

LIVESTOCK PRODUCTION PRODUCER DEMONSTRATION SITE (PDS) APPLICATION GUIDELINES

Application process

The following steps should be followed:

- Establish a producer group and support organisation partnership with a common purpose
- Define and describe what the PDS is intended to achieve, how it will be achieved and if it is feasible
- Identify the PDS site management team and producer Chair
- Prepare an application using this PDS Application Form
- Submit PDS Application to management of participating supporting agency and local Regional Beef Research Committee for review and endorsement
- The PDS site management team submits the PDS Application to MLA at applications@mla.com.au for evaluation, approval and contracting

Timing of application

There is no set timetable for submitting PDS applications to MLA. Applications can be submitted at any time throughout the year.

Instructions to complete PDS applications

The PDS application should be completed in a maximum of four (4) pages. The completed Full Application form must be submitted electronically to - applications@mla.com.au

Acknowledgement

Once received, applications will be acknowledged and recorded on the MLA project information system. Applicants will be advised by email of the outcome of their submission.

Animal Welfare Committee Approval

Supporting Partner Organisations are responsible for obtaining relevant Animal Welfare Committee approval from their respective organisations prior to approval of PDS funding.

Milestones

PDS projects are made up of different stages called Milestones. When a Milestone is achieved, it means a significant stage in the project has been completed. Milestones are often used to trigger a project payment linked to the completion of a specific activity. MLA requires the project Milestones and the date of completion to be summarized in a table. Note: For financial reasons, Milestone dates should not be set after May 15th each financial year.

Project Budget and Funding

The Project Budget is recorded as **GST exclusive**. MLA will pay GST, in addition to the budget, on presentation of a tax invoice from the Research Organisation. When allocating payments MLA follows these guidelines:

- MLA may under certain circumstances provide up-front payments .
- All payments are to be performance-based (i.e. linked to the achievement of a Milestone).
- For accounting purposes MLA avoids Milestone Report payments after 15th May and Final Report payments after 31st March in each financial year.
- The amount of the final Milestone payment (generally on acceptance of a Final Report) should be adequately weighted. For example, a 3 year project should be no less than 20% of the Project budget; a 4 year project no less than 15% of the Project budget.