Please download a copy of the PDS application guidelines (see [www.mla.com.au/pds](http://www.mla.com.au/pds)) to assist you in completing this application form.

Tenders must comply with all requirements specified within this full application form. All sections of the application form must be completed as per the PDS application guidelines.

**Full applications** **which include a completed declaration (see Annexure 1 of the Terms of Reference), and application form are to be submitted electronically via email to:** [**pds@mla.com.au**](mailto:pds@mla.com.au)

If you have any queries regarding the PDS application process please contact one of the following people for assistance, Russell Pattinson PDS Coordinator, Ph 0419 872 684 / Maria Thompson PDS Coordinator, Ph 0411 961 545 / Alana McEwan MLA Project Manager, Ph 0417541 000. Alternatively, email your query to [pds@mla.com.au](mailto:pds@mla.com.au).

***NB: Please delete all instructions/examples within the application before submitting***

|  |  |
| --- | --- |
| **PRODUCER GROUP NAME:** | |
| **PROJECT TITLE** (max 6 words): | |
| **PROJECT START DATE:** | **PROJECT COMPLETION DATE:** |

|  |
| --- |
| **PRIORITY:**  *Identify the regional priority/ies this application will address, as per the terms of reference:* |

# **PRODUCER GROUP CONTACT (Chair / Lead Producer)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | **First Name** |  | | **Surname** | |  |
| **Mailing Address** |  | | | | | | |
| **Phone Number** |  | | | **Mobile Number** | |  | |
| **Email Address** |  | | | | | | |

1. **MLA Region** *(refer to* [*pds application guidelines*](http://www.mla.com.au/pds) *document for maps)*

Please select the MLA consultation region/s **and** climatic zone/s relevant to this application

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***MLA Consultation Region*** | | | | | |  | ***Climatic Zone*** |  |
| **NABRC** | | **SALRC** | | **WALRC** | |  |  |  |
| Southeast QLD |  | Northern NSW |  | Southeast |  |  | Cool/Cool Temperate |  |
| South QLD |  | Central & Western NSW |  | South Coast |  |  | Mild/Warm Temperate |  |
| Central QLD |  | Southern NSW |  | Great Southern |  |  | Sub-tropical/sub-humid |  |
| Western QLD |  | Western VIC |  | Southwest |  |  | Mediterranean |  |
| North QLD |  | Central VIC |  | Upper Great Southern |  |  | Rangelands/Pastoral |  |
| Northwest QLD |  | Southeast VIC & TAS |  | Eastern Wheatbelt |  |  | Tropical Moist |  |
| Katherine Region |  | South Australia |  | Goldfields |  |  | Tropical Wet |  |
| Barkly Region |  |  |  | Mid-West/Midlands |  |  |  |  |
| Central Australia |  |  |  | Northern Agricultural Region |  |  |  |  |
| Kimberley |  |  |  | Gascoyne/Murchison |  |  |  |  |
| Pilbara |  |  |  |  |  |  |  |  |

*Note: We encourage applicants to consult with their relevant Regional Research Committee on their project proposal.*

1. **CORE & OBSERVER PRODUCERS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Number of Core[[1]](#footnote-1) PDS Producers:** |  | **Number of Observer[[2]](#footnote-2) PDS Producers:** |  | **Number of Demonstration Sites:** |  |

**PDS CORE PRODUCER GROUP MEMBERS** *(add rows as required)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Property** | **Location** | **Telephone** | **Email** | **Demo**  **Host** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **ANIMALS & AREA UNDER MANAGEMENT** | **Core producers** | **Observer producers** |
| **Total Number of Sheep** |  |  |
| **Total Number of Cattle** |  |  |
| **Total Number of Goats** |  |  |
| **Total Area (HA)** |  |  |

1. **GROUP FACILITATOR**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | **First Name** |  | | **Surname** | |  |
| **Mailing Address** |  | | | | | | |
| **Phone Number** |  | | | **Mobile Number** | |  | |
| **Email Address** |  | | | | | | |

***Please Note****: Group facilitator contact details will be published on the MLA website, as the key contact for producers/stakeholders to contact to obtain additional information and/or engage with the project. The contracting organisation must obtain written consent from the group facilitator in relation to their contact details being published as noted above.*

1. **CONTRACTING ORGANISATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company Name** |  | | | | |
| **Trading Name** |  | | | | |
| **ABN** |  | | | | |
| **Street Address** |  | | | | |
| **Postal Address** |  | | | | |
| **Authorised Signatory Contact Details** | | | | | |
| **Name** |  | | **Mobile Number** | |  |
| **Email** |  | | | | |
| **Administration Contact Details** | | | | | |
| **Name** |  | | **Mobile Number** | |  |
| **Email Address** |  | | | | |
| **Finance Contact Details** | | | | | |
| **Name** | |  | | **Mobile Number** |  |
| **Email Address** | |  | | | |

**Please note: MLA is unable to contract with entities registered as a sole trader.**

1. **INSURANCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Insurance type** | **Policy number** | **Extent of cover: per incident** | **Extent of cover: in aggregate** | **Expiry date** |
| Professional indemnity |  |  |  |  |
| Public liability |  |  |  |  |
| Workers’ compensation |  |  |  |  |

1. **DESCRIPTION AND BACKGROUND TO THE PDS**

Describe the role and purpose of the group and specify as objectively as possible.

***The description and background should be along the lines of the following example points. (Examples to be deleted before submission)***

|  |
| --- |
| * *A brief description of the group, including how many producers are involved (core and wider interest group), their areas of interest, and whether they formed specifically for this project or were already established. Additionally include the previous experience and capacity of the group and supporting delivery partners to undertake a PDS.* * *Quantify the impact of the challenge/problem/opportunity on producers and the industry* * *How many producers does it impact in your region?* * *How is it being addressed now, if at all?* * *Provide an estimate of the number of producers already adopting the proposed practices.* * *Outline what benefits the project will deliver to producers, their businesses and the industry in the longer term.* * *Note, if you have received RAC support for the proposed project prior to submission* |

1. **AIM**

Please outline the aim of the project.

***Refer to Full Application Guidelines – the aim is one short sentence. (Example aim to be deleted before submission)***

|  |
| --- |
| *For example: To demonstrate that dual-purpose canola can increase pre-joining liveweight gains, condition scores, and reproductive rate (measured by pregnancy scanning) of ewes relative to current forage options and can be harvested in its second year to produce a seed/oil crop* |

1. **OBJECTIVES**

Please outline the objectives of your project, include as many objectives as required

***Refer to Full Application Guidelines – objectives should be SMART- S (Specific), M (Measurable – refer to performance metrics below), A (Achievable), R (Relevant), T (time based)***

***Example objectives (to be deleted before submission)***

|  |
| --- |
| *For Example: By December 2017, in the Mallee region of Victoria, the project will establish 3 demonstration sites engaging 10 core producers and a minimum of 50 observer producers to:*   1. *Demonstrate and assess the potential of two varieties of dual purpose canola to increase:*    1. *Pre-joining liveweight gains of merino ewes from Xg/d to Yg/d*    2. *The condition score of ewes at lambing to CS 3 (from CS2)*    3. *The reproductive rate (measured by pregnancy scanning) of ewes relative to current forage options and demonstrate the crop can be harvested to produce a viable seed / oil crop.* 2. *Conduct a cost benefit analysis to determine the relative economic performance of the canola varieties on reproductive performance compared to existing forage types* 3. *Implement a series of communication and training development activities to increase the knowledge skills and confidence of 100% of core and observer producers in dual purpose crops and ewe management* 4. *80% of core producers will have adopted dual purpose crops and 50% of observers intend to.* 5. *Conduct an annual field day and other activities to showcase the demonstration site results and encourage adoption of key practices by 150 attending producers.* |

1. **METHODOLOGY AND SEQUENCE OF ACTIVITIES**

Please provide a description of your method.

|  |
| --- |
|  |

*Sequence of activities (add rows as required)*

|  |  |
| --- | --- |
| **Date** | **Detail of activity** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **MONITORING, EVALUATION AND REPORTING (MER) ACTIVITIES OF THE PROJECT**

***NOTE: All PDS projects will be required to have and implement a comprehensive MER plan aligned to the MLA framework (Refer to*** [***PDS MER Guide***](http://www.mla.com.au/pds)***). Please budget for MER in this proposal. Refer to the PDS MER guidelines to assist with completing the following section of the application. Table 1 Productivity and economic impact data requirements by practice change area, of the PDS MER Guidelines, assists applicants to identify the key practice change area/s and related productivity and economic KPIs that will need to be measured to assess success and impact of the project. The table then identifies what data is required to measure success against these KPIs.***

Please advise how will you measure success at the demonstration sites e.g., economic, social & environmental benefits? Please identify clearly the practices being demonstrated, the data that will be captured and the metrics being measured, as well as how will you measure producer change (knowledge, skills and adoption).

|  |
| --- |
| *When completing this section, please consider that as a minimum, monitoring and evaluation must include:*   * *Clear identification of practices and metrics being demonstrated and measured* * *Collection of data on engagement including the number of producers, and service providers/consultants that participate in the project and the number of animals, and area potentially impacted by the project* * *Pre-project surveys of core producers to benchmark current knowledge and skills in relation to the subject* * *Benchmark current practices in relation to the subject* * *Observer producer/event evaluation surveys* * *Post-project surveys of producers to enable assessment of changes in:*   + *Reactions (perceptions, enthusiasm etc.) as a result of the project*   + *Knowledge, Attitudes, Skills and Aspirations*   + *Practices* * *Extent of and impact from communication/extension activities outside of the PDS project participants* |

* 1. **TOOLS**

Please identify which tools and technologies will be incorporated into the project. These could include benchmarking, forecasting and assessment tools.

|  |
| --- |
|  |

* 1. **KEY CONTRIBUTING PRACTICES / KEY PERFORMANCE INDICATORS (KPI)**

Please complete the table on the following page by selecting which key contributing practices / capabilities will be demonstrated and measured throughout the project, along with the corresponding productivity and impact KPIs that will be measured with the core group members. At least one productivity and one impact KPI must be selected. ***Table 1 Productivity and economic impact data requirements by practice change area, of the PDS MER Guidelines, assists applicants to identify the key practice change area/s and related productivity and economic KPIs that will need to be measured to assess success and impact of the project. The table then identifies what data is required to measure success against these KPIs.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Practice Change Area*** | ***Practice Change Type*** | | ***Productivity KPI*** | | ***Economic Impact KPI – Additional net profit:*** |
| **Sheep reproductive efficiency** | Ewe nutrition (supplements)  Ewe CS management  Ewe pre-joining/joining management  Lambing management | Weaning management  Ewe culling strategy  Lambing date  Ram fertility management | Conception rate (%)  Scanning percentage (%)  Embryo loss (%)  Lamb survival rate (%) | Lamb marking  Weaning rate (%)  Ewe mortality (%) | $/Ewe  $/Ewe Lamb |
| **Beef reproductive efficiency** | Breeder nutrition (supplements)  Breeder CS management  Pre-joining/joining management  Calving management | Weaning management  Breeder culling strategy  Calving date  Bull fertility management | Conception rate (%)  Calf mortality rate (%)  Calf survival rate (%)  Calf marking (%) | Weaning rate (%)  Breeder mortality (%) | $/Cow  $/Heifer |
| **Feedbase** | Pasture production  Weed management  Pest and disease control  Grazing management  Fodder crops | | Stocking rate (DSE/ha, (AE)/ha, AE/km2)  Production efficiency (Kg/hd/day)  Production efficiency (Kg/hd)  Production efficiency (Kg /Ha or km2)  Pasture Productivity (T DM/Ha – conserved fodder) | | $/Hd  $/Ha or km2 |
| **Animal**  **wellbeing** | Disease management  Internal/external parasites  Predation  Stock handling practices | | Mortality rate (%)  Lost productivity (kg/hd, kg/ha or km2) | | $/Hd  $/ha or km2 |
| **Business management** | Decision making/change management  Risk management  Labour efficiency/labour management  OH & S | | Labour efficiency (DSE/FTE, AE/FTE, Ha or km2/FTE)  Staff retention rate  OH&S incident rate  Risk exposure and impact | | $/Ha or km2  $/business |
| **Marketing** | Target markets  Selling time | | Market (% turnoff to target markets)  Product quality parameters vs market specs (% compliance to spec)  Selling time (% turnoff at specific times) | | $/kg  $/Hd |
| **Genetics** | Setting a breeding objective  Using EBVs/ASBVs (including growth, yield, reproductive efficiency, carcase/eating quality, and animal health related traits)  Using selection indexes | | Product quality parameters vs market specs (% compliance to spec)  Production efficiency (Kg/hd/day)  Production efficiency (Kg/hd) | Lamb weaning rate (%)  Calf marking rate (%)  Weaning rate (%)  Conception rate (%) | $/kg  $/Hd  $/Ewe or Ewe lamb  $/Cow or Heifer  $/Ha or km2 |

1. **EXTENSION & COMMUNICATION ACTIVITIES & OUTPUTS TO ENGAGE THE BROADER FARMING COMMUNITY**

Please complete the below table, specifying if activities are for core or observer producers, or both*.* ***Note: annual field days and case studies are mandatory for all PDS projects. All PDS projects will be required to develop and implement a detailed communication plan. The information outlined in the below table will be the basis for development the communication plan, as per MLA’s template.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Engagement / Adoption Activities** | **Yes / No** | **Details** | **List any collaborating partners/communication channels?** |
| Field days (min. annually)\*mandatory |  |  |  |
| Webinar/s |  |  |  |
| Workshop/s |  |  |  |
| Video/s |  |  |  |
| In depth articles |  |  |  |
| Case studies \* mandatory |  |  |  |
| Producer guides / fact sheets |  |  |  |
| Other (please provide details): |  |  |  |

##### 

1. **PROJECT RISK**

Identify any significant risks to the project; technical, resources/facility availability, freedom to operate (IP issues), legislative, movement restrictions, adoption, personnel, broader industry, community concerns, reputational etc., and outline them in the table below. ***Please refer to the full application guidelines (Risk section and Appendices 1 and 2) for instructions and considerations in completing this section. Tip: Considerations for risks should not be limited to those listed in the guidelines. They should be based on your expertise on the subject matter.***

| **Risk** | **Risk Type** | **Risk Impacts** | **Risk Mitigation Plan** | **Consequence** | **Likelihood** | **Residual Risk Rating** |
| --- | --- | --- | --- | --- | --- | --- |
| e.g. Border restrictions / movement restrictions | Operational risk | Face to face meetings or training sessions cannot be delivered. |  |  |  |  |
| e.g. Compromised integrity systems data | Industry / Operational risk | Data cannot be relied upon, compromising the integrity systems program and damaging the industry’s reputation. |  |  |  |  |
| e.g. Animal or human ethics approval not obtained | Project risk | Reputation may be compromised; non-adherence to standards. |  |  |  |  |

1. **MILESTONES**

Please complete the Milestone Table below.

***In addition to the achievement criteria already captured, please ensure that additional deliverables are added for each milestone related to your methodology and sequence of activity. Progress/Annual reports should be at approximately 6 monthly intervals, with Milestone 1 being due within 4-6 weeks from contracting. The information in the due date column is a guide only and should align with the methodology/milestone achievement criteria. Please add the dates to the due date column.***

|  |  |  |
| --- | --- | --- |
| **Milestone Number** | **Achievement criteria** | **Due date** |
| 1. | 1.1 The submission of the following:   * Communications plan * Monitoring and Evaluation plan * Pre-project core & observer producer survey templates * Animal Ethics Approval (if applicable) | +4 – 6 weeks from the project start date |
| 1.2 Acceptance/approval of Milestone 1 deliverables by MLA | + 2 weeks from the MS1 submission date |
| 2. | 2.1 The submission of a progress report 1 including:   * MER report * Summary of key activities or data over past 6 months * Update against communication and wider engagement plan activities * Pre-project core and observer survey completed, analysed and results reported | + 6 months from previous milestone submission |
| 2.2 Acceptance/approval of Milestone 2 deliverables by MLA | + 2 weeks from the MS2 submission date |
| 3. | 3.1 The submission of the progress report 2 including,   * MER report * Summary of key activities or data over past 6 months * Update against communication and wider engagement plan activities * Field day evaluation results * Year 1 project results | + 6 months from previous milestone submission |
| 3.2 Acceptance/approval of Milestone 3 deliverables by MLA | + 2 Weeks from MS3 submission date |
|  | Go/ No Go decision | + 1 week From MS3 acceptance date |
| 4. | 4.1 The submission of a progress report 3 including:   * MER report * Summary of key activities or data over past 6 months * Update against communication and wider engagement plan activities | + 6 months from previous milestone submission |
| 4.2 Acceptance/approval of Milestone 4 deliverables by MLA | + 2 Weeks from MS4 submission date |
| 5. | 5.1 The submission of the progress report 4 including:   * MER report * Summary of key activities or data over past 6 months * Update against communication and wider engagement plan activities * Field day evaluation results * Year 2 project results | + 6 months from previous milestone submission |
| 5.2 Acceptance/approval of Milestone 5 deliverables by MLA | + 2 Weeks from MS5 submission date |
|  | Go / No Go decision | + 1 weeks from the MS5 acceptance date |
| 6. | 6.1 The submission of a progress report 5 including:   * MER report * Summary of key activities or data over past 6 months * Update against communication plan activities * Post project core & observer producer survey templates | + 6 months from previous milestone submission |
| 6.2 Acceptance/approval of Milestone 6 deliverables by MLA | + 2 Weeks from MS5 submission date |
| 7. | 7.1 The submission of the progress report 6 including:   * MER report * Summary of key activities or data over past 6 months * Update against communication and wider engagement plan activities * Field day evaluation results * Year 3 project results | + 6 months from previous milestone submission |
|  | 7.2 Acceptance/approval of Milestone 7 deliverables by MLA | + 2 Weeks from MS5 submission date |
| 8. | The submission of a draft Final Report and supporting documentation, including:   * Project findings & impact (BCA) * Communication & extension outputs & outcomes * Whole of project MER * Financial reconciliation | + 1-3 months from previous milestone submission |
| 9. | Acceptance of the final report and supporting deliverables by MLA | + 1 months from the submission of the final report. |

1. **PROJECT BUDGET AND FUNDING** (*refer to Guidelines)*

Please complete the below budget tables in detail, providing all budgetary figures as GST exclusive. ***It is not expected that all projects will utilise the maximum budget available under the PDS Program. At completion of the project, a financial reconciliation will be required, including receipts for all expenses & subcontractor fees. Refer to the full application guidelines to assist with completing this section.***

* 1. **Operating**

***Example operating costs include Field days costs, printing, animal ethics approval, testing costs, hire costs etc. Add lines as required.***

| **Date** | **Item** | **Comments** | **Total (ex GST)** |
| --- | --- | --- | --- |
|  |  |  | **$** |
|  |  |  | **$** |

|  |  |
| --- | --- |
| **TOTAL OPERATING** | **$** |

### Travel

***For car travel please use the following calculation, distance x ATO rates. Refer to the following for further information and current rates*** [*Car expenses | Australian Taxation Office (ato.gov.au)*](https://www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/Transport-and-travel-expenses/Car-expenses/#Centsperkilometremethod)*.* ***Add lines as required.***

| **Names of Persons Travelling** | **Travel** **Details** | **Total (ex GST)** |
| --- | --- | --- |
|  |  | **$** |
|  |  | **$** |

|  |  |
| --- | --- |
| **TOTAL TRAVEL** | **$** |

* 1. **Professional fees**

***Complete for the PDS facilitation and each external contractor.***

**Name:**

**Occupation: PDS Facilitation**

**Current Employer:**

**ABN:**

**Fees: $ /day**

| **Description of Task** | **Time**  **(days)** | **Total (ex GST)** |
| --- | --- | --- |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| **TOTAL** |  | **$** |

**Name:**

**Occupation:**

**Current Employer:**

**ABN:**

**Fees $ /day**

| **Description of Task** | **Time**  **(days)** | **Total (ex GST)** |
| --- | --- | --- |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| **TOTAL** |  | **$** |

|  |  |
| --- | --- |
| **TOTAL FEES** | **$** |

* 1. **Summary of budget and funding** (GST exclusive: *refer to Guidelines)*

***15.4.1 Budget***

|  |  |
| --- | --- |
| **BUDGET ITEM** | **TOTAL (ex GST)** |
| **Fees** | **$** |
| **Expenses (Operating + Travel)** | **$** |
| **TOTAL PROJECT COST** | **$** |

***15.4.2 Distribution of Funds***

***Milestone payments may be split based on the methodology of the project, 15-25% of the total project value must be retained for the Final Report payment (this can be a combination of fees & expenses or fees only). Payment dates should be 30 days from the milestone due date.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Payment Dependent on Milestone** | **Fees** | **Expenses (travel & operating)** | **TOTAL**  **(ex GST)** |
|  | *Milestone 1 – Comms & MER plan received* | $ | $ | $ |
|  | *Milestone 3 – Annual report yr1* | $ | $ | $ |
|  | *Milestone 5 – Annual report yr 2* | $ | $ | $ |
|  | *Milestone 8 – Acceptance of Final Report* | $ | $ | $ |
|  | **TOTAL** | **$** | **$** | **$** |

1. **OTHER SUPPORT** (other than MLA eg. the Group members, DPI, Sponsors, etc. *refer to Guidelines.*

|  |  |  |
| --- | --- | --- |
| **Party** | **Amount of Contribution** | **Type of Contribution** |
| **Other Contributors** (please list) |  |  |
| **Research & Other Organisations** (in kind) |  |  |
| **Members’ contribution –** estimate in days in-kind |  |  |
| **Total In-kind contributions** | **$** |  |

**Privacy Note:**

The information you are providing in this form will be collected by Meat & Livestock Australia Limited ABN 39 081 678 364 ("**MLA**"). Some of the information you are providing is personal information under the Privacy Act. The information in this form is collected for the business purposes of MLA and will not be disclosed by MLA to any third party except as set out in this form and under MLA’s privacy policy. By providing your personal information, you consent to MLA collecting, holding, using and disclosing the personal information you provide as specified in this notice and as otherwise specified in MLA's privacy policy (located at <http://www.mla.com.au/General/Privacy>).

***If you provide MLA with any personal information about someone else in this form, you must have permission from that person to do so and must notify that person that MLA will handle their personal information as specified in this form and in MLA’s privacy policy.***

If you do not provide your personal information, MLA may not be able to assess your application or keep you informed about other opportunities that may be of interest to you. You can request access to and correction of your personal information by calling MLA on 1800 675 717.

From time-to-time MLA may contact you about other opportunities that may be of interest to you. Please let MLA know if you no longer wish to be contacted by them.

Document version number: 37.0

1. Core PDS producers are those directly involved in the project, including site hosts, and other producers that form a steering committee or attend most events, most likely to adopt the practices being demonstrated within the project term. Minimum 10, with some flexibility in extensive regions [↑](#footnote-ref-1)
2. Observer producers would receive regular updates on progress with the PDS as well as attend some workshops and field days. This is a target for producer engagement number within the project. [↑](#footnote-ref-2)