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

**Made in Victoria – Manufacturing Growth Program Round 2**

**Project Delivery Plan Template**

This template should be used to complete your required Project Delivery Plan as part of your Made in Victoria – Manufacturing Growth Program Round 2 application.

You will be asked to upload a Project Delivery Plan as part of the online application process. It can be submitted as a Word or PDF document (information provided in the project delivery 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 DELIVERY plan | (*this document*) Must include: Project description, overview of the implementation timeline, evidence of sufficient internal resources to allocate to the project, preferred supplier(s) with quotations, 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 from the Board (or business owner) that the business can undertake the project and meet the required co-contribution amount, or an approved loan facility (including the loan amount), or sufficient cash in a bank deposit (evidenced by a current bank statement), or management accounts demonstrating satisfactory cash flow or liquid assets.[refer to Section 5.4 of the Program Guidelines] |
| evidence of financial records | Applicants must provide: Audited financial reports for the past three financial years (including Profit and Loss Statement, Balance Sheet, Cash Flow and notes to the accounts), current project delivery plan incorporating financial projections (Profit & Loss and Cash Flow), a marketing or sale plan outlining how any sales objectives of the project will be achieved. [refer to Section 5.5 of the Program Guidelines] |

**Contents**

1. Project 2

1.1 Project Title (up to 15 words) 2

1.2 Project Description (up to 150 words) 2

1.3 Budget (excluding GST) 2

1.4 Project Funding 4

1.5 New Jobs / Upskill / Reskill Implementation Timeline 4

1.6 Preferred suppliers 5

2. Risk Management Plan 5

# 1. Project

## Project Title (up to 15 words)

## 1.2 Project Description (up to 150 words)

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

## 1.3 Budget (excluding GST)

*Provide a detailed cost breakdown for the project including all eligible project activities required for the delivery of the project (including any required scoping works, cost of any equipment to be purchased, installation costs and fit out costs).*

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

*Eligible project expenditure includes:*

* *capital expenditure (e.g., manufacturing machinery, equipment, and technology)*
* *other project-related non-capitalised expenditure (e.g., related to product and process improvements, evaluation and testing of new products and processes, technology development and supply chain capability development)*
* *minor building alterations and fit-out costs*
* *training specific to the technology (external costs only)*
* *labour and contractors related to the delivery of the project (but do not include internal salaries).*

*Eligible project expenditure must:*

* *be incurred by the grant recipient within 12 months of execution of the Grant Agreement*
* *be a direct cost of the project*
* *be exclusive of the Goods and Services Tax (GST).*

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

| **No** | **Project Expense (excl GST)*****Add or delete as relevant – examples only*** | **3** **months** | **6** **months** | **9** **months** | **12 months** | **Total excl GST** |
| --- | --- | --- | --- | --- | --- | --- |
| **Capital Equipment/Expenditure (e.g., items recorded as fixed assets in the applicant’s accounts)** |
| 1. | Scoping works | $ | $ | $ | $ | $0.00 |
| 2. | Machinery / Equipment | $ | $ | $ | $ | $0.00 |
| 3 | Machinery/Equipment | $ | $ | $ | $ | $0.00 |
| **Sub Total excl GST** | **$** | **$** | **$** | **$** | **$0.00** |
| **Other Project-Related Non-Capitalised Expenditure** |
| 4. | Costs related to product and process improvements | $ | $ | $ | $ | $0.00 |
| 5. | Costs of prototyping/ evaluation & testing of new products/processes | $ | $ | $ | $ | $0.00 |
| 6. | Costs related to supply chain capability development | $ | $ | $ | $ | $0.00 |
| 7. | Staff training / upskilling | $ | $ | $ | $ | $0.00 |
| 8. | Specialist Labour and/or contractors | $ | $ | $ | $ | $0.00 |
| 9. | Minor building modifications and fit-out costs (related to project) | $ | $ | $ | $ | $0.00 |
| 10. | Specify any “Other” eligible costs | $ | $ | $ | $ | $0.00 |
| **Total Project Expenditure for purpose of grant excl GST** | $ | $ | $ | $ | **$0.00** |
| **\*Ineligible costs** |
| 1. | Internal Staffing  | $ | $ | $ | $ | $0.00 |
| 2. | Travel | $ | $ | $ | $ | $0.00 |
| 3. | Property Purchase cost | $ | $ | $ | $ | $0.00 |
| **Sub Total excl GST** | $ | $ | $ | $ | **$0.00** |
|  |
| **Total Project Expenditure excl GST** | **$** | **$** | **$** | **$** | **$0.00** |

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

1.4 Project Funding

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

| **Source** | **Confirmed ($)** | **Anticipated ($)** | **Total ($)** |
| --- | --- | --- | --- |
| Applicant | $0  | $0  | $0 |
| Other e.g. Loan |  |  |  |
| Amount requested from **Made in Victoria – Manufacturing Growth Program** ex GST ($) | **$0** | **$0** | **$0** |
| **Total ($)** | **$0** | **$0** | **$0** |

1.5 New Jobs / Upskill / Reskill Implementation Timeline

*Provide details of new jobs that will be created, and existing staff that will be reskilled/upskilled as part of the Project.*

|  |  |  |
| --- | --- | --- |
| Total current full time FTEs at time of application | Full time | Part time |
|  |  |  |

| **Source** | **3 months** | **6 months** | **9 months** | **12 months** |
| --- | --- | --- | --- | --- |
| New Anticipated Project FTEs |  |  |  |  |
| Upskill Anticipated Project FTEs |  |  |  |  |
| Reskill Anticipated Project FTEs |  |  |  |  |
| Current Casual Positions converted to permanent Part-time |  |  |  |  |
| Current Casual Positions converted to permanent Full-time |  |  |  |  |
| **Total FTEs** |  |  |  |  |

## 1.6 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. 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, and specific risks related to your project.*

| **Risk ID Number** *Insert risk number (e.g., 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.* |  |  |  |  |  |