Application Form for the use of

Banka Banka West Station and Tourist Park

Part A

Proposal Instructions

**PLEASE READ THE BELOW INSTRUCTIONS IN THE PREPERATION OF YOUR PROPOSAL**

*Your proposal will be assessed competitively, please read and follow the instructions when completing this form to ensure you are eligible and your proposal includes all necessary information.*

* Please review the EOI Brief, Property Information and attachments for essential background information, prior to the development of your proposal.
* Proposals must address all questions raised in the selection criteria. The questions posed are aligned to the selection criteria and will assist to inform your proposal.
* Your proposal can be presented in any form that addresses all selection criteria; includes all requested attachments and with this document as a cover page.
* While there is no word limit, your responses are to be concise and relevant to the questions asked with any evidence provided to support your claims.
* ILSC reserves the right to request further information from applicants to progress or eliminate proposals from this process.
* If your proposal is successful, the applicant will be required to enter into agreements with the ILSC; including the requirement to provide ongoing reports demonstrating the benefits to Aboriginal and Torres Strait Islander people through the operations of the property.

**How to submit your application**

Completed application forms should be sent with supporting documentation via email to [ella.agius@yanun.com.au](mailto:ella.agius@yanun.com.au) by the closing date 29 May 2023.

**How we will assess your application:**

The Expression of Interest (EOI) is a competitive process. The assessment process involves your EOI being assessed by a panel against each of the assessment criteria below and against the submissions of other applicants.

|  |  |
| --- | --- |
| **Mandatory Criteria** |  |
| Are you an Indigenous business (an Indigenous corporation or Indigenous controlled entity)?  Do you have a connection to Country? |  |
| **Weighted Criteria** |  |
| **Opportunities and Outcomes**  What is the need/opportunity, how will this be addressed, and what outcomes will be delivered as a result? | 20% |
| **Project Viability**  Will the proposed activities have sufficient funds and resources to meet its operating requirements and therefore deliver the projected outcomes? | 15% |
| **Capacity and Capability**  Does your business have prior relevant experience? Can you effectively demonstrate the ability to manage, implement, monitor and report on the project?  Part of the agreement will involve working with the Banka Banka West Steering Committee. Can you demonstrate the ability to work with Aboriginal communities, build working relationships and support and collaborate with the Banka Banka Steering Committee? | 20% |
| **Financial Health**  Does your business and proposal demonstrate the ability maintain sound financial performance and position over the long-term to ensure project outcomes are sustained? | 20% |
| **Proposed Arrangement**  What is your proposal to enter into the agreement with the ILSC? | 25% |
| **Total** | 100% |

**Terms and Conditions of the Expression of Interest Process**

The Indigenous Land and Sea Corporation (ILSC) reserves the right to:

1. Vary the process and timetable relating to this process in its absolute discretion;
2. Vary the terms of the Expression of Interest;
3. Cease the Expression of Interest process;
4. Accept or reject any proposals, whether they are compliant or not;
5. Seek additional information or clarification from applicants;
6. Select and negotiate with more than one applicant; or
7. Cancel, add to or amend the information, requirement, terms, procedures or processes set out in this Expression of Interest.

Neither the issue of this Expression of Interest by the ILSC nor any response to it by any party will commit, obligate or otherwise create a legal relationship between the ILSC or its wholly owned subsidiaries and that party. An appropriate and plain-language agreement will be negotiated with the successful party.

**PLEASE COMPLETE ALL ELEMENTS OF THE CHECKLIST BELOW BEFORE SUBMISSION**

*If you need additional assistance with completing your application, please contact Ella Agius. If your application is incomplete when submitted, it may not be* *considered.*

PLEASE COMPLETE CHECKLIST BEFORE SUBMISSION

|  |  |
| --- | --- |
|  | **Have you** Completed Application Form Part A (this checklist) |
|  | **Have you** Completed Application Form Part B |
|  | **Have you** Completed Application Form Part C |
|  | **Have you** answered ALL the relevant questions in this application |
|  | **Have you** attached your supporting document? Are they titled and referenced where appropriate |
|  | A - Certificate of Incorporation  *A certificate of incorporation (also known as a certificate of registration) is a legal document issued by the Australian or State government which certifies your company is registered to trade.* |
|  | B – Constitution or rule book and membership list  *A governing document called a ‘constitution’ or ‘rules’ that sets out the roadmap for how the association will operate. It is a legal requirement that an organisation and its members follow the rules of the organisation.*  *Membership list is a list of all the members in your organisation.* |
|  | C – Relevant plan (if applicable) e.g. strategic plan/business/feasibility/property management  *A document of what your proposed plan is for the use of the property (a strategic plan/business/feasibility/ property management plan, etc).* |
|  | D – Risk Management plans  *A document that presents risks regarding this project, how to deal with specific risks and what management actions must be taken against those risks in order to mitigate or remove threats to the project and outcomes.* |
|  | E – Cash flow forecast and evidence of financial/in-kind support from other partners/funders (if applicable)  *To show any financial modelling and scenario planning over the project life cycle and any evidence of financial/in-kind support from other partners/funders.* |
|  | F - Evidence of formal project partnership arrangements (if applicable)  *A partnership is a formal arrangement by two or more parties to manage and operate a business and share its profits. A business/project partnership agreement is a document that outlines business operations, ownership stakes, financials and decision-making details*. |
|  | G - Key staff and contractors’ CVs  *A Curriculum vitae or resume is a short, written summary of a person's career, qualifications, education and references.* |
|  | H – Financial Statements (profit & loss; balance sheets) for the last two years (audited if available)  *Audited financials include a signed statement from the auditor (a certified public account), saying that the financial statements present fairly the results, financial position, and cash flows of the issuing entity.* |
|  | I – Copy of your most recent annual report (if applicable)  *An annual report is a comprehensive report detailing a company's activities throughout the preceding year. Its purpose is to provide users, such as shareholders or potential investors, with information about the company's operations and financial performance.* |
|  | J – Evidence of relevant insurance (property, contents, public liability and workers compensation)  *Any relevant information on property, contents, public liability and workers compensation.* |