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

**Low Carbon Manufacturing Grant Program - Business Growth Stream (LCBGS)**

**Project Plan Template**

This template should be used to complete your required Project Plan as part of your Low Carbon Manufacturing Grant Program - Business Growth Stream (LCBGS) 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, overview of the implementation timeline, evidence of sufficient internal resources to allocate to the project, preferred supplier(s), where applicable, any project risks and mitigation strategies, budget summary, eligible project expenditure, evidence of commercial viability  [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  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] |
| evidence of financial records | For the last three financial years. This should be the ‘final accounts’ with Directors’ Report and Declaration and should include:   * Profit and Loss Statement * Balance Sheet * Cash Flows * Notes to the accounts   \*If the latest financial report is more than six months old:   * + up-to-date Management or Interim Accounts for the current year including: Profit and Loss Statement and Balance Sheet–in case of public listed corporations, half yearly financial report   + for project-based applications, the company’s financial projections for the next three financial years, including Profit and Loss–Cash Flow.   [refer to Section 5.5 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 1.9 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 FTE staff and Implementation Timeline

|  |  |  |
| --- | --- | --- |
| **How many full time equivalent (FTE) staff?** | The number of FTEs in your organisation at the time of this application (include direct and indirect workers). | |
| **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 (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.*

**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 includes the following relating to the proposed project:*

* 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, a direct cost of the project and exclusive of the Goods and Services Tax (GST).*

Funding may support, but is not limited to:

* the purchase of capital equipment
* technology adoption and associated project expenditure for the manufacture of components and products that support the decarbonisation of the economy.

*(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** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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 and testing of new products/processes |  |  |  |  |  | $0.00 |
| 6. | Costs related to supply chain capability development |  |  |  |  |  | $0.00 |
| 7. | External training |  |  |  |  |  | $0.00 |
| 8. | Specialist Labour and/or contractors |  |  |  |  |  | $0.00 |
| 9. | Minor building modifications and fit-out costs |  |  |  |  |  | $0.00 |
| 10. | 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 | $0.00 |
| Amount requested from **Low Carbon Manufacturing Grant Program - Business Growth Stream (LCBGS)** ex GST ($) | **$0** | **$0** | **$0** |
| **Total ($)** | **$0** | **$0** | **$0** |

1.5 Target Outcomes

*Provide details of how the company will measure the success of the project, when this will occur and who is responsible for delivery. (Add or delete rows as required.)*

| **Target Outcome**  *What is to be achieved?*  ***Below are examples only*** | **Measure**  *How will the company measure this?* | **Completion Date**  *By when will this be achieved?* | **Accountability -** *Who is responsible for delivery?* |
| --- | --- | --- | --- |
| 1. *Number of new FTE to deliver this project* |  |  |  |
| 1. *Number of FTE retention to deliver this project* |  |  |  |
| 1. *Number of FTE training and up-skilling* |  |  |  |
| 1. *Increase in capacity to service existing or new markets* |  |  |  |
| 1. *Other long-term benefits in Victoria. (e.g., increasing capability for scale up manufacturing)* |  |  |  |
| ***For grant requests $200,000 and above – demonstrate at least two of the following:*** | | | |
| 1. *Number of FTE job creation or retention* |  |  |  |
| 1. *Increase in export revenue growth* |  |  |  |
| 1. *Increase capacity to service existing or new market* |  |  |  |
| 1. *Other value-add for Victoria’s manufacturing industry (e.g., collaboration, partnerships, new product development)* |  |  |  |

* 1. Evidence of sufficient internal resources to allocate to the project

|  |
| --- |
| *Provide an overview of the internal resources allocated to achieving the project outcomes.* |

## 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.* |

## 1.8 Evidence of commercial viability

|  |
| --- |
| *Provide evidence which could include but not be limited to quotations,* market analysis for products and/or offtake agreements. |

# 2. Project Management Plan

## Project Schedule

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

NB. The Applicant contribution must contribute $2 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.* |  |  |  |  |  |