

Project Proposal Pro-Forma

**Australian International Trade & Transport Industry
Development Fund Ltd (AITTIDF)
ACN 155 126 266**

Table of Contents

A.	PURPOSE OF THE AITTIDF PRO-FORMA	3
B.	PURPOSE OF AITTIDF	3
<i>B1.</i>	<i>Excluded from Funding</i>	<i>3</i>
C.	PROJECT PROPOSALS.....	3
<i>C1.</i>	<i>Management Summary.....</i>	<i>3</i>
C2.	BACKGROUND	4
C3.	OBJECTIVES OF THE PROPOSAL	4
C4.	PROJECT CONSULTATION	4
C5.	BENEFITS TO INDUSTRY	5
C6.	CONSTRAINTS.....	5
C7.	RISKS	5
C8.	COST STATEMENT.....	5
<i>C8.1.</i>	<i>Project Funds Description</i>	<i>5</i>
<i>C8.2.</i>	<i>Follow on Costs.....</i>	<i>6</i>
C9.	INTELLECTUAL PROPERTY	6
C10.	PROJECT MANAGEMENT AND MAJOR MILESTONES/DELIVERABLES	6
D.	PROJECT PROPOSAL - SUBMISSION PROCEDURES	7
<i>D1.</i>	<i>Submission.....</i>	<i>7</i>
<i>D2.</i>	<i>Distribution.....</i>	<i>8</i>
<i>D3.</i>	<i>Decision Making Process</i>	<i>8</i>
<i>D4.</i>	<i>Publication of Funded Projects</i>	<i>8</i>

AITTIDF - Project Proposal Pro-Forma

A. Purpose of the AITTIDF Pro-Forma

The purpose of this document is to outline the essential areas in any proposal submitted to the AITTIDF Board requesting funding from AITTIDF.

B. Purpose of AITTIDF

The purpose of AITTIDF is to provide grants to Australian international trade and transport industry participants to promote, support, advance and enhance:

- i. e-commerce projects in Australia which benefit the commercial, operational, legislative and regulatory processes supporting Australia's International Trade and Transport Industry;
- ii. projects in Australia to facilitate Australia's international trade with its trading partners;
- iii. projects in Australia that encourage more efficient international supply chain solutions; and
- iv. projects in Australia aimed at measurably increasing the level of skills and training in the international trade and transport industry including participants in that industry.

The purposes of the Company are limited to those purposes contained in section 50-40 of the Tax Act.

Proposals must contain a clear statement that the submission complies with the relevant Approved Purposes and list how the project complies.

B1. Excluded from Funding

Capital items and administrative infrastructure are excluded from project funding.

C. Project Proposals

Details required of applications from organisations, trusts or institutions within the defined participation of Australia's Trade and Transport Industries.

C1. Management Summary

A summary of the Project Proposal is required. The summary is to include details of applicant's organisation including ABN, Structure, year established & contact details, if an association, membership details are also required.

Describe the project in general terms, placing it in an International Trade and Transport Industry context with specific reference to the Industry sectors favourably impacted. Summarise the project costs, key benefits and time scale.

Clearly indicate the sectoral organisations consulted. Focus upon business issues (rather than technical). Indicate method & financial beneficiaries to progress project if successful.

Internal upgrades of current administrative infrastructure or capital items will not qualify as Grant expenditure.

Please provide information on any other funding applications (current or prior) for the project. Please note that this is not prejudicial to the ITDF funding application.

C2. Background

Outline the events that initiated this project. Refer to documents if required.

C3. Objectives of the Proposal

List exactly what will be achieved by the project.

Special attention should be paid as to how the objectives can be demonstrated or measured. Such statements as “improve quality of services” should be avoided. Rather, focus on turnaround time, defect rates, lower unit costs, accuracy of information etc.

Also, “adoption of new technologies” is not sufficient. Be specific for example; lower maintenance costs, increased positioning, improved flexibility, specifically meeting external demands.

The objectives of the Project must comply with the Approved Purposes; the submission must document how the objectives comply with the Approved Purposes.

C4. Project Consultation

Detail the project stakeholder consultation undertaken in formulating the proposal:

- Stakeholder identification
- Assessment of Stakeholder commitment to the project

Clearly demonstrate that the stakeholders, after having been consulted on the project, are in fact committed to utilising the outcome, by way of appropriate letters of industry support. Advise if any other funding from any other source is being provided.

C5. Benefits to Industry

Since the purpose of AITTIDF is to provide demonstrable benefit to Industry, these benefits, tangible as well as intangible, need to be clearly identified and comprehensively documented.

Benefits must result from all of the principal stakeholders to justify the approval of funding.

C6. Constraints

What are the current impediments to a successful project completion? A major constraint that needs careful consideration is the ability of industry to carry out any work necessary for them to utilise the outcomes of the Proposal.

Other constraints could include: knowledge, skills, management commitment, external suppliers, time, resources, money, ill defined problem, scope too broad, technology, stakeholder agreement, vested interest, etc.

C7. Risks

Have any specific risks been identified at this early stage. Consider previous attempts at this endeavour and any pitfalls identified.

State the impact of project cancellation, overrun or failure.

Provide a risk assessment mitigation plan for the project.

C8. Cost Statement

There are two parts to the cost statement. The first must detail the funds that the Project is seeking from AITTIDF. In addition and for completeness, details of any follow on costs to be borne by community users when they make use of the Project results must be provided.

C8.1. Project Funds Description

A full statement of the exact Project funds being requested must be included. All major expenditure areas should be listed ie:

- People resources by category (consultant, design, programming etc).
- Equipment resources by type.
- Reasonable travel and accommodation expenditure eg economy class airfare.
- Other direct costs - printing, stationary, software etc.
- Proposed terms of payment, note that payments should be based on the completion of milestones or deliverables.

An example of funding detail is below; the table could provide estimated rates for contractors based on hourly/daily rates, development costs, breakdown of travel etc.

Project Title	Estimated Time	Rates	Total
Description of item	Days/weeks/ etc		
Description of item			
Total			

The AITTIDF will not make prepayments for approved projects. Payments will only be made on the completion of milestones or deliverables.

The cost statement should also be split up into the major milestone events listed at C10 below.

C8.2. Follow on Costs

Where the end result of the Project proposed is a new service for use by certain sectors of Industry, then the ongoing costs to the user must be quantified. Such items as:

- Software license charges.
- Software integration.
- Additional equipment requirements.
- Communications charges.
- Training requirements.
- Transaction charges.

C8.3. Costs Excluded from Project Submissions

Project applicants will not be reimbursed for any costs involved in the development or a project submission or for any additional costs involved in providing the Board further information.

C9. Intellectual Property

Where the Proposal involves the creation of new Intellectual Property that in essence will be created as a direct result of the provision of AITTIDF monies, clearly state who will be the beneficiary, and under what terms, of this IP.

C10. Project Management and Major Milestones/Deliverables

The proposal must include a précis of how the project will be managed, who is the responsible Project Manager (Company and individual) and the key project resources to be utilised (staff, consultants or sub-contracted suppliers).

Also required is a schedule of the key milestone events complete with deliverables, target completion dates and required progress payments.

The level of detail and method of presentation should be commensurate with the size and complexity of the Project Proposal.

An example of milestones would be:

Project Title	Description	Anticipated Date
Milestone 1	Completion of Stage 1 - 30% of Funding	31 December 2012
Milestone 2	Completion of Stage 2 – 30% of Funding	31 March 2013
Milestone 3	Completion of Project – Launch to industry	30 June 2013

Management will include exact financial records of income and expenditure in the financial account of the project, supported by documentation maintained for 7 years.

Written Progress Reports are to be submitted at the completion of each milestone. Please note that payments will not be made until the milestone reports are received.

The Board must be advised and approval sought if milestones are not going to be met and need to be amended. Failure to advise the Board and obtain approval may result in the cancellation of the Funding Deed.

Audited financial statements of the project provided by a qualified accountant must be supplied at the end of each financial year until project completion.

Any expenditure found to be outside the grant approval and conditions will be refundable to AITTIDF within 30 days of a demand notice issued by AITTIDF.

D. Project Proposal - Submission Procedures

D1. Submission

A Proposal must include a signed statement that the applicant has read and understood the terms and conditions. The secretariat will check the Proposal for conformity to the Proposal Pro-forma. Proposals that do not conform to the Proposal pro-forma will be returned to applicants detailing areas of non conformity and required enhancement. Proposal will not be submitted to the Board until they conform to the Pro-forma.

The Project Proposal should be submitted to the AITTIDF Secretariat via email as follows:

AITTIDF Ltd Secretariat
PO Box 1185
Ashfield NSW 1800

Tel: 0411 282 157
[email](mailto:secretariat@itdfund.org.au) : secretariat@itdfund.org.au

D2. Distribution

The Secretariat will distribute copies of the Project Proposal to AITTIDF Directors for consideration. Unless further information is requested or a full presentation is required, the Directors will normally make their decision to accept or reject the proposal within 2 calendar months of receipt.

D3. Decision Making Process

Full details of AITTIDF, the Procedures and decision making process are available upon request from the Secretariat.

D4. Publication of Funded Projects

AITTIDF reserves the right to publish in any form, including on its website, information regarding projects AITTIDF has funded including project reports and any other pertinent information.

Australian International Trade & Transport Industry Development
Fund Limited ACN 155 126 266
Trading as ITDF