



#### **Drought Infrastructure 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:

- 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:

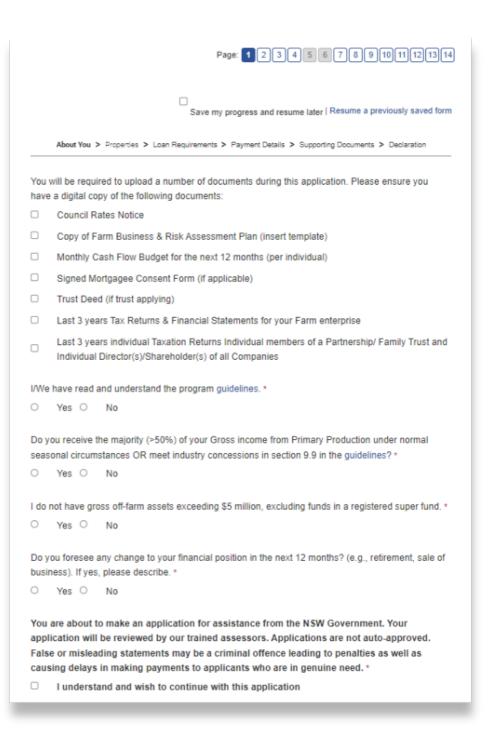
- If you have all documentation ready, the application should take approximately 30 minutes for you to complete.
- Ensure that your documents are scanned <u>individually</u> as they will need to be uploaded to specific sections throughout the form.
- Please note that the online form has file size restrictions (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 <a href="mailto:rural.assist@raa.nsw.gov.au">rural.assist@raa.nsw.gov.au</a>.

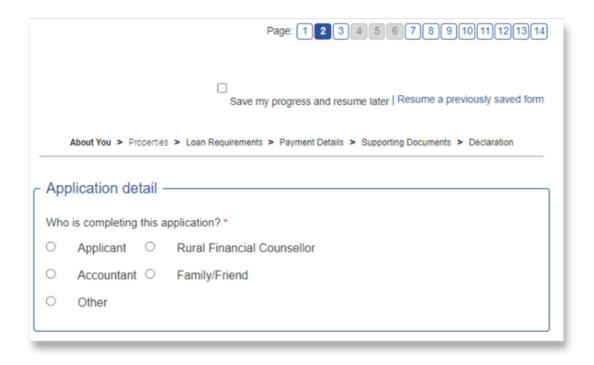
### Section: About you

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.



#### **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.

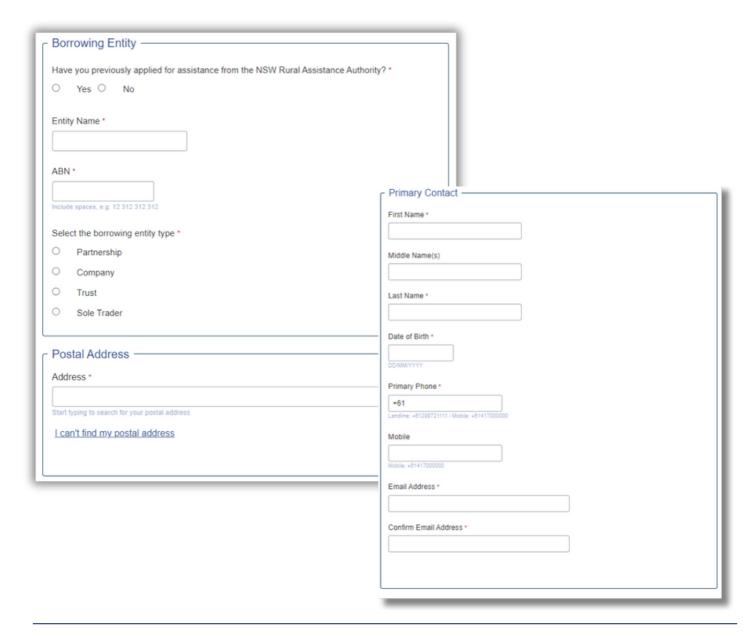


#### **Section: About you**

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.

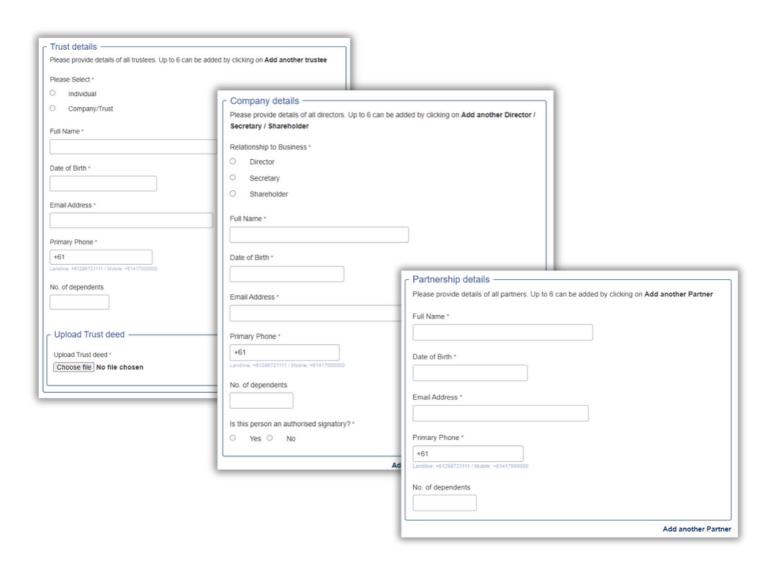


#### **Section: About You**

**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.



#### **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.

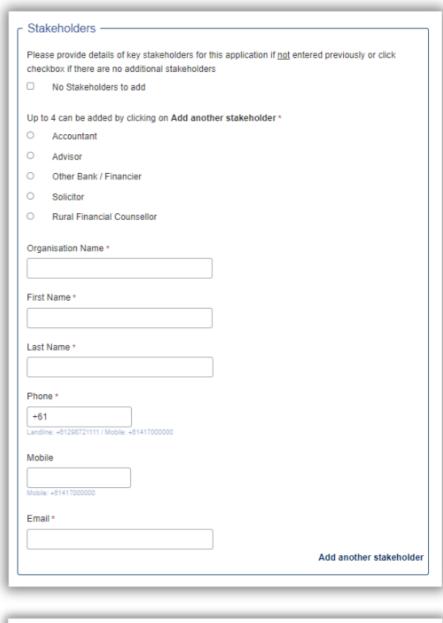
If you are the lessee you will be required to upload your lease agreement and the property owners details.

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 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	
Lcan't find my property address	
What best describes the nature of your business on this property?  Q  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 *	
O Property Owner O Lessee	
Is the Primary property to be used as Security? *  O Yes O No	

#### **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.



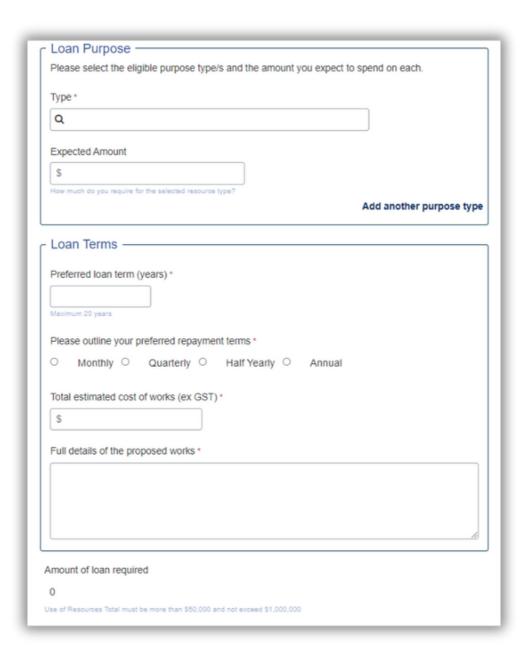
Does the applicant give permission for RAA to contact this stakeholder to obtain information regarding this application? \*

Pres O No

#### **Section: Loan Requirements**

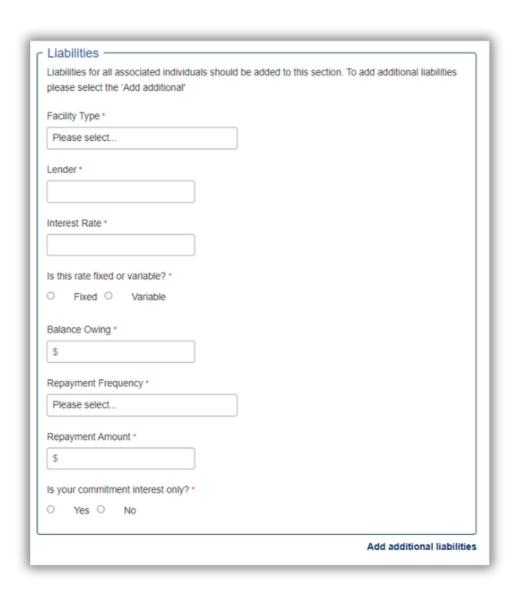
**Page 9:** Please select the eligible purpose type/s and the amount you expect to spend on each. You can add as many applicable purpose types as you need.

Please provide your preferred loan terms on this page as well.



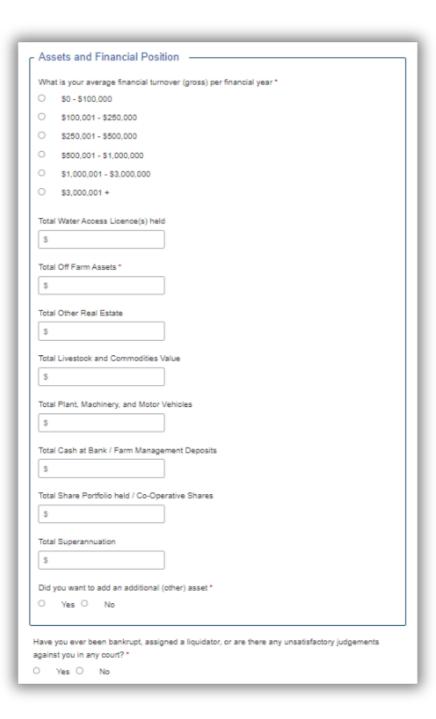
#### **Section: Liabilities**

**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.



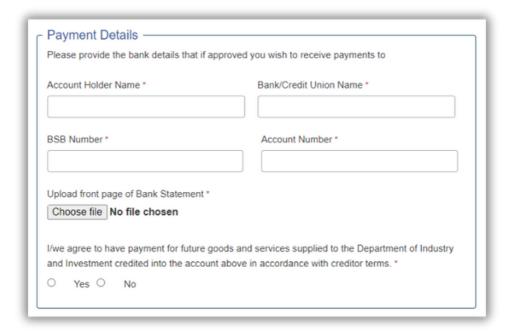
#### **Section: Assets and Financial Position**

**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.



### **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.



# 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.

### 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 · 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 \* Choose file 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\* Choose file No file chosen If you do not have one, download this template - Cash Flow Statement Template

Upload Tax Return and Financial Statements

Uploa	ad Farm Business and Risk Assessment Plan  ad Farm Business and Risk Assessment Plan  bose file No file chosen
If you	u do not have one, download this template - Farm Business and Risk Assessment Plan
Sup	pporting Documentation —
Pleas	se upload any other relevant documentation/information
Do yo	ou want to provide any supporting documentation? *
0	Yes ○ No
Addit	tional Comments
Any co	omments about your application you would like the Assessment Officer to know

### Drought Infrastructure Fund

Example application form

#### **Section: Declaration**

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

#### Your Statement<sup>a</sup>

I understand and declare that:

- I have read, understood and will comply with the scheme guident.
- 2. The information I have provided in this application is true and
- If I am applying on behalf of a partnership, trust or corporation application on its behalf.
- The applicant of this application meets the eligibility criteria for with the scheme guidelines.
- I will be required to repay any overpayment or any misappropriaccordance with the scheme) that I receive from the Authority as a
- I may be required to provide to the Authority my personal tax r
  information for all business entities with which I have a formal intere
  partnerships, trusts and self-managed super funds.
- The invoices claimed under this application have not been rec to secure any other government funding and I have not been reimb past.
- I authorise the Authority to discuss this application with releval financial lending institutions and accountants, including my nominal my nominated contact person. If required, I will provide documents including any third-party authorities to permit the Authority to do this
- The Authority may share information provided in this application
   Commonwealth Government agencies for the purpose of coordinate assessment of related Government programs.
- The Authority may use and provide the information from this a by the Authority for the purposes of assessing the effectiveness of
- Any assistance received under this scheme will be applied in a guidelines and the Authority may conduct an audit or inspection, or third parties as needed.
- The Authority can make relevant enquiries to ensure I receive my correct entitlement.
- 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.

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#### 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**

	r case number has been provided in an email to the email address supplied. will be notified throughout the application process.	
You	will be notified throughout the application process.	
our application is now complete. In order to improve the customer experience moving forward, ease take a moment to complete a short optional survey. If you do not wish to provide feedback, ease close this window.		
How	did you hear about this program?	
Ple	ase select	
How	easy or difficult was it to complete the application?	
О	Very easy	
О	Easy	
С	Neutral	
О	Difficult	
О	Very difficult	
	you find the following features helpful in completing your application?	
С	Very Satisfied	
О	Satisfied	
О	Neutral	
О	Unsatisfied	
О	Very Unsatisfied	
С	Not Applicable	
Guio	delines	
С	Very Satisfied	
О	Satisfied	
	Neutral	
О	Trout at	
0	Unsatisfied	

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.