



ELY BAUXITE MINE BENEFICIARIES CORPORATION PTY LIMITED

**ELY BAUXITE MINE BENEFICIARIES
CORPORATION PTY LTD
BUSINESS DEVELOPMENT FUND
FUNDING APPLICATION PACKAGE**

**Ely Bauxite Mine Beneficiaries Corporation Pty Ltd
c/o PO Box 1477
Cairns QLD 4870
Telephone: (07) 4041 2620**

CONTENTS

GUIDELINES

1. **WHO CAN APPLY?**
2. **WHAT WILL BE FUNDED?**
3. **WHAT WILL NOT BE FUNDED FROM THE BUSINESS DEVELOPMENT FUND?**
4. **WHEN CAN YOU APPLY?**
5. **HOW DO I APPLY?**
6. **WHAT ARE THE ASSESSMENT CRITERIA?**
 - 6.1 **The applicant must give a summary of the proposal**
 - 6.2 **The application must be for a business purpose**
 - 6.3 **Why is funding required for the business proposal?**
 - 6.4 **What are the expected benefits of your business for the Trust beneficiaries?**
 - 6.5 **What support have you obtained for your business proposal?**
 - 6.6 **What resources do you have that will help the proposal?**
 - 6.7 **If your proposal involves community infrastructure or enterprise development, have you prepared a feasibility study and/or a business plan?**
7. **HOW MUCH DETAIL DO I NEED TO GIVE IN MY APPLICATION?**
8. **HOW WILL APPLICATIONS BE ASSESSED?**
9. **WHAT ARE THE BUDGETING AND REPORTING REQUIREMENTS?**
10. **GRANT ACQUITTAL PROCESS**
11. **FUNDING GUIDELINES**
 - 11.1 **Business Planning Grants**
 - 11.2 **Business Start-up or Development Grants**

APPENDIX 1 – CHECKLIST

The Ely Bauxite Mine Beneficiaries Trust has set funds aside to assist Trust Beneficiaries establish and develop commercial business opportunities that will provide ongoing benefits and opportunities to the beneficiaries and residents of the Western Cape area.

Assistance will be provided for developing business plans, feasibility studies and business proposals, business development, business start-up costs and business acquisitions.

GUIDELINES

These guidelines are to be used in conjunction with the Application Form when applying for funding by way of grant for Business Development Purposes from the Trust.

Note: Expenditure incurred before funding approved is given will not be reimbursed. Funding approval will be in writing. No consulting or other costs will be approved in advance.

1. WHO CAN APPLY?

Beneficiaries (**Trust Beneficiaries**) of the Ely Bauxite Mine Aboriginal Beneficiaries Trust (**Trust**) of which the Ely Bauxite Mine Beneficiaries Corporation Pty Ltd is the trustee (**Trustee**).

2. WHAT WILL BE FUNDED?

A. Business Development

The Business Development Fund is established for the purpose of assisting members of the Aboriginal Community who are beneficiaries of the Ely Trust to establish and develop commercial business opportunities that will provide ongoing benefits and opportunities to the Aboriginal Community. Grants from the Business Development Fund are limited to projects and business for sustainable development and not for the individual consumption of the Trust Beneficiaries. Broadly the Business Development Fund will **fund**:

1. Business plans and proposals prepared by consultants relating to the commencement or development of approved projects including cash flows, financial projections and development plans, up to \$20,000.
2. Business start-up, acquisition or development grants, where a business plan has been prepared.

3. WHAT WILL NOT BE FUNDED FROM THE BUSINESS DEVELOPMENT FUND?

Any application for funds for:

1. an individual or a group of individuals for personal activities; or
2. an individual's personal, domestic or household use (including family or recreational purposes); or
3. for any item not exclusively for business purposes, will not be accepted.

4. WHEN CAN YOU APPLY?

You can submit an Application form at any time. The Application form must be completed in order to have your application considered by the Board of Directors of the Trustee. Not all applications submitted will receive funding. The approval of funding is at the discretion of the Board of Directors and subject to the terms of the Trust, the Ely Bauxite Mining Project Agreement, the approved Business Development Fund policy and any other guidelines or protocols developed by the Board of Directors from time to time (including these guidelines).

Applications will be considered at scheduled Board of Directors meetings. Dates of scheduled Board of Directors meetings will be published and notified to the Trust Beneficiaries prior to meetings by means the Trustee deems most appropriate.

Applications for grants out of the Business Development Fund must be lodged at least 14 days before the meeting.

5. HOW DO I APPLY?

You can apply by completing and returning the Application form and checklist, which is included at the back of this booklet. Your application form should be filled out fully.

Applications should be addressed to:

The Directors
The Ely Bauxite Mine Beneficiaries Corporation Pty Ltd
PO Box 1477
Cairns QLD 4870

If the application is not fully completed, with all checklist items ticked, it may not be able to be considered and you may be asked for further information, which will cause delays.

(checklist is attached as Appendix 1)

The Board of Directors will review applications. Decisions are final and not subject to review.

6. WHAT ARE THE ASSESSMENT CRITERIA?

6.1 The applicant must give a summary of the proposal

Applicants should provide a brief summary of what funds are required and how it will benefit the wider Trust Beneficiaries.

6.2 The application must be for a business purpose

Applicants should ensure that what they are applying for is for a business purpose.

An outline of the business, including ownership, financial structure, and planned operations should be included with your application.

6.3 Why is funding required for the business proposal?

Applicants should describe in detail, how the proposed funding will enhance their business proposal.

6.4 What are the expected benefits of your business for the Trust Beneficiaries?

Applicants should describe the benefits to the Trust Beneficiaries that will result from the implementation of their proposal. These benefits can be to you as a business owner, and/or to the broader community.

6.5 What support have you obtained for your business proposal?

Applicants should, if possible, provide evidence of the support for the proposal. For example, a petition could be used resolving to support the applicant's proposal.

Offers of funding or support from other funding bodies or organisations are relevant and should be included in your application (including details of whether those other applications were successful **or** if not, reasons why).

6.6 What resources do you have that will help the proposal?

Applicants should list any resources that may assist the proposal or show the Board of Directors that the proposal is viable.

6.7 If your proposal involves community infrastructure or enterprise development, have you prepared a feasibility study and/or a business plan?

The applicant should attach a feasibility study/business plan that has been commissioned for the proposal. This will usually require the engagement of professionals or consultants. The costs of engaging these professionals or consultants will not be reimbursed (although specific grants applied for business planning and development may be applied for, which will cover the cost of engaging professionals or consultants).

7. HOW MUCH DETAIL DO I NEED TO GIVE IN MY APPLICATION?

In assessing applications, consideration will be given to the amount of funding sought.

For example, applications for large amount of funding can expect greater scrutiny of financial and project management information than applications for smaller amounts of funding. The amount of detail that is to be provided should be considered by you with the assistance of an accountant, a member from the business community or a professional with the necessary skills for the business/project.

YOU MUST ATTACH A SPECIFIC BUDGET SHOWING EACH ITEM TO BE PAID AND SUPPLIERS DETAILS.

8. HOW WILL APPLICATIONS BE ASSESSED?

Decisions on all applications will be made by the Board of Directors of the Trustee. The decisions of the Board of Directors are final.

Advice may be provided to the Board of Directors by other persons or bodies that the Board of Directors decide are appropriate regarding the application before them.

All applicants will be advised of the assessment outcome in writing. Unsuccessful applicants will be offered the opportunity to seek feedback on their applications, and may reapply at any time.

Generally, an application will not be considered if it is incomplete. The Board of Directors may require further information. Consideration of the application will resume once the requested information is provided. Your application may be approved on conditions the Board of Directors decide are appropriate in the circumstances. If your application is approved, you will be required to enter into a funding agreement with the Trust before funding is provided.

9. WHAT ARE THE BUDGETING AND REPORTING REQUIREMENTS?

Applicants need to provide a detailed budget in accordance with the application form. The budget submitted with the application form may be reviewed and amended by the Board of Directors or returned to the applicant for further amendments before an application is approved. It is important that you provide a detailed budget in the application form as this will be the basis for determining any funding amount.

10. GRANT ACQUITTAL PROCESS

If approved, grant funds will be paid either:

1. directly to the consultants or supplier of goods or services in accordance with the approved budget; or
2. directly to the account operated by the applicant.

In accepting a grant the applicant is agreeing to acquit the expenditure of those funds in accord with the Trust's adopted acquittal process.

11. FUNDING GUIDELINES

The funding that will be provided essentially falls into the following categories:

11.1 Business Planning Grants

For eligible beneficiaries, a grant will be provided of up to \$20,000 (preference will be given to applications of less than \$10,000) for the payment of Consultants, Business Advisors, Financiers, Accountants, Engineers, etc. fees for the development of business plans, feasibility studies or supporting documents for a business plan including cash flows, financials and marketing projections.

Applications must include the terms of reference and quotations from selected consultants with a full overview of the purpose and outcomes sought from the project and work to be undertaken.

Business mentoring can also be funded.

11.2 Business Start-up or Development Grants

It is a pre-requisite to such grants that the business has compiled and provided:

- a) a business plan
- b) feasibility study; and
- c) budget showing cash flow and financial projection.

The documents listed above should be included in the application. Funding under point 1 above can be used for engaging professionals or consultants to prepare the documents and information required in (a)–(c) listed above.

Applicants should provide evidence that they have also approached other possible funding bodies regarding their proposal.

Appendix 1

CHECKLIST		
1. Are you a Trust Beneficiary?	Yes	No
2. Have you attached? <ul style="list-style-type: none">• Business Plan• Feasibility / Viability• Budget	Yes Yes Yes	No No No
4. Have you sought funding from other sources and provided evidence?	Yes	No
5. Have you provided your full business details?	Yes	No
6. Have you provided bank account details?	Yes	No
7. Do you have an accountant or business advisor? (If yes, have you provided details?)	Yes Yes	No No
8. Have you completed every question on the form?	Yes	No

**APPLICATION FOR FUNDING
ELY BAUXITE MINE ABORIGINAL BENEFICIARIES TRUST
BUSINESS DEVELOPMENT FUND**

Please complete all of the information required by this form, and attach any documentation providing further information if relevant. The more information you can provide about your business proposal the better, as this will allow Ely to make a better informed decision about your application. Failure to provide relevant information will result in delays to your application being assessed, and could lead to it being rejected.

If you required more space than provided in this form please attach an appendix to the form with further information.

Applicant details

Full name:	
Business name:	
ABN, if applicable:	
Clan group:	
Are you a Beneficiary of Ely Bauxite Mine Aboriginal Beneficiary Trust?	Yes / No <i>(circle applicable answer)</i>
Postal address:	
Email address:	
Name of contact person:	
Contact telephone no.	

Consultant details *(if you are using a consultant or representative to assist you, please complete their details below)*

Contact name and organisation:	
Contact telephone no.	
Email address:	

The proposal *(Please attach any supporting documents)*

What is the name of the proposal?

Please provide a description of the proposal. Provide as much detail as you are able, including images and supporting documentation, if possible.

Attach a business plan for your proposal.

The proposal must be for business purposes. Outline the nature of the business and provide details including ownership details, financial structure, financial statements (if existing) and planned operations.

Please attach supporting documents as required.

How will the proposal benefit the Ely Trust Beneficiaries?

<p>Why is funding required for the proposal? Describe in detail how the funding will assist your proposal.</p>	
<p>What support have you obtained for your proposal? <i>Please attach evidence</i></p>	
<p>Proposal timeline</p>	
<p>When do you propose to start implementing the proposal?</p>	
<p>Are there significant milestones to be achieved during the proposal? If so, when will they occur?</p>	
<p>Proposal budget</p>	
<p>Please provide a full budget for the proposal, showing how you propose to expend funding from Ely and other sources.</p>	
<p>If funding from Ely will not be the only source of funding or income for the proposal, please identify:</p> <ol style="list-style-type: none"> 1. What other sources of funding or income there will be; 2. How much funding will be obtained from each source; and 3. Has this funding already been secured? 	

What resources do you already have that will help the proposal?		
Request for funding		
What amount of funding do you seek from Ely?		
If your request for funding is approved, please provide the details of a bank account into which the funding is to be paid	Account Name:	
	Bank:	
	BSB:	
	Account:	
<p>On behalf of the applicant, I declare that the information provided in and accompanying this application is true and correct to the best of my knowledge. I confirm that I am authorised to make this application on behalf of the applicant. I agree to use my best endeavours to promptly and accurately answer any request for further information which Ely may have in relation to this application or the project.</p> <p>I understand that no funding will be provided unless formally approved by the Ely Board.</p>		
.....
Signature	Name (please print)	Date