

Drought Ready and Resilient Fund

Example application form



Drought Ready and Resilient Fund

Example application form

Before you start...

Make sure you read the program guidelines provided on the RAA website.

When you're ready to start your application, you'll need to have the following on hand:

- Last three years' eligible primary production enterprise tax returns, balance sheets and financial statements of your farm enterprise (these include profit and loss statements, stock trading account and depreciation schedules)
- Last three years individual taxation returns and a current listing of all assets and liabilities held by each: Individual members/beneficiaries of a partnership/family trust and individual director(s)/shareholder(s) of all companies
- Local Government Area (LGA) rates notice and, if available, the Local Land Service (LLS) rates notice for property where the work is to be completed
- Signed mortgagee consent form from your existing mortgagee (if required)
- Farm Business Resilience Plan (or equivalent)
- Trust deed (if applicable)
- Monthly cash flow budget for the next 12 months.

Handy hints:

- If you have all documentation ready, the application should take approximately 30 minutes for you to complete.
- Ensure that your documents are scanned individually as they will need to be uploaded to specific sections throughout the form.
- Please note that the online form has file size restrictions (approx. 20MB total) – for each attachment please ensure the file size is 2.5MB or less to avoid submission issues.

Please note, the images provided in this document are examples only. Applicants may be required to provide additional information, depending on the selections they make.

If you need assistance with submitting your application, please contact the RAA on 1800 678 593 or email rural.assist@raa.nsw.gov.au.

Drought Ready and Resilient Fund

Example application form

About you

Page 1: Please complete the checklist to make sure you have all required documentation before starting your application. You should then enter your local government area and complete the declarations section.

Page: **1** 2 3 4 5 6 7 8 9 10 11 12 13 14

Save my progress and resume later | Resume a previously saved form

RAA - Drought Ready & Resilient Fund (DRRF)

[About You](#) > [Properties](#) > [Loan Requirements](#) > [Payment Details](#) > [Supporting Documents](#) > [Declaration](#)

You will be required to upload a number of documents during this application. Please ensure you have a digital copy of the following documents:

- Council Rates Notice
- Copy of Farm Business Resilience Plan (or equivalent) ([Download template here](#))
- Monthly Cash Flow Budget for the next 12 months (per individual) ([Download template here](#))
- Signed Mortgagee Consent Form (if applicable) ([Download template here](#))
- Trust Deed (if trust applying)
- Last 3 years Tax Returns & Financial Statements for your Farm enterprise
- Last 3 years individual Taxation Returns Individual members of a Partnership/ Family Trust and Individual Director(s)/Shareholder(s) of all Companies

I/We have read and understand the program guidelines. *

Yes No

I/we have at least one owner (sole trader, partner, shareholder or beneficiary) contributes part of their labour to the enterprise; and the enterprise has in at least one of the last three financial years, generated annual gross income (the total income earned before any tax deductions) from eligible primary production income of at least:

- \$75,000 and no more than \$5 million in total gross income; OR
- 50% of its gross income is from eligible primary production income, OR
- meets industry concession in section 4.1 f and 4.1g in the guidelines

I/we meet the conditions above *

Yes No

Do you foresee any change to your financial position in the next 12 months? (e.g., retirement, sale of business). If yes, please describe. *

Yes No

You are about to make an application for assistance from the NSW Government. Your application will be reviewed by our trained assessors. Applications are not auto-approved. False or misleading statements may be a criminal offence leading to penalties as well as causing delays in making payments to applicants who are in genuine need. *

I understand and wish to continue with this application

Next Page

Drought Ready and Resilient Fund

Example application form

About you

Page 2: Please indicate who is completing the application. If you are completing this application for yourself or your business, select 'Applicant' and proceed to the next page.

If you are completing this form on behalf of the applicant, please select the relevant third party category and enter your contact details.

Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#)

Save my progress and resume later | [Resume a previously saved form](#)

RAA - Drought Ready & Resilient Fund (DRRF)

[About You](#) > [Properties](#) > [Loan Requirements](#) > [Payment Details](#) > [Supporting Documents](#) > [Declaration](#)

Application detail

Who is completing this application? *

Applicant Rural Financial Counsellor

Accountant Family/Friend

Other

Please specify other *

Details of person completing this form

First Name *

Last Name *

Phone *

+61

Landline: +61298721111 / Mobile: +61417000000

Mobile

Mobile: +61417000000

Email *

Please note the RAA may seek permission from the applicant to discuss this application with you.

[Previous Page](#) [Next Page](#)

Drought Ready and Resilient Fund

Example application form

About you

Page 3: Please indicate if you have previously applied for assistance from the RAA.

You will also need to provide basic information about the borrowing entity, postal address for the borrowing entity, and primary contact details.

The postal address is linked to NSW Point – commence typing and select your address from the dropdown list. If you cannot find your address, select the 'I can't find my postal address' link and input manually.

Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#)

Save my progress and resume later | Resume a previously saved form

RAA - Drought Ready & Resilient Fund (DRRF)

[About You](#) > [Properties](#) > [Loan Requirements](#) > [Payment Details](#) > [Supporting Documents](#) > [Declaration](#)

Borrowing Entity

Have you previously applied for assistance from the NSW Rural Assistance Authority? *

Yes No

Entity Name *

ABN *

Include spaces, e.g. 12 312 312 312

Select the borrowing entity type *

Partnership

Company

Trust

Sole Trader

Postal Address

Address *

Start typing to search for your postal address

[I can't find my postal address](#)

Primary Contact

First Name *

Middle Name(s)

Last Name *

Date of Birth *

DDMMYYYY

Primary Phone *

+61
Landline: +61298721111 / Mobile: +61417000000

Mobile

Mobile: +61417000000

Email Address *

Confirm Email Address *

[Previous Page](#) [Next Page](#)

Drought Ready and Resilient Fund

Example application form

About you

Page 4, 5 or 6: Please provide the details for all people associated with the applying business.

The borrowing entity type selected on Page 3 About You will determine whether you add partner, director, shareholder, secretary, trustee or sole trader details.

A maximum of six individuals can be added to this form – additional individuals can be added by using the ‘Add another’ option at the bottom of this page.

The image displays three sequential screenshots of the RAA - Drought Ready & Resilient Fund (DRRF) application form, illustrating the data entry process for different roles.

Left Screenshot: Partnership details
This section is titled "Partnership details" and includes the instruction: "Please provide details of all partners. Up to 6 can be added by clicking on Add another partner". The form fields include:
- Full Name *
- Date of Birth * (format: DDMMYYYY)
- Email Address *
- Primary Phone * (format: +61 Landline: +61298721111 / Mobile: +61417000000)
- No. of dependents
Navigation buttons: "Previous Page" and "Next Page".

Middle Screenshot: Company details
This section is titled "Company details" and includes the instruction: "Please provide details of all directors. Up to 6 can be added by clicking on Add another Director". The form fields include:
- Relationship to Business * (radio buttons for Director, Secretary, Shareholder)
- Full Name *
- Date of Birth * (format: DDMMYYYY)
- Email Address *
- Primary Phone * (format: +61 Landline: +61298721111 / Mobile: +61417000000)
- No. of dependents
- Is this person an authorised signatory? * (radio buttons for Yes, No)
A link "Add another Director" is visible at the bottom right.
Navigation buttons: "Previous Page" and "Next Page".

Right Screenshot: Trust details
This section is titled "Trust details" and includes the instruction: "Please provide details of all trustees. Up to 6 can be added by clicking on Add another trustee". The form fields include:
- Please Select * (radio buttons for Individual, Company/Trust)
- Full Name *
- Date of Birth * (format: DDMMYYYY)
- Email Address *
- Primary Phone * (format: +61 Landline: +61298721111 / Mobile: +61417000000)
- No. of dependents
- Upload Trust deed * (button: "Choose file" | "No file chosen")
A link "Add another trustee" is visible at the bottom right.
Navigation buttons: "Previous Page" and "Next Page".

Drought Ready and Resilient Fund

Example application form

Properties

Page 7: Please provide details about your property or properties (if you do not have a 'Property Name' you can leave this field blank).

The property address is linked to NSW Point – commence typing and select your address from the dropdown list. If you cannot find your address, select the 'I can't find my postal address' link and input manually.

A maximum of three properties can be added to this form. Additional properties can be added by using the 'Add additional property' option at the bottom of the page.

Two properties can be added as security, please contact us if you wish to add more.

The Occupier ID is on your Local Land Services rates notice.

If you are the lessee you will be required to upload your lease agreement and the property owners details.

Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#)

Save my progress and resume later | [Resume a previously saved form](#)

RAA - Drought Ready & Resilient Fund (DRRF)

[About You](#) > [Properties](#) > [Loan Requirements](#) > [Payment Details](#) > [Supporting Documents](#) > [Declaration](#)

A maximum of 3 properties can be added in this application, to add more properties to your application, please contact the RAA at rural.assist@raa.nsw.gov.au or 1800 678 593. You can continue and submit your application before contacting the RAA.

Primary Property details

The property where work is to be carried out

Property Name

Address (NSW only) *

Start typing to search

[I can't find my property address](#)

What best describes the nature of your business on this property?

Start typing (e.g. Beef, Dairy) to see options

Area of property (ha) *

hectares (no decimal numbers)

Title Reference(s)

Can be found on the Rates Notice

Primary Property Occupier Type *
 Property Owner Lessee

Is the Primary property to be used as Security? *
 Yes No

Add an additional property holding or security? *
 Yes No

[Previous Page](#) [Next Page](#)

Drought Ready and Resilient Fund

Example application form

About you

Page 8: Please provide details of key stakeholders for this application (if not entered previously) or select none if there are no additional stakeholders.

If it is not the applicant submitting the application, third party authority will not be provided. Only the applicant can give permission for RAA to contact the stakeholders to obtain information regarding this application.

Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) **8** [9](#) [10](#) [11](#) [12](#) [13](#) [14](#)

Save my progress and resume later | [Resume a previously saved form](#)

RAA - Drought Ready & Resilient Fund (DRRF)

[About You](#) > [Properties](#) > [Loan Requirements](#) > [Payment Details](#) > [Supporting Documents](#) > [Declaration](#)

Stakeholders

Up to 4 can be added by clicking on [Add another stakeholder](#) *

- Accountant
- Advisor
- Other Bank / Financier
- Solicitor
- Rural Financial Counsellor

Organisation Name *

First Name *

Last Name *

Phone *

Landline: +61298721111 / Mobile: +61417000000

Mobile

Mobile: +61417000000

Email *

[Add another stakeholder](#)

[Previous Page](#) [Next Page](#)

Drought Ready and Resilient Fund

Example application form

Loan requirements

Page 9: Please select the eligible purpose type/s and the amount you expect to spend on each. You can add as many applicable purpose types as you need.

Please provide the requeeyour preferred loan terms on this page as well.

Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#)

Save my progress and resume later | Resume a previously saved form

RAA - Drought Ready & Resilient Fund (DRRF)

[About You](#) > [Properties](#) > [Loan Requirements](#) > [Payment Details](#) > [Supporting Documents](#) > [Declaration](#)

Loan Purpose

Please select the eligible purpose type/s and the amount you expect to spend on each.

Type *

Expected Amount

How much do you require for the selected resource type?

[Add another purpose type](#)

Please select other financial assistance received over the past 3 years? Pick any that apply *

- Bank or other lending organisation
- Commonwealth Farm Business Drought assistance loan
- Compensation (e.g. varroa mite)
- Family, friend or personal connection
- Farm Business Skills Professional Development subsidy
- Farm Household Allowance
- Landcare grant
- Natural disaster assistance (grant, loan, subsidy or rebate)
- Other
- None

Loan Amount

Total Estimated Expenditure (\$) *

Requested Loan Amount (\$)

Loan Terms

Please outline your preferred repayment terms *

Monthly Quarterly Half Yearly Annual

Full details of the proposed works *

Drought Ready and Resilient Fund

Example application form

Payment details

Page 10: Please provide the liabilities for all individuals associated to the business. You can add as many liabilities as you need by clicking "Add additional liabilities" at the bottom of the page.

Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) **10** [11](#) [12](#) [13](#) [14](#)

Save my progress and resume later | [Resume a previously saved form](#)

RAA - Drought Ready & Resilient Fund (DRRF)

[About You](#) > [Properties](#) > [Loan Requirements](#) > [Payment Details](#) > [Supporting Documents](#) > [Declaration](#)

Liabilities

Liabilities for all associated individuals should be added to this section. To add additional liabilities please select the 'Add additional'

Facility Type *

Lender *

Interest Rate *

Is this rate fixed or variable? *
 Fixed Variable

Balance Owing *

Repayment Frequency *

Repayment Amount *

Is your commitment interest only? *
 Yes No

[Add additional liabilities](#)

[Previous Page](#) [Next Page](#)

Drought Ready and Resilient Fund

Example application form

Payment details

Page 11: Please provide the business' average financial turnover, and assets held by the business and all associated individuals. You can add additional assets if needed.

Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) **11** [12](#) [13](#) [14](#)

Save my progress and resume later | Resume a previously saved form

RAA - Drought Ready & Resilient Fund (DRRF)

[About You](#) > [Properties](#) > [Loan Requirements](#) > [Payment Details](#) > [Supporting Documents](#) > [Declaration](#)

Assets and Financial Position

What is your average financial turnover (gross) per financial year *

\$0 - \$100,000

\$100,001 - \$250,000

\$250,001 - \$500,000

\$500,001 - \$1,000,000

\$1,000,001 - \$3,000,000

\$3,000,001 +

Total Water Access Licence(s) held

\$

Total Off Farm Assets *

\$

Total Other Real Estate

\$

Total Livestock and Commodities Value

\$

Total Plant, Machinery, and Motor Vehicles

\$

Total Cash at Bank / Farm Management Deposits

\$

Total Share Portfolio held / Co-Operative Shares

\$

Total Superannuation

\$

Did you want to add an additional (other) asset *

Yes No

Have you ever been bankrupt, assigned a liquidator, or are there any unsatisfactory judgements against you in any court? *

Yes No

[Previous Page](#) [Next Page](#)

Payment details

Page 12: Please provide your bank details for payment. The details provided in this section should be the applying business' own bank account details - we are unable to pay directly to third parties. Please upload the front page of a bank statement here.

Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) **12** [13](#) [14](#)

Save my progress and resume later | Resume a previously saved form

RAA - Drought Ready & Resilient Fund (DRRF)

[About You](#) > [Properties](#) > [Loan Requirements](#) > **Payment Details** > [Supporting Documents](#) > [Declaration](#)

Payment Details

Please provide the bank details that if approved you wish to receive payments to

Account Holder Name *	Bank/Credit Union Name *
<input type="text"/>	<input type="text"/>
BSB Number *	Account Number *
<input type="text"/>	<input type="text"/>

Upload front page of Bank Statement *

No file chosen

I/we agree to have payment for future goods and services supplied to the Department of Industry and Investment credited into the account above in accordance with creditor terms. *

Yes

[Previous Page](#) [Next Page](#)

Drought Ready and Resilient Fund

Example application form

Supporting documents

Page 13: You will be required to upload tax returns and financials so the RAA can determine primary production income.

Additional tax returns and financials can be added using the 'Add another tax return' option at the bottom of the page.

Please note that tax returns and financial documents can be quite large and there are constraints on the file size limitation for this form.

If you are experiencing issues uploading these documents, you can provide permission for the NSW RAA to contact your accountant directly to obtain them.

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14

Save my progress and resume later | Resume a previously saved form

RAA - Drought Ready & Resilient Fund (DRRF)

About You > Properties > Loan Requirements > Payment Details > Supporting Documents > Declaration

Upload Tax Return and Financial Statements

Please Upload:

- Last 3 years balance sheets and Financial Statements of your farm business. (These include Profit and Loss Statements, Stock Trading account and Depreciation schedules)

Note: Tax Assessment Notices are not acceptable

- Last 3 years individual Taxation Returns and a current listing of all Assets and Liabilities held by each:
 - Individual members of a Partnership/ Family Trust
 - Individual Director(s)/Shareholder(s) of all Companies

Note: In each of the above, each Director/Shareholder, etc. is to provide details including the source of income, if they are not primarily dependent on the business for their livelihood.

Please black out, hide or remove any Tax File Numbers from these documents.

Upload Tax Return and Financial Statements *

No file chosen

Please ensure file sizes are 2.5MB or less

Upload Cash Flow Statement and Monthly General Expenses

Upload Cash Flow Statement & Monthly General Expenses *

No file chosen

If you do not have one, download this template - Cash Flow Statement Template

Upload Farm Business Resilience Plan (or equivalent)

Do you have a documented farm business resilience plan or equivalent before applying for this loan? *

Yes No, I developed it for this application

In your Farm Business Plan, please address how the planned works will complement your plan and ensure the long-term productivity and profitability of the farm business.

Upload Farm Business Resilience Plan (or equivalent) *

No file chosen

If you do not have one, download this template - Farm Business Resilience Plan

Supporting Documentation

Please upload any other relevant documentation/information

Do you want to provide any supporting documentation? *

Yes No

Additional Comments

Any comments about your application you would like the Assessment Officer to know

Drought Ready and Resilient Fund

Example application form

Declaration

Page 14: You must read and agree with the declarations to be able to submit your application.

Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) **14**

Save my progress and resume later | [Resume a previously saved form](#)

RAA - Drought Ready & Resilient Fund (DRRF)

[About You](#) > [Properties](#) > [Loan Requirements](#) > [Payment Details](#) > [Supporting Documents](#) > **Declaration**

General Statement*

Not providing the information requested in this application or providing false or misleading or incomplete information may impact on the ability of the Authority to accurately assess your application. Failure to provide such information may result in the Authority refusing your application.

Any person who knowingly and with intent to defraud the Authority or another person, files an application for assistance containing any materially false information or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent act, which is a crime under the *Crimes Act 1900* and subjects the person to criminal penalties.

Privacy Collection Notice*

The information in this application is provided voluntarily and is being collected by the NSW Rural Assistance Authority ("the Authority") for purposes related to the administration of the scheme of assistance under which you have applied, including the assessment of the effectiveness of the scheme. This may involve disclosing the information in this application to a third party engaged by the Authority or to either State or Commonwealth government agencies. The Authority will supply you with details of those parties that the Authority has disclosed information to if you apply to the Authority in writing. Information regarding this application may also be discussed and exchanged by the Authority with the authorised nominated contact persons listed by you as part of your application.

The Authority agrees to take all reasonable measures to ensure that the personal information collected by the Authority is stored securely.

You may access or correct your personal information by contacting the Authority by telephone on 1800 678 593 (toll free) or by writing to: Manager Administration, NSW Rural Assistance Authority, Locked Bag 23, ORANGE, NSW, 2800. Calls to "1800" numbers from your home phone are free. Calls from public phones and mobiles may be timed and attract charges.

Your Statement*

I understand and declare that:

1. I have read, understood and will comply with the scheme guidelines.
2. The information I have provided in this application is true and correct.
3. If I am applying on behalf of a partnership, trust or corporation, I have the authority to make this application on its behalf.
4. The applicant of this application meets the eligibility criteria for an eligible business in accordance with the scheme guidelines.
5. I will be required to repay any overpayment or any misappropriate payment (not paid in accordance with the scheme) that I receive from the Authority as a result of my application.
6. I may be required to provide to the Authority my personal tax returns in addition to financial information for all business entities with which I have a formal interest including companies, partnerships, trusts and self-managed super funds.
7. The invoices claimed under this application have not been recovered through insurance or used to secure any other government funding and I have not been reimbursed for these invoices in the past.
8. I authorise the Authority to discuss this application with relevant private/public authorities, financial lending institutions and accountants, including my nominated financial counsellor/advisor and my nominated contact person. If required, I will provide documents from the relevant party, including any third-party authorities to permit the Authority to do this.
9. The Authority may share information provided in this application with other NSW or Commonwealth Government agencies for the purpose of coordinating the administration and assessment of related Government programs.
10. The Authority may use and provide the information from this application to a third party engaged by the Authority for the purposes of assessing the effectiveness of the scheme.
11. Any assistance received under this scheme will be applied in accordance with the scheme guidelines and the Authority may conduct an audit or inspection, or seek verification through official third parties as needed.
12. The Authority can make relevant enquiries to ensure I receive my correct entitlement.
13. I will seek independent financial advice to understand the taxation implications of assistance granted to me, if needed.
14. Statistics will be collected and analysed in such a way as to protect my anonymity.
15. I agree to provide feedback in relation to this scheme.
16. I have obtained/will obtain all required work approvals and permits prior to commencing work, and I understand the need for any development to be ecologically sustainable, in accordance with the Rural Assistance Act 1989 (NSW). If requested, I will provide evidence of these approvals and permits to the Authority.

Do you agree to the Terms and Conditions? *

I agree

Do you consent to you providing my details to the local Rural Financial Counselling Service (RFCS) or recovery services offered by the Commonwealth or NSW Governments who may contact me to arrange an appointment? *

Yes No

Thank you for completing the Drought Ready & Resilient Fund Application.

Please check "I agree" in order to submit your application.

[Previous Page](#)

[Submit](#)

Submission Confirmation

Submission Successful

Thank you for your submission.

Your case number has been provided in an email to the email address supplied.

You will be notified throughout the application process.

Your application is now complete. In order to improve the customer experience moving forward, please take a moment to complete a short optional survey. If you do not wish to provide feedback, please close this window.

How did you hear about this program?

Please select...

How easy or difficult was it to complete the application?

- Very easy
- Easy
- Neutral
- Difficult
- Very difficult

Did you find the following features helpful in completing your application?

Website

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- Not Applicable

Guidelines

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- Not Applicable

You should receive a 'Submission Successful' message once you've completed and submitted your application. You will also receive an email with confirmation of receipt and your application case number.

All applicants are asked to complete a short options survey to help us improve our customer service going forward. The survey is not mandatory.