

## Form Submission

Form: Digital Futures Fund Application (F-819 v1344)  
 Form Type: Grant Application  
 Submission ID:  
 Submitted: Submitted By:

### PART A - PROJECT PARTNERS

A1. Name of Lead Organisation	This is not the official application form. All applications must be entered online
Street Address:	Contact <a href="http://www.bulletpoint.com.au">www.bulletpoint.com.au</a> for a copy of an editable word version
Suburb/Town:	
Postcode:	
A3. Is Postal Address same as Registered Address?	
A4. Your Company's Website:	
A6. Australian Business Number (ABN):	
Title:	
Given Name:	
Surname:	
Position:	
Phone Number: (Please prefix e.g. + 61)	
Email:	

### ORGANISATION DESCRIPTION

A8. Type of Organisation:	
A9. Ownership:	
A10. Industry Type:	
A11. Number of Full Time Equivalents (FTE) Employees:	
A12. What is your principal business activity?	

(Supply a brief one sentence description).

**PART A - PROJECT PARTNERS**

A13. Name of Organisation

Street Address:

Suburb/Town:

Postcode:

A15. Is Postal Address same as Registered Address?

A18. Australian Business Number (ABN):

Title:

Given Name:

Surname:

Position:

Phone Number:  
(Please prefix e.g. + 61)

Email:

**Organisation Description**

A20. Type of Organisation:

A21. Ownership:

A22. Industry Type:

A23. Number of Full Time Equivalents (FTE) Employees:

A24. What is your principal business activity?  
(Supply a brief one sentence description).

**PART A - PROJECT PARTNERS**

A25. Name of Organisation

Street Address:

Suburb/Town:

Postcode:

A27. Is the Postal Address same as Registered Address?

A30. Australian Business Number (ABN):

Title:

Given Name:

Surname:

Position:

Phone Number:  
(Please prefix e.g. + 61)

Email:

Organisation Description

A32. Type of Organisation:

A33. Ownership:

A34. Industry Type:

A35. Number of Full Time Equivalents (FTE) Employees:

A36. What is your principal business activity?  
(Supply a brief one sentence description).

PART A - PROJECT PARTNERS

A37. Do you have additional Project Partners?

A38. Are any of the project partners subsidiaries or related bodies corporate within the meaning of the Corporations Act 2001?

A39. Do any of the project partners share common directors, officers or senior managers?

**PART B - PROJECT DETAILS**

B1. Project Title:

B2. Provide a brief overview of the project outlining:

- the problem / opportunity being addressed;
- what the project will do;
- the key activities; and
- the major outcomes and benefits anticipated.

B3. Is the proposed project to be undertaken in Victoria?

Where will the project be physically located in Victoria?

List sites/locations in Victoria that will be involved in the project.

B4. Has the proposed project started at the time of application?

Briefly describe the status of your project (e.g. concept only, fully planned with committed partners, trial only, application development, ready for implementation, not started).

B5. Is the proposed project a stand alone project and not a stage of a larger multi-stage project?

B6. What is the expected duration of the Project?

Funding is available to projects with a maximum of two years duration.

B7. Have you applied for or previously received any Government (Commonwealth or State) funding for this project?

**PART C - KEY ASSESSMENT CRITERIA 1**

- Describe the business challenge to be addressed by the Project, including who the SMEs are affected and how the challenge impacts their businesses.
- Outline why the proposed ICT solution is required.
- Provide evidence to support your answer.

• Explain why the DFF grant is needed, specifically:

- Demonstrate the extent of the project's dependence on the DFF grant, including the likelihood of the project proceeding if the application is unsuccessful.
- Explain why the requested grant amount is required rather than a lesser amount.
- Explain how the grant will impact favourably on the scale or timing of the project.
- Outline whether other funding options have been pursued and the outcome.
- Outline the strategy for taking forward the next stage of the project beyond the funded activity.

#### PART C - KEY ASSESSMENT CRITERIA 2

- Does the project involve a minimum of three relevant parties, including two which are non-ICT Victorian SMEs facing a business challenge?
- Describe the roles and responsibilities of each project partner.
- Have any of the partners worked together before – if so when / why?

#### PART C - KEY ASSESSMENT CRITERIA 3

- Describe how new the technology is, e.g. new to the firm, new to the industry, new to Victoria?
- Describe how the proposed solution differs from existing ICT-enabled solutions.
- Describe how the proposed ICT solution will transform current business practices and encourage ongoing business innovation such as process, product, organisational and market innovation.

#### PART C - KEY ASSESSMENT CRITERIA 4

- Describe the benefits the project will deliver to the SMEs (productivity gains or efficiencies in terms of less waste, energy, time, materials)?
- When and over what timescale are these benefits likely to be realised?
- What benefits will the project deliver to the other partners?
- How will these benefits be measured?
- What benefits will the project generate for other Victorian businesses and / or broader economic benefits to Victoria and how will they be measured?

#### PART C - KEY ASSESSMENT CRITERIA 5

- Describe how the project will lead to the development of new ICT-enabled capabilities in

Victoria (skills/infrastructure/expertise).

**PART C - KEY ASSESSMENT CRITERIA 6**

- Describe how the project outcomes will be of relevance / use beyond the immediate project partners.
- Describe how the project partners will support the dissemination of project information, for example through participation in relevant networks.
- Which sectors and who is likely to benefit from the sharing of this knowledge?

**PART C - KEY ASSESSMENT CRITERIA 7**

- Describe the mix of skills and technical knowledge the project partners have to deliver the project.
- Describe the infrastructure and resources to deliver the project. How will these be sourced?.
- Describe the previous experience the project partners have in successfully managing and delivering similar complex projects.
- Briefly describe how the proposed project will be delivered (including the project methodology, timelines and budget).

**PART D - PROJECT FUNDING**

D1. Total Project Cost:  
(Numbers only, no \$ or commas)

D2. Total DFF Grant Funding Sought  
Can be no more than 75% of the total project cost:  
(Numbers only, no \$ or commas)

D3. Total Cash Contribution of Project Partners  
(\$):  
(Numbers only, no \$ or commas)

D4. Total In-Kind Contribution of Project Partners (\$):  
(Numbers only, no \$ or commas)

D5. Please provide details of the cash and in-kind contributions to be provided by individual project partners. Please include Company / Organisation Name, Cash Contributions and In-kind Contributions of each contributing Project Partner:

**PART E - BUSINESS PLAN GRANT**

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E1. Do you wish to apply for a Business Plan Grant to develop your proposal at stage two of the application process?

E2. Amount of Business Plan grant funding sought?

E3. What will the DFF Business Plan funding be used for and what is the estimated cost?  
Please provide details of resources you need to complete the Business Plan (for example, a person to write the plan, external ICT planning expertise or professional services) and specify the cost for each item.

**FEEDBACK**

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Other Comments:

**ACKNOWLEDGEMENT AND LODGEMENT**

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Agree

Name:

Position/Role: