A purple sign with white text

Description automatically generated

**BIG Project**

**People, Place, Planet**

**Expression of Interest Application**

# **Instructions**

Please complete ALL sections of this Expression of Interest Application Form (EOI). If a specific section does not relate to your project, please respond with N/A. All information requested in the EOI is mandatory, unless otherwise specified. Providing optional material will strengthen your EOI.

**What you’ll need**

* Basic information about the project
* A high level, indicative project budget
* To demonstrate how the project aligns with:
  + Maldon & District Financial Services Limited (MDFSL) vision of thriving, connected, sustainable communities;
  + our values of sustainability, integrity and connection;
  + BIG Project theme of People, Place and Planet;
  + BIG Project principles of reach, impact, confidence, expertise & experience, value for money and effort (as listed in the guidelines)
* Evidence of indicative co-contributions from other contributors (such as private organisations or other funding)
* Proposed milestone schedule
* Project timeline
* Risk assessment (optional)
* Project plan or design (optional)

**How we will assess (see MDFSL BIG Project Guidelines for further information).**

First and foremost, we do not assess EOIs based on your ability to write. We assess based on the extent to which your project meets the criteria set out in the Guidelines.

In upholding our integrity, we will treat all applications fairly. For probity and in order to avoid bias, any new information must be submitted within application process to replace or be augmented to the original application.

**Submitting your EOI**

Your EOI must be submitted by email to [bigproject@mdcb.com.au](mailto:bigproject@mdcb.com.au) by 30 September 2024. MDFSL will acknowledge EOI has been received. It is your responsibility to ensure that your application is received.

**Questions**

The BIG Project guidelines contain the rules for this funding. Please read carefully before you apply. Further queries can be submitted by email to bigproject@mdcb.com.au

## 1. About your organisation

We use this information to make sure your organisation is eligible and to contact you if needed.

|  |  |  |
| --- | --- | --- |
| **#** | **Item** | **Response** |
| **1.0** | Lead Applicant Legal/Registered Entity Name |  |
| **1.1** | Do you have an Australian Business Number (ABN)? | Yes, continue to Section 1.3  *List your ABN*  No, skip to Section 2 |
| **1.2** | What are the core function and competencies of your organisation? | *Outline the core capacity and competency of your organisation, and how this will aid the project.* |
| **1.3** | Do you have (Deductable Gift Recipient) DGR Status? |  |
| **1.4** | Registered Street Address (head office) |  |
| **1.5** | Registered Postal Address (head office) |  |
| **1.6** | Website address |  |
| **1.7** | Organisation email address |  |
| **1.8** | Is this application a joint application? | Yes, continue to Section 1.9  No, skip to Section 3 |
| **1.9** | Please list all other partners in this application | *Partners are those involved in the governance, decision making, funder and support the implementation of a project.* |

## 2. Auspice organisation details.

If your application is being auspiced by another organisation please provide their details.

|  |  |  |
| --- | --- | --- |
| **#** | **Item** | **Response** |
| **2.0** | Entity Name |  |
| **2.1** | Australian Business Number (ABN) |  |
| **2.2** | Does the organisation have DGR Status? |  |
| **2.3** | What is the core function of the organisation and how will this contribute to the project? | *Outline the core capacity and competency of your auspice organisation, and how this will aid the project.* |
| **2.4** | Registered Street Address |  |
| **2.5** | Registered Postal Address |  |
| **2.6** | Website address |  |
| **2.7** | Organisation email address |  |
| **2.8** | Auspice Contact person |  |
|  | Title |  |
|  | First Name |  |
|  | Surname |  |
|  | Job Title |  |
|  | Telephone |  |
|  | Email |  |

## 3. Your contact information

We will use this the Primary Person Contact to clarify details within your application and to use for any formalities e.g. whether EOI is successful.

|  | **Item** | **Primary Person Contact Details**  The best-placed person to clarify information about the application |
| --- | --- | --- |
| **3.0** | First Name |  |
| **3.1** | Surname |  |
| **3.2** | Job Title |  |
| **3.3** | Telephone |  |
| **3.4** | Email |  |

## 4. About the Project

|  |  |  |
| --- | --- | --- |
|  |  | **Tell us about your project and what it will achieve** |
| **4.0** | Project Name |  |
| **4.1** | What issuearea of concern is your project looking to address? |  |
| **4.2** | Short Project Scope (100 words max)  . | *Describe what the project will do and achieve.* |
| **4.3** | Long Project Scope (300 words max)  . | *Long scope should include everything in the Short Scope plus how the project aims to achieve outcomes, and outlining the resources needed.* |
| **4.4** | Project Benefits (300 words max) | *Provide a succinct statement as to what improvements will be achieved from this project.* |
| **4.5** | Location/s of the project?  . | *.* |
| **4.6** | How many people, approximately will be impacted directly and indirectly? |  |
| **4.7** | Resources required for project | *Provide a succinct statement outlining the resources required to ensure the success of the project e.g. specific skills, infrastructure, technology, staffing etc* |
| **4.8** | Risk Management | *Do you foresee any risks? If so, how will they be managed?* |
| **4.9** | Project plan or design (optional) | *Do you have a project plan or design to demonstrate implementation?* |

## 5. Project Budget

|  |  |  |
| --- | --- | --- |
|  | **Item** | **Your Answer** |
| **5.0** | Total Project Cost | *Please provide the total cost of carrying out the project, including funding from all sources.*  *Costs must be eligible for funding as described in the guidelines. Where in-kind items are included, these should be valued at their ordinary market value.*  $ |
| **5.1** | Is this application to be fully funded by the MDFSL BIG Project?  . | Yes, skip to Section 6  No, continue to Section 5.3 |

|  | **Funding Source** | **Total ($)** | **Please provide entity names of co-contributors** |
| --- | --- | --- | --- |
| **5.2** | MDFSL BIG Project |  |  |
| **5.3** | Federal Government |  |  |
| **5.4** | State Government |  |  |
| **5.5** | Local Government Area/s |  |  |
| **5.6** | Other (including private funding) |  |  |
|  | **Total** | **0** |  |

## 6. Proposed Milestones and Timelines

Tell us about the timeline for your BIG Project and the major milestones in the process.

Your project must commence by July 2025 and be complete by 30 June 2030.

| **Item/Advice** | **Description** | **Proposed Date**  **Month and year** |
| --- | --- | --- |
| Milestone 1 |  |  |
| Milestone 2 |  |  |
| Milestone 3 |  |  |
| Add more as necessary |  |  |

## 7. Criteria

This criterion examines the connection between your project, MDFSL vision & values and the BIG Project themes of People, Place and Planet. Provide evidence supporting connection.

|  | **Demonstrate how your project aligns to:** | **Write a response no greater than 250 words in each cell below:** |
| --- | --- | --- |
| **7.0** | **Thriving** | *To what extent does the project*   * *Allow people to access and participate in their activity of choice?* * *Enable our communities to flourish, grow and prosper?* |
| **7.1** | **Connected** | *To what extent does the project provide community connection?*  *What community input, collaboration or consultation will be included in the project?* |
| **7.2** | **Sustainable** | *How does the project ensure its future viability/independence (not reliant on funding)?*  *What is in place to ensure environment protection and/or reduced carbon emissions?* |
| **7.3** | **Integrity** | *How does the project ensure inclusivity and equity?*  *How does the project uphold fairness?* |
| **7.4** | **People** | *We are looking for the extent to which your project will benefit our local people e.g. what impact, how many and which groups.*  *Where possible provide measurable improvements and supporting evidence.* |
| **7.5** | **Place** | *We are looking for specific connections between your project and Maldon & Districts, including the local communities of Mount Alexander Shire and/ or Dunolly and close surrounds. Where will the project be implemented, which groups will you engage?* |
| **7.6** | **Planet** | *How will your project benefit the local environment, provide specific details as identified?*  *.* |

## 8. Declaration and Authorisation

|  |  |  |
| --- | --- | --- |
| I |  | *Full name of Authorised Officer* |
| as |  | *Position/Title* |
| of |  | *Organisation name* |
|  |  | *Postal Address* |

confirm that:

* I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
* The information provided in this form and any appended documents is complete and correct. I understand that information provided in this EOI will form the basis of the subsequent funding arrangement.
* I agree that the MDFSL may request further details to assess the EOI.