**Meat and Livestock Australia (MLA) Project Application Form** 

**Version changes** *(Update whenever proposal is changed)*

|  |  |  |
| --- | --- | --- |
| **Date last updated** | **Person** | **Comment** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Project code** *(iShare or SAP contract code. Assigned by MLA)*

|  |
| --- |
|  |

1. **Project title** *(One line only)*

|  |
| --- |
|   |

1. **Project summary**

|  |
| --- |
| *Brief summary of project. No more than 250 words or 10 lines. Provides abbreviated purpose/description of project.* |
|  |

1. **Applicant organisation details**

|  |  |
| --- | --- |
| **Organisation name:** |  |
| **ABN:** |  |
| **Street address:** |  | **Postal address:** |  |
| ***Project leader***   | ***Admin contact***  |
| **Name:** |  | **Name:**  |  |
| **Phone:** |  | **Phone:** |  |
| **Fax:** |  | **Fax:** |  |
| **Mobile:** |  | **Mobile:** |  |
| **Email:** |  | **Email:** |  |

1. **Background/previous research & development**

|  |
| --- |
| *Define the problem or opportunity that this project is aiming to address. Following are samples of questions to address:** *How has the project ‘come about’?*
* *What currently happens and why does it need changing?*
* *What alternatives have been investigated or are available? What happens in other industries?*
* *Experimentation/investigation work to date*
* *Amounts spent on previous projects or research (with or without MLA funding)*
 |
|  |

1. **Methodology**

|  |
| --- |
| * *Outline the project methodology*
 |
|  |
| * *Project team – Outline team resourcing – add more rows where required*
 |
| Name or role  | Role/Responsibility  | FTE% |
|  |  |  |
|  |  |  |

1. **Project outputs/outcomes**

|  |
| --- |
| *List the outputs/outcomes of this project, distinguishing these from the outcomes from any further research and development after this project.* |
|  |

1. **Value proposition and benefits to the Australian red meat industry**

|  |
| --- |
| *Describe the value proposition and benefits to the Australian red meat industry assuming a successful outcome of this project. Indicate how these were or will be calculated.* |
|   |

1. **Further research, adoption and/or commercialisation strategy**

|  |
| --- |
| *How the project outcomes might be disseminated or commercialised for benefit of the Red Meat Industry and/or adoption by other companies.**Where next after this project?* |
|  |

1. **Project and Background Intellectual Property (IP)**

|  |
| --- |
| *List Intellectual Property anticipated to arise from the project, and expected ownership of this project IP.**List any relevant Background IP and its ownership that will be required for the project.* |
|  |

1. **Funding request** *(The source of funds total must match the expenditure and milestones totals)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funding organisation** | **Funding type** | **Funding****%** | **Contribution****AUD (ex GST)** | **Total****AUD (ex GST)** |
| MLA | Commonwealth |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |

1. **Service providers** *(May include the funding partner)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation name** | **ABN** | **Contracted by** | **Project contact** | **Phone** |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Expenditure of funds by service providers** *(All amounts are GST exclusive)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Service Provider** | **Milestones** | **Salaries, wages** | **3rd party or subcontractor fees** | **Expenses AUD[[1]](#footnote-1)** | **Capital[[2]](#footnote-2)****AUD** | **Total AUD** | **Notes** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total** |  |

**Year one – Project Resourcing and Budget\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Direct project costs**  | **Salary costs**  | **Overhead costs**  | **Total Year 1**  |
| **Personnel**, name or role and proportion\*\* |  |  |  |  |
|  (FTE% X) |  |  |  |  |
|  (FTE% X) |  |  |  |  |
|  (FTE% X) |  |  |  |  |
|  (FTE% X) |  |  |  |  |
| **Salaries total**  |  |  |  |  |
| **Expenses\*\*\***  |  |  |  |  |
| Travel  |  |  |  |  |
| Materials  |  |  |  |  |
| Consumables  |  |  |  |  |
| Other  |  |  |  |  |
| **Expenses total**  |  |  |  |  |
| **Capital**  |  |  |  |  |
| **TOTAL BUDGET (excl GST)**  |  |  |  |  |

\*Applicants should duplicate the table for additional years where required \*\*One line per person \*\*\* Additional breakdown to be provided as separate text

1. **Milestones and budget** (All amounts are GST exclusive. Separate schedules should be created for each service provider. Payment subject to receipt of your Company’s contributions, completion of milestone to MLA’s satisfaction and receipt of tax invoice and supporting documents as required by MLA)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Milestones** | **Service Provider** | **Start Date** | **Completion Date** | **Salaries, wages, 3rd party fees** | **Operating Expenses** | **Capital Assets** | **Total AUD** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| **Total** |  |

1. **Capital assets** *(List the capital assets to be purchased with project funds and the ex GST value of each of these items. Assets will be depreciated at standard Australian Tax Office depreciation rates. Final buy back price will be calculated at the completion of the project)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Purchase cost AUD** | **Depreciation rate** | **Est months depreciation** | **Est depreciated value AUD** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

1. **Declaration**

*In submitting this form the applicant agrees that:*

1. *to the best of its knowledge and belief, all statements in this application are correct.*

*(b) in relation to any personal information that the applicant provides to MLA in this application, the applicant warrants that it has:*

*(i) before providing the personal information to MLA, notified all individuals to whom the personal information relates that it will be disclosing their personal information to MLA for the purposes of this application/ the project and obtained any required consent to such disclosure; and*

*(ii) provided the individuals with the location of where MLA's privacy policy can be found.*

1. Refer to ‘How to complete the Project Application Form’ for an explanation of expenses. [↑](#footnote-ref-1)
2. All capital must be itemised in the capital assets table below. These items will be depreciated. [↑](#footnote-ref-2)