

# Drought Infrastructure Fund

## Example application form

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### 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:

- Signed Mortgagee's Consent Form from your existing mortgagee (if applicable)
- Balance sheets and financial statements of your farm enterprise for the past 3 years (including profit and loss statements, stock trading account and depreciation schedules)
- Individual taxation returns for the past 3 years and a current listing of all assets and liabilities held by all individual members of a partnership/family trust and individual director(s)/shareholder(s) of all companies
- Farm Business and Risk Assessment Plan
- Trust deed (if applicable)
- Monthly cash flow budget for the next 12-month period
- Current Local Government Area (Council) rates and Local Land Services rates notice(s) for property(s) where the work is to be completed

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](mailto:rural.assist@raa.nsw.gov.au).



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## Example application form

### Section: 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](#)

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 & Risk Assessment Plan (insert template)

☐ Monthly Cash Flow Budget for the next 12 months (per individual)

☐ Signed Mortgagee Consent Form (if applicable)

☐ 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

Do you receive the majority (>50%) of your Gross income from Primary Production under normal seasonal circumstances OR meet industry concessions in section 9.9 in the [guidelines](#)? \*

☐ Yes ☐ No

I do not have gross off-farm assets exceeding \$5 million, excluding funds in a registered super fund. \*

☐ 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

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## Example application form

### Section: 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](#)

[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

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## Example application form

## Section: 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.

### 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 \*

DD/MM/YYYY

Primary Phone \*

+61

Landline: +61298721111 / Mobile: +61417000000

Mobile

Mobile: +61417000000

Email Address \*

Confirm Email Address \*

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### Section: About You

**Pages 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 overlapping form panels, each with a title bar and a 'Please provide details of all [role]. Up to 6 can be added by clicking on **Add another [role]**' instruction.

- Trust details:** Includes a 'Please Select' section with radio buttons for 'Individual' and 'Company/Trust'. Fields include 'Full Name \*', 'Date of Birth \*', 'Email Address \*', 'Primary Phone \*' (with a '+61' prefix and landline/mobile labels), and 'No. of dependents'. At the bottom is an 'Upload Trust deed' section with a 'Choose file' button and 'No file chosen' text.
- Company details:** Includes a 'Relationship to Business' section with radio buttons for 'Director', 'Secretary', and 'Shareholder'. Fields include 'Full Name \*', 'Date of Birth \*', 'Email Address \*', 'Primary Phone \*' (with a '+61' prefix and landline/mobile labels), and 'No. of dependents'. At the bottom is a question 'Is this person an authorised signatory?' with 'Yes' and 'No' radio buttons.
- Partnership details:** Fields include 'Full Name \*', 'Date of Birth \*', 'Email Address \*', 'Primary Phone \*' (with a '+61' prefix and landline/mobile labels), and 'No. of dependents'. At the bottom right is an 'Add another Partner' link.

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## Example application form

### Section: 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.

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](mailto:rural.assist@raa.nsw.gov.au) or 1800 6778 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

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### Section: 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.

#### Stakeholders

Please provide details of key stakeholders for this application if not entered previously or click checkbox if there are no additional stakeholders

☐ No Stakeholders to add

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**

Does the applicant give permission for RAA to contact this stakeholder to obtain information regarding this application? \*

☒ Yes ☐ No



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### Section: 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 your preferred loan terms on this page as well.

#### 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](#)

#### Loan Terms

Preferred loan term (years) \*

  
Maximum 20 years  

Please outline your preferred repayment terms \*

☐ Monthly ☐ Quarterly ☐ Half Yearly ☐ Annual

Total estimated cost of works (ex GST) \*

  

Full details of the proposed works \*

  

Amount of loan required

  
Use of Resources Total must be more than \$50,000 and not exceed \$1,000,000

## Section: Liabilities

**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.

### Liabilities

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

Facility Type \*

Please select...

Lender \*

Interest Rate \*

Is this rate fixed or variable? \*

☐ Fixed ☐ Variable

Balance Owning \*

\$

Repayment Frequency \*

Please select...

Repayment Amount \*

\$

Is your commitment interest only? \*

☐ Yes ☐ No

Add additional liabilities

### Section: Assets and Financial Position

**Page 11:** Please provide the business' average financial turnover, and assets held by the business and all associated individuals. You can 2 add additional assets if needed.

#### 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

### Section: 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.

#### 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 ☐ No

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### Section: 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.

#### 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

[Add another Tax Return or Financial Statement](#)

#### 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 and Risk Assessment Plan

Upload Farm Business and Risk Assessment Plan \*

No file chosen

If you do not have one, download this template - [Farm Business and Risk Assessment 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



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### Section: Declaration

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

#### 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 am authorised to do so and I am applying on its behalf.
4. The applicant of this application meets the eligibility criteria for the scheme as set out in the scheme guidelines.
5. I will be required to repay any overpayment or any misappropriation of funds (in accordance with the scheme) that I receive from the Authority as a result of this application.
6. I may be required to provide to the Authority my personal tax return information for all business entities with which I have a formal interest, including partnerships, trusts and self-managed super funds.
7. The invoices claimed under this application have not been received from any other government funding and I have not been reimbursed for any such invoices in the past.
8. I authorise the Authority to discuss this application with relevant financial lending institutions and accountants, including my nominated contact person. If required, I will provide documents to the Authority, including any third-party authorities to permit the Authority to do this.
9. The Authority may share information provided in this application with Commonwealth Government agencies for the purpose of coordination and assessment of related Government programs.
10. The Authority may use and provide the information from this application 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 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.

☐ I agree

#### 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 NSW Rural Assistance Authority ("the Authority") to accurately assess this application. Failure to provide such information may result in the Authority refusing the 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* (NSW) and subjects the person to criminal penalties.

#### Privacy\*

The information in this application is provided voluntarily and is being collected by 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 nominated contact persons listed by you in this 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.

## 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.