**[Please insert your Company Name Here]**

**Low Carbon Manufacturing Grant Program - Business Readiness Stream (LCBRS)**

**Project Plan Template**

This template should be used to complete your required Project Plan as part of your Low Carbon Manufacturing Grant Program - Business Readiness Stream (LCBRS) application.

You will be asked to upload a Project Plan as part of the online application process. It can be submitted as a Word or PDF document (information provided in the project plan **MUST** match with that provided in the online application form).

Note: **Please delete italicised guidance notes prior to submission**. To update the contents menu, click on the left or right side of the contents table and press F9.

**All applications must be accompanied by the following supporting documentation:**

|  |  |
| --- | --- |
|  |  |
| Project plan | (*this document*) Must include: Project description, if engaging a business service provider: (a description of the services to be provided, a timeline, a final quotation for services to be provided, schedule of expenditure)  any project risks and mitigation strategies, budget summary (detailing how grant funds and the applicant’s contribution will be spent on eligible project expenditure, as GST exclusive).  [refer to Section 5.3 of the Program Guidelines] |
| evidence of co-contribution | Written confirmation of support from the Board (or business owner or chief executive officer) that the business can undertake the project and meet its co-contribution costs, and an approved loan facility, or  Sufficient cash at bank (current bank statement), or  management accounts demonstrating satisfactory cash flow or liquid assets.  [refer to Section 5.4 of the Program Guidelines] |

**All applications may also need to attach the following supporting documentation (if appropriate to the project) as noted in various sections of this Project Plan:**

* ***Demonstration*** *that third-party providers have the requisite skills, qualifications, and accreditations to provide authoritative advice on the topic sought [refer section 1.8 of this Project Plan]*
* ***Quotations****, including scopes of services for any proposed third-party service providers and/or suppliers [refer section 1.6 of this Project Plan]*

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# 1. Project

## 1.1 Project Title (up to 15 words)

## 1.2 Project Description

|  |
| --- |
| *Provide an overview of the project. Refer to the objectives and key activities as outlined in your application form.* |

## 1.3 Overview of the Implementation Timeline

|  |  |  |
| --- | --- | --- |
| **Duration of the project** | *How long will this project take to complete?* | |
| **Duration of the project – start and end dates**  **(The maximum duration of the project from start to completion is 12 months)** | *Anticipated project start date.* |  |

## 1.4 Budget (excluding GST)

*Provide a detailed cost breakdown for the project including all eligible project activities required for the delivery of the project.*

*This should be broken down into quarters over 12 months for all aspects of the project.*

**Note:** Successful applicants will need to complete the project activities within 12 months of the date of execution of the Grant Agreement. **Completion of the project must not extend beyond**

*Eligible project expenditure for funding includes project-related non-capital expenditure required to deliver the project and project-related costs of the business service providers. Applicants will need to meet the cost of any additional and ineligible expenditure that are outside the scope of the Project.*

*Eligible project expenditure must be:   
incurred by the grant recipient within 12 months of execution of the grant agreement, a direct cost of the project and exclusive of the Goods and Services Tax (GST).*

*Funding may support but not be limited to:*

* *commercialisation of new products and components*
* *market research into local and global supply chains*
* *capability training for skills transition and uplift*
* *business case development for major investment or business diversification*
* *process innovation for low carbon manufacturing.*

*(Add or delete items/rows as necessary)*

| **No.** | **Project Expense (excl GST)**  ***Add or delete as relevant – examples only*** | **Company or Individual Being Paid** | **3 months** | **6 months** | **9 months** | **12 months** | **Total excl GST** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Project-Related Non-Capitalised Expenditure** | | | | | | |
| 1. | Costs related to product and process improvements |  |  |  |  |  | $0.00 |
| 2. | Costs of prototyping/ evaluation and testing of new products/processes |  |  |  |  |  | $0.00 |
| 3. | Costs related to supply chain capability development |  |  |  |  |  | $0.00 |
| 4. | External training |  |  |  |  |  | $0.00 |
| 5. | Specialist Labour and/or contractors |  |  |  |  |  | $0.00 |
| 6. | Specify any “Other” costs |  |  |  |  |  | $0.00 |
|  | **Sub Total excl GST** |  |  |  |  |  | **$00.00** |
|  |  | | | | | | |
|  | **Total Project Expenditure excl GST** |  |  |  |  |  | **$00.00** |

*Note: Total project expenditure* ***MUST*** *match application form and section on funding*

1.5 Project Funding

*Provide details of confirmed and anticipated sources of funding for the Project.*

| **Source** | **Confirmed ($)** | **Anticipated ($)** | **Total ($)** |
| --- | --- | --- | --- |
| *Applicant* | $0 | $0 | $0.00 |
| Amount requested from **Low Carbon Manufacturing Grant Program - Business Readiness Stream (LCBRS)** ex GST ($) | **$0** | **$0** | **$0** |
| **Total ($)** | **$0** | **$0** | **$0** |

* 1. Evidence of a final quotation for services to be provided (if using a Business Service Provider)

|  |
| --- |
| *Provide a final quotation.* |

## 1.7 Preferred suppliers

|  |
| --- |
| *Provide details of the preferred suppliers being engaged for this project. Please demonstrate that third-party providers have the requisite skills, qualifications, and accreditations to provide authoritative advice on the topic sought.* |

# 2. Project Management Plan

## Project Schedule

*(This will determine delivery of milestones in the Grant Agreement).*

NB. The Applicant contribution must contribute $1 of their own funds for every $1 the grant value awarded.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones** | **Description**  Brief description of a major activity stage of the project, e.g. scoping / ordering/ installation/ commissioning, etc. | **Project expenditure ($)** | **Scheduled Start Date** | **Scheduled End Date** |
| #1 |  |  |  |  |
| #2 |  |  |  |  |
| #3 |  |  |  |  |
| #4 |  |  |  |  |
| #5 |  |  |  |  |

## 

# 3. Risk Management Plan

*Include information about potential risks involved with the project.*

***Note:*** *Common risk categories are: scheduling; foreign exchange risk; supply chain disruptions and delays; labour market shortages. You may wish to include some or all of these, dependent on your project.*

| **Risk ID Number**  *Insert risk number (eg, 1, 2, 3)* | **Risk Category**  *Category of the risk to the project (see note above)* | **Risk Description**  *Brief description of the risk to the project* | **Impact**  *The effect it will have on delivery of project (e.g. high, medium, low)* | **Likelihood**  *How likely is it to occur (e.g. high, medium, low)* | **Mitigation Strategy**  *What actions has the company undertaken to limit this risk?* |
| --- | --- | --- | --- | --- | --- |
| *1.* |  |  |  |  |  |
| *2.* |  |  |  |  |  |
| *3.* |  |  |  |  |  |
| *Add additional rows as required.* |  |  |  |  |  |