THE DAIRY AUSTRALIA TECHNOLOGY ASSESSMENT SCHEME

APPLICATION FORM

**It is recommended that the Application Form is completed after reading the *Dairy Australia Technology Assessment Scheme Program Guidelines* and discussing the proposed project with the Program Manager (Ian Olmstead, 03 9694 3811)**

**Please return all completed Application Forms along with any relevant attachments to** [**iolmstead@dairyaustralia.com.au**](mailto:iolmstead@dairyaustralia.com.au) **with the subject line “DATA Scheme Application [Company Name]”.**

1. APPLICANTS DETAILS

***Instructions:*** *Eligible Applicant(s) must be Australian dairy processors with an Australian Business Number (ABN).*

|  |  |
| --- | --- |
|  |  |
| Applicant 1 | Business name: |
| ABN: |
| Contact person: |
| Title: |
| Address: |
| Email: |
| Phone: |
| Applicant 2  *(where applicable)* | Business name: |
| ABN: |
| Contact person: |
| Title: |
| Address: |
| Email: |
| Phone: |

1. CONSULTANT’S DETAILS

|  |  |
| --- | --- |
|  |  |
| Principle Consulting  Organisation details | Business name: |
| ABN: |
| Address: |
| Phone: |
| Project Manager’s  contact details | Name: |
| Title: |
| Address: |
| Email: |
| Phone: |
| Capability description of project team | *Describe the capabilities of the consulting organisation selected to undertake the DATA project and the personnel that will be directly involved. Describe capabilities as they relate to the project being proposed. Do not include details of personnel that will not be actively participating in project (i.e. numerous CVs of senior personnel that work with consulting group but will not actually partake in project)* |
| Additional Research  Organisations | ⬜ There are no additional consulting organisations involved in this project.  [OR]  ⬜ There are additional consulting organisations involved in this project.  *If there are Additional Consulting Organisations append a page to this EOI containing the same information as for the Principle Consulting Organisation. Also indicate on that annexed page whether the Additional Consulting Organisations agree for the above-listed Principle Consulting Organisation to be the principal consultant, and the Additional Consulting Organisations to act as subcontractors to the Principal Consulting Organisation.* |

1. PROJECT OVERVIEW

|  |  |
| --- | --- |
|  |  |
| Project Name |  |
| Total Project Cost |  |
| Funding Requested |  |
| Target Project Start Date |  |
| Project Completion Date |  |
| Technology being assessed | *Briefly describe technology being assessed* |
| Technology Readiness Level (TRL)/ Commercial Readiness Level (CRL)  of technology  (self-assessed) | *Project proponents should make use of the Australian Renewable Energy Agency’s (ARENA) publication, “Self-Assessment tool for the Accelerated Step Change Initiative: the Commercial Readiness Index”, to support this activity. Note: DA Program Manager assessing applications will generally need to be satisfied that the technology being considered can demonstrate a Commercial Readiness Level (CRL) of 2 or greater.* |
| ADIC Sustainability Framework target(s) being addressed | *(i.e. Reduction of greenhouse gas (GHG) emissions intensity, consumptive water intensity, waste to landfill or other)* |

1. PROJECT DETAILS

|  |  |
| --- | --- |
|  |  |
| Need/Issue | *Describe the company issue that is being addressed* |
| Objective | *Describe the Project objective* |
| Project Description  & Methodology | *Describe the Project and how it will be executed* |
| Benefits / Deliverables / Planned Outcomes | *Describe the key outcomes and quantify the anticipated benefits to the company and for the wider industry – including progress towards meeting the manufacturer-based targets under the ADIC Sustainability Framework (i.e. Reduction of greenhouse gas (GHG) emissions intensity, consumptive water intensity, waste-to-landfill or other).* |
| Rationale for DA investment | *Describe briefly why DA funding is required to enable this technology assessment project to proceed* |

1. PROJECT MILESTONES/DELIVERABLES

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Project milestones/ deliverables | *Insert details of milestones and deliverables* | |
| **Deliverable/milestone** | **Completion date [dd/mm/yy]** |
| *Describe intermediate milestone 1 (where applicable)* |  |
|  |  |
|  |  |
|  |  |
| **Project Completed** |  |
| **Case Study (one-page)** | *Due date: no later than 10 days after project completion* |
| **In-Confidence Report** | *Due date: no later than 10 days after project completion* |
| *The Annual Statement of Benefits is a very brief summary provided in-confidence to DA which sets out actual benefits realized by the applicant company as a result of undertaking DATA project. This information will be used internally by DA to periodically evaluate the value of the DATA Scheme as an instrument for accelerating technology transfer.* | |
| **Annual Statement of Benefits 1** |  |
| **Annual Statement of Benefits 2** |  |
| **Annual Statement of Benefits 3** |  |

1. PROJECT INTELLECTUAL PROPERTY

|  |  |
| --- | --- |
|  |  |
| Pre-existing Background IP relevant or necessary for the successful completion of the project | ⬜ There is no pre-existing IP relevant to this project  [OR]  ⬜ There is pre-existing IP relevant to this project, as described below  **IP Type and IP Owner (or license holder)**  *Describe the nature of pre-existing IP and who owns it, or has a license to use it –e.g. the consultant has a license to use XYZ software/tools necessary for the successful completion of the project.* |
| Third Party IP | ⬜ There is no third party IP necessary to carry out the project  [OR]  ⬜ There is third party IP necessary to carry out the project and the Applicant confirms that they have [or will] obtain agreement from the third party to use that IP |
| Project IP | ⬜ The Applicant(s) acknowledge that certain, non-commercially sensitive, elements of the Project IP generated as a result of this technology assessment project will be shared with the broader Australian dairy processing sector.  ⬜ The Applicant(s) acknowledge that it is mandatory for the Applicant(s) to provide to DA an In Confidence Report. This Report is to disclose the outcomes of the commercial assessment of the technology in question. This information will be held in confidence at DA in perpetuity. The intent of this report is for the project outcomes to be used internally by DA to periodically evaluate the value of the DATA Scheme as an instrument for accelerating technology transfer.  *Note: It is DA’s expectation that the commercial assessment of the technology being evaluated includes the type of engineering deliverables and general level of project definition/cost accuracy typically associated with a Class 4 (-30%/+50%) cost estimate (or better). As such, it is anticipated that in order to arrive at a commercial cost-benefit assessment of the technology, the In Confidence Completion Report would comprise at a minimum the following: plant capacity, block schematics, indicated layout, process flow diagrams (PFDs) for main process systems, and preliminary engineered process and utility equipment lists. Assessed potential benefits, such as those associated with GHG, energy, water, trade waste, landfill disposal savings, should also be documented in the overall cost-benefit analysis.*  ⬜ The Applicant(s) acknowledge that it is mandatory for the Applicant(s) to provide DA with a one to two-page Case Study Report. This report is to communicate generic, non-commercially sensitive learnings from the project to the broader Australian dairy processing sector. Typical content of the case study report would include an overview of the issue/challenge faced, the technological approach taken, general learnings and a summary of the assessed benefits.  ⬜ The Applicant(s) acknowledge that it is mandatory for the Applicant(s) to provide to DA an Annual Statement of Benefits. These statements are to provide an estimate of the actual benefit derived from any installed systems which result from the DATA project for 3 years post completion of the project. This information will be held in confidence at DA in perpetuity. |

1. PROJECT BUDGET

|  |  |  |
| --- | --- | --- |
| *Provide a detailed breakdown of the Project’s budget. Attach any available evidence supporting each budget item. The project cost must be shown on a GST exclusive basis.*  *Note: costs incurred prior to approval of a grant are not to be included.* | | |
| Item Description | **Amount** | **Estimate or Quote?** |
| *e.g. Consultancy fees, equipment licensing, labour etc* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Cost of DATA Project | **$** |  |

1. PROJECT CONTRIBUTIONS

|  |  |  |  |
| --- | --- | --- | --- |
| *Provide details of all confirmed and anticipated sources of finance for this study. It should be noted that those projects able to leverage or maximise funding support from a range of sources, including Commonwealth and local government, community, private sector and agricultural associations will be considered favourably.*  *Where a project is dependent on third party funding, applicants should indicate under what conditions the study could proceed without that funding support.*  *Note: ‘in kind’ contributions are accepted and will be viewed favourably.*  *Provide copies of documentation evidencing confirmed funding sources and status of anticipated funding sources.*  CASH CONTRIBUTIONS | | | |
| Cash Contribution Source | **Confirmed** | **Anticipated** | **Total** |
| Funds from your organisation (*Applicant*) | $ | $ | $ |
| Other State Government funding (please specify) | $ | $ | $ |
| Local Government funding (please specify) | $ | $ | $ |
| Federal Government Funding (please specify) | $ | $ | $ |
| Funds from Industry / Business contributions | $ | $ | $ |
| Other (please specify) | $ | $ | $ |
| Sub-total | $ | $ | $ |
| Amount requested from this program (excl GST) | $ | $ | $ |
| TOTAL CASH CONTRIBUTION TO PROJECT | $ | $ | $ |

***Note:*** *Please ensure the* ***total cash contribution to project*** *shown here is the same as the* ***total cost of DATA project*** *shown in the Project Budget (section H).*

1. PROJECT CONTRIBUTIONS (continued)

**IN-KIND CONTRIBUTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| In-kind Contribution Source | In-Kind Description | Explanation/ Justification | Estimated Value |
| Contribution from your organisation (*Applicant*) | *e.g, Operation technician salary, laboratory technician salary, lab consumables, utilities costs* | *e.g. Lab technician salary at $x per day for 5 days for the following activities; analysing data (Milestone 3)* | $ |
| Technology provider contributions |  |  | $ |
| Other  (please specify) |  |  | $ |
| TOTAL IN-KIND CONTRIBUTION TO PROJECT | | | $ |

1. PROJECT RISKS AND MITIGATION

*What are the key assumptions or risks associated with this project? How will these be monitored and managed?*

|  |  |  |  |
| --- | --- | --- | --- |
| Description of Risk | Likelihood | Consequence | Action Required |
| *Describe the risk to the Project* | *What is the likelihood of the risk occurring?* | *What are the consequences if the risk occurs?* | *What are the plans to either reduce the likelihood of the risk occurring, or reduce the consequences if the event occurs, or transfer the risk to another party?* |
|  |  |  |  |
|  |  |  |  |

1. PROJECT PERFORMANCE

*The purpose of this section is to provide detail on how the performance of the Project will be measured as well as what the target performance levels are expected to be.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Objective | Indicator Description | Target | Target Date | Responsible |
| *Describe the Objective* | *Describe the indicator* | *What is the target?* | *When is the KPI target expected to be achieved?* | *Who is responsible for reporting the KPI?* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. DECLARATION BY APPLICANT

All applicants are required to complete the following Declaration.

|  |
| --- |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [full name]  of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [address]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [occupation] [organisation]  do solemnly and sincerely declare that:   * the information provided in this application and its attachments are true and correct. I acknowledge that this declaration is true and correct, and all reporting requirements and statutory obligations, including under privacy and intellectual property legislation, have been complied with in the preparation of this application. * the information provided is true at the time of application and that I will notify the Dairy Australia (DA) of any changes to the information supplied, and any other circumstances arising that may affect this application; * I understand that, should I be successful in obtaining funding, the information provided in this application will be used by DA to establish the baseline against which all project outcomes will be measured; * I understand that I have an obligation to ensure adequate data collection arrangements are in place during and after the completion of a funded project to accurately capture data in relation to output and outcomes; * I understand that this is an application only and may not necessarily result in funding approval.   **I acknowledge that this declaration is true and correct.**  Declared at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  on this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day \_\_\_\_\_\_\_\_\_ of 20\_\_ … … … … … … … … … … … … …  Signature of person making this declaration  [to be signed in front of a witness]  Before me,  ……………………………………………………  Signature of Witness |

1. APPENDICES

*Please attach and number other appendices as required*