: Project Benefits

8.2.1: Describe how the Project strengthens Mount Isa's economy, with reference to the Guidelines *

Guidance for Question 8.2.1:

Discuss how the Project addresses the Project Benefits criteria for Projects in the Economic stream under Section 5.3 of the Assessment Criteria in the [Guidelines](#).

8.2.2: Describe how the Project enhances Mount Isa as an attractive place for people to live and work, with reference to the Guidelines *

Guidance for Question 8.2.2

Discuss how the Project addresses the Project Benefits criteria for Projects in the Liveability and Community Resilience Stream under Section 5.3 of the Assessment Criteria in the [Guidelines](#).

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8.3: Other Project Benefits

8.3.1: Do you want to report on more Benefits than have been identified above? *

Guidance for Question 8.3.1:

If you have identified a quantifiable benefit to be realised through the Project in section 8.2, you can provide further details below.

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

Benefit name *

Which objective does the Benefit most relate to? *

No more than 1 choice may be selected.

Benefit type *

- ☐ Economic
- ☐ Social
- ☐ Environmental

Select all that apply

Benefit description *

Measurement unit for the benefit *

Baseline value for the benefit *

Must be a number.

Target value for the benefit *

Must be a number.

When will the benefit be realised (Calendar year quarter and year)? *

E.g., Qtr 2 2025

9. Project Merits - Criterion 3: Project Delivery

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* indicates a required field

On this page, consider the Assessment Criteria in Section 5.3 of the [Guidelines](#), particularly concerning the Project Delivery criteria.

NOTE: The entirety of the Application will be assessed against the Assessment Criteria, not just responses to the questions on this page.

9.1: Describe the Project's scope of works *

--

Guidance for Question 9.1:

In responding, you may discuss:

- performance objectives (e.g., proposed throughput or capacity, etc.);
- development stages (if applicable);
- work outside the scope of work for this Application; and/or
- services required for the Project including any new infrastructure (i.e., power, water, gas, communication).

9.2: Does the Project include portable assets? *

--

To add more portable assets, click on the "Add More" button at the end of this question.

9.2.1: What is the portable asset?	9.2.2: How will the portable asset be used to deliver the Project?	9.2.3: How long will the portable asset be used?	9.2.4: How will costs associated with the portable asset be managed?

Guidance for Questions 9.2.1 to 9.2.4:

See section 3.5 of the [Guidelines](#) for more information about Project Costs.

9.3: Identify the estimated key Project milestones by completing the table below.

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

Estimated Key Project Milestone	Start date	End date

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Guidance for Question 9.3:

If there are risks in not being able to deliver the Project within the identified timeframes, record these risks in Question 9.11.

To support your response in Question 9.3, you may attach documents, such as a GANTT chart, in Question 9.3.1. **However, ensure that information provided in any attachment is also detailed in the table in Question 9.3.**

9.3.1: If relevant, attach documents that support your response to Question 9.3 or illustrate key Project milestones for the Project, such as a GANTT chart

Attach a file:

9.4: Discuss any previous track record in delivering projects of a similar scale and size *

Guidance for Question 9.4:

Discuss how the Project addresses the Project Delivery criteria under Section 5.3 of the Assessment Criteria in the [Guidelines](#).

To support your response in Question 9.4, you may attach documents, such as summaries or reports of previous Projects, at Question 9.4.1.

9.4.1: If relevant, attach documents to support your response to Question 9.4

Attach a file:

9.5: Provide an overview of the Project and governance measures in place to deliver the Project (including roles and responsibilities and decision-making processes) *

Guidance for Question 9.5:

Discuss how the Project addresses the Project Delivery criteria under Section 5.3 of the Assessment Criteria in the [Guidelines](#).

To support your response in Question 9.5, you may attach documents, such as an organisational chart, in Question 9.5.1.

9.5.1: If relevant, attach documents that support your response to Question 9.5 or illustrate the governance measures in place to deliver the Project, e.g. an organisational chart

Attach a file:

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9.6: Provide an attachment demonstrating the Applicant's corporate structure *

Attach a file:

Guidance for Question 9.6:

The corporate structure for the Project should include, if applicable:

- a diagram showing the corporate structure for the Applicant, any operating and employing organisations and all other related organisations along with their ABN or ACN;
- the role of each entity involved in the delivery or operation of the Project proposed in this Application; and/or
- a description of the operational and financial linkages between the entities.

The State must have an accurate understanding of the complete corporate structure both for due diligence purposes and for the development of a Funding Agreement should the Application be successful.

9.7: Identify the key roles and their nominated responsibilities in the below table

To add extra people, click on the "Add More" button at the end of this question.

Full name	Date of birth	Position/ Project role and responsibilities	Key skills and experience	Attach CVs

Guidance for Question 9.7:

Include the details of any Project Partner employees/representatives that will have a key role in Project delivery and attach CVs for each of them.

Please also identify the person who will be the nominated Project Manager.

Date of Birth is required for Due Diligence purposes (See Section 8.6 of the [Guidelines](#) for information on the treatment of Personal Information).

9.8: Provide details of any specialist organisations or agencies that have been contracted or engaged to deliver any components of this Project *

Guidance for Question 9.8:

If specific organisations have not yet been engaged, describe the particular skills or expertise that will be required for the Project and how they will be sourced.

Discuss how the contracting and engagement of specialist organisations and/or agencies addresses the Project Delivery criteria under Section 5.3 of the Assessment Criteria in the [Guidelines](#).

If not relevant, answer "N/A".

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9.9: Describe the proposed approach to procuring key services, employment and equipment for the Project *

Guidance for Question 9.9:

Applicants are encouraged to use local suppliers and contractors where possible and practicable.

If Project contractors and other suppliers have been identified or engaged, provide information about:

- their location;
- the key product/service being provided;
- any job creation figures presently known;
- where significant components of the product/service being provided have been sourced from (if known); and
- the value of the contracts (if known).

Discuss how the proposed approach addresses the Project Delivery criteria under Section 5.3 of the Assessment Criteria in the [Guidelines](#).

9.10: List all regulatory, planning and other approvals required for the delivery of the Project.

To add extra regulatory, planning and other approvals, click on the "Add More" button at the end of this question.

Approval required	Name of regulatory agency	Approved/not approved	Actions being taken and likely timeframe of approval	Any attachment certifying approval (if available)

Guidance for Question 9.10:

Discuss how the Project addresses the Project Delivery criteria under Section 5.3 of the Assessment Criteria in the [Guidelines](#).

If there are risks in not being able to attain required approvals for the Project, record these risks in Question 9.11.

9.11: Explain any risks associated with the Project and mitigation strategies *

Word count:

Guidance for Question 9.11:

The risk assessment should identify business and workplace health and safety risks for both the Project delivery and operational stages. Business risks include major factors that could

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significantly influence the timing, costs, revenues or scope of the Project and its operations.
This should be limited to key risks for the Project.

Ensure that the risk assessment contains:

- the risk element;
- a rating of the risk to the Project (high, medium or low); and
- measures that will be taken to manage, reduce or mitigate the risk.

Note that the State will complete its own risk assessment for the Project. The risk assessment submitted with this Application will be used to better understand how the business is viewing and intending to mitigate or manage the key risks to the success of the Project.

Include how the Project addresses the Project Delivery criteria under Section 5.3 of the Assessment Criteria in the [Guidelines](#).

When completing the template consider how the Project addresses the Project Delivery criteria under Section 5.3 of the Assessment Criteria in the [Guidelines](#).

You may support your response to Question 9.11 by attaching relevant documentation, such as a risk register, at Question 9.11.1.

9.11.1: If relevant, attach documents, such as a risk registry, to support your response in Question 9.11

Attach a file:

9.12: Provide details of the industrial relations framework or approach proposed to be in place to cover people employed through the proposed Project *

Guidance for Question 9.12:

In your response, detail:

- the status of any enterprise agreements/collective agreements and related negotiation processes that may be currently underway that will cover employees employed by the Project; and
- whether the Applicant or any Project Partners involved in this Project are experiencing industrial relations action and/or dispute resolution. If so, describe the industrial relations action(s) and/or dispute resolution(s).

You may attach relevant documentation to Question 9.12.1 that either answers or supports the response in Question 9.12.

9.12.1: If relevant, attach documents illustrating an industrial framework in place to deliver the Project or supports your response in Question 9.12

Attach a file:

10. Additional evidence to support the Application

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See the [guide to using evidence](#) for information on how to use evidence to support the Application.

Please use the fields below to provide any additional evidence to support your Application that has not already been provided.

To add the details of more supporting evidence, click on the “Add More” button at the end of this section.

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

11. Priority of the Application

* indicates a required field

11.1: Total number of Applications being submitted *

11.2: What is the priority of this Application (if more than one is being submitted)

*

Guidance for Question 11.2:

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

The Department reserves the right to assign a different level of priority to each Application at its absolute discretion. For more information, see Section 4.2 of the [Guidelines](#).

12. Declaration

* indicates a required field

Applications made under the Mount Isa Transition Fund cannot be considered unless the Applicant's Chief Executive or equivalent signs the Declaration Statement and the signed Declaration Statement is attached to this Application.

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If you have any questions about the Declaration Statement, please contact the Mount Isa Response team at mountisaresponse@dsdilgp.qld.gov.au or telephone (07) 3452 7416.

Please call between 9am and 4pm from Monday to Friday.

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.Upload the signed form at Question 12.1.1 below.

12.1: Declaration Statement

12.1.1: Attach the signed Declaration Statement *

Attach a file:

12.1.1.1: Attach evidence that the Applicant's Chief Executive or equivalent has the appropriate delegation to make the declaration on the Applicant's behalf *

Attach a file: