



DairyTas Small Project Grants Program 2009

A Guide to Applicants

1. **Introduction**

DairyTas Board Inc is one of eight regional development programs around Australia established by the Dairy Research and Development Corporation (Dairy Australia). It is responsible for setting, implementing and reviewing RD&E priorities in Tasmania.

The DairyTas Small Project Grants Program is one initiative that enables dairy farmer groups and other organisations in all regions of the State to apply for funding to help develop local solutions to local problems.

In common with other grants programs, the DairyTas application and evaluation process is a competitive one. Applicants are therefore urged to submit an application with sufficient detail to enable the Board to make an informed decision about their project. Where supporting attachments are included, they should be relevant and concise.

Recipients of grants should have an ABN or be able to nominate an arrangement acceptable to DairyTas for disbursement of grant funds.

2. **Strategic Plan**

Applications for projects must address priorities identified in the DairyTas Strategic Plan 2006-10 and have direct value to group members and their locality. Priority areas include:

- assisting dairy farmers to manage change
- supporting people development and industry image
- improving whole farm productivity and profitability
- sustaining the natural resource base
- improving business and management skills

3. **Grant**

- The maximum grant available is \$10,000 per group excluding GST.
- A grant amount will usually comprise three components:
 - Salaries; project staff, contractors, consultants etc
 - Operating costs; materials for field trials, hire of venues, photocopying, printing, telephone, stationery etc
 - Travel; vehicle hire, travel expenses etc
- Any variation should be notified to DairyTas prior to costs being incurred.

4. **Funding Period**

- The funding period is generally 12 months only, unless negotiated prior to the commencement of a project.

- Arrangements for progressive drawdowns can be negotiated and should be linked to achievement of milestones.

5. **Project Outcomes and Evaluation**

- The project outcomes reflect the major activities for which the project has been funded.
- Factors taken into account in the evaluation process include:
 1. The capacity of the project team to achieve stated outcomes
 2. Demonstrated priority and support for the issue being addressed in a local region
 3. Innovation and creativity evident in proposed methodology
 4. Linkage(s) with the DairyTas Strategic Plan
 5. Number of farmers who potentially stand to benefit from implementation of the project
 6. Value for money
 7. General standard of application

6. **Reporting Requirements**

- Reports should be provided to DairyTas at strategic intervals during the project and linked to project indicators/milestones nominated in the application.
- Since projects are diverse, there is no standard format for project reports.
- A project report must be submitted upon completion of the project.
- A signed letter must accompany the project report from the chairperson or leader of the group.

7. **Acknowledgement of Funding**

DairyTas Board and the Dairy Australia must be acknowledged as the funding source on all publicity or promotional materials associated with the project.

8. **Agreement**

Approved applicants will be required to enter into a formal agreement with DairyTas Board Inc.

9. **Application Forms**

- Application forms are available from DairyTas Board.
- Application forms can be made available electronically.
- Hand-written applications will be accepted.

10. **Unexpended Grant Funds**

All unexpended grant funds remaining after the completion of a project must be returned to DairyTas Board.

11. **Further Assistance**

Groups requiring assistance to complete the application form or develop project management and reporting procedures are encouraged to contact the Executive Officer of DairyTas, Mr Mark Smith, as follows:

Telephone 64322233 Fax 64322277 Mobile 0438 300 955
Email dairytas@eburnie.com.au Address PO Box 1352, Burnie 7320