



## INFORMATION YOU SHOULD KNOW

### APPLICATION AND ASSESSMENT PROCESS

Applications to **Regional Partnerships** can be submitted at any time. There are no closing dates or rounds to submit applications and no specific dates for announcements.

Submitting your application with the Department electronically is faster and preferable. Refer to [www.regionalpartnerships.gov.au](http://www.regionalpartnerships.gov.au) to submit your application.

Refer to *Contacts* below for information about where to send your application via mail.

The following is the **Regional Partnerships'** application process:

- The applicant:
  - completes an eligibility check to determine eligibility (optional);
  - develops the application, in consultation with the ACC; and
  - completes and submits the application to DOTARS.
- DOTARS:
  - sends a copy of the submitted application to the ACC for comment and recommendation.
  - confirms receipt of the application to the applicant.
  - assesses the application to determine if the project is suitable for **Regional Partnerships** funding.
  - makes a recommendation to the Federal Minister for Transport and Regional Services or the Federal Minister for Regional Services or delegate.
- The applicant will then be advised of the Minister's decision.
- If approved, DOTARS will contact the applicant to prepare and sign the Funding Agreement.

To ensure the most effective use of **Regional Partnerships** funds, priority will be given to those projects that achieve their outcomes through the most efficient and effective means – in other words 'value for money'.

'Value for money' will be determined by taking into account the total request for **Regional Partnerships** funding and the application meeting the following assessment criteria:

- Outcomes
- Partnerships and Support
- Project and Applicant Viability

Also considered in the assessment are the ACC's comments and recommendation, the outcome of the independent risk assessment (where applicable) and other information made available to the Department about the project or applicant.

**Regional Partnerships** is a discretionary grant programme. The funding of projects, by **Regional Partnerships**, is at the discretion of the Federal Minister for Transport and Regional Services or the Federal Minister for Regional Services, Territories and Local Government, therefore meeting the assessment criteria does not guarantee funding.

### IF YOU NEED ASSISTANCE

Contact your ACC for information about:

- finding possible partners in addition to **Regional Partnerships**
- developing your project and completing the application form
- contact details for ACCs

The ACC website address is [www.acc.gov.au](http://www.acc.gov.au).

Contact the Commonwealth Regional Information Service (CRIS) to obtain the

- contact details for ACCs
- mailing address detail for the Regional Office (also at [www.regionalpartnerships.gov.au](http://www.regionalpartnerships.gov.au))

CRIS can be contacted on Freecall 1800 026 222 9am to 6pm (Eastern Standard Time and Eastern Daylight –Saving Time) Monday to Friday.

Contact the Australian Taxation Office [www.ato.gov.au](http://www.ato.gov.au) or 13 28 66 for assistance with:

- Goods and Services Tax (GST)
- Australian Business/Company Number (ABN/ACN)

## CONFIDENTIALITY

In certain circumstances the Department will treat application and Funding Agreement information as confidential. These circumstances include those required under legislation and where the applicant has made a claim for confidentiality and the Department agrees to the request. As the Department does not automatically classify commercial information as confidential the applicant must contact the Department to make a claim for confidentiality and obtain the Department's agreement to the classification.

In considering whether to accept a claim for confidentiality the Department will consider a number of issues including how specific the information to be protected is, the true commercial nature of the information, the detriment that would be caused by disclosure of the information and whether the information was provided under any understanding that it would remain confidential.

It should be noted that the Commonwealth is subject to requirements that result in disclosure of some application and contract information. Also, Parliament and its committees have the power to require the disclosure of Commonwealth contracts and contract information. These requirements override the protection provided by a confidential classification.

## ACCOUNTABILITY REQUIREMENTS

Successful applicants (or sponsoring organisation, where applicable) will be required to enter into a Funding Agreement with the Commonwealth. This will include:

- negotiated schedule of payments linked to agreed milestones, outcomes and timeframes;
- professional indemnity and public liability insurance requirements; and
- other reporting requirements as determined by the Commonwealth.

To view a template of the Funding Agreement go to [www.regionalpartnerships.gov.au](http://www.regionalpartnerships.gov.au)

RP APPLICATION (EXTRACT)