



# Direct Sale of Land Eligibility Application

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## Community

**NAME OF APPLICANT:**

**DATE OF APPLICATION:**

Date Received (office use):

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**Disclaimer**

This material is provided as guidance for applicants and no undertaking or representation is made that an applicant would be eligible for the grant of land by answering the questions in the attached forms or following the procedures herein. Applicants should consult the relevant legislation and where appropriate, obtain their own legal advice.

## Section A Instructions



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Complete and submit this Direct Sale of Land Eligibility Application to the Economic Development Directorate (EDD) to find out if you are eligible to apply for a direct sale of land for community use. Part of your application requires that you make a relevant business case for your proposal, to provide justification for a direct sale of the land rather than a sale by other means. This form is designed to help you communicate your business case. For this reason, it is essential that you fill in all sections as directed and attach all supporting evidence that is requested.

For more information on the direct sale of land process, go to the EDD website [www.economicdevelopment.act.gov.au](http://www.economicdevelopment.act.gov.au)

### Completing Your Eligibility Application

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- READ** Read the Eligibility Application taking note of the symbols:
-  → Denotes supporting documentation that you are required to attach;
  -  → Denotes that you may need help from a property professional; and
  - H** → Denotes that you should go to the *Help Section* at the end of this document for information on relevant legislation and links.
- COMPLETE** Complete all sections of the eligibility application. Follow the questions in sequential order unless directed otherwise. *Note: If a section is 'not applicable' to your application this must be stated.*
- ATTACH** Attach all relevant documentation that is requested. Please note that if at any point you do not have enough room to list all that is required, please attach the information and mark this clearly on your application.
- SIGN** The Statutory Declaration must be completed by the person authorised to represent the applicant and that person's name, address and occupation must be stated.
- SUBMIT** Submit your completed application (**one hard copy** and **one disk copy** saved in PDF format) and your supporting documentation (one hard copy of each).

### Submitting Your Application

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**By mail** Director, Sustainable Land Strategy  
Economic Development Directorate  
GPO Box 158  
CANBERRA CITY ACT 2601

**In person** Director, Sustainable Land Strategy  
Economic Development Directorate  
Level 6, Transact Building  
470 Northbourne Avenue  
DICKSON ACT

### Enquiries

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Contact Direct Sales, Sustainable Land Strategy, Economic Development Directorate on:  
(02) 62051632

## Section B Your Details

### Applicant Details

- 1 Enter the applicant details (the name in which the lease will be granted) for your community organisation.

<b>Organisation name</b>	
<b>ABN</b>	
<b>Address</b>	
<b>Phone number</b>	
<b>Email</b>	

### Directors, Board and Committee Members

- 2 Enter the full names, addresses and occupations of all directors, board members and/or committee members.

<b>Name</b>	
<b>Position</b>	
<b>Business address</b>	

<b>Name</b>	
<b>Position</b>	
<b>Business address</b>	

<b>Name</b>	
<b>Position</b>	
<b>Business address</b>	

### Representatives

- 3 Enter the contact details for a primary and a secondary contact who will act as your representative during the direct sale of land process.

#### PRIMARY REPRESENTATIVE

<b>Name</b>	
<b>Position</b>	
<b>Phone number</b>	
<b>Address</b>	
<b>E mail</b>	

#### SECONDARY REPRESENTATIVE

<b>Name</b>	
<b>Position</b>	
<b>Phone number</b>	
<b>Address</b>	
<b>E mail</b>	

### Bankers

- 4 Enter the contact details for your organisation's bankers.

<b>Name</b>	
<b>Business address</b>	
<b>Phone number</b>	

## Section B Your Details

<b>Name</b>	
<b>Position</b>	
<b>Business address</b>	

<b>Name</b>	
<b>Business address</b>	
<b>Phone number</b>	

### Accountants

- 5 Enter the contact details for your organisation's accountants.

<b>Name</b>	
<b>Business address</b>	
<b>Phone number</b>	

<b>Name</b>	
<b>Business address</b>	
<b>Phone number</b>	

<b>Name</b>	
<b>Business address</b>	
<b>Phone number</b>	

### Solicitors

- 6 Enter the contact details for your organisation's solicitors.

<b>Name</b>	
<b>Business address</b>	
<b>Phone number</b>	

<b>Name</b>	
<b>Business address</b>	
<b>Phone number</b>	

<b>Name</b>	
<b>Business address</b>	
<b>Phone number</b>	

## Section C Your Proposal

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### The Land

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- 7** Describe why you want the land and how you will use it. What types of business activities will you perform? What types of goods and services will you provide?

- 8** Identify any peak periods of usage and the approximate number of people who will use the land daily

## Section C Your Proposal

### Rationale and Alternatives

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In the following questions describe why your organisation needs to obtain the land through direct sale and what other options you have considered:

- 9 Explain why you need to obtain land through a direct sale, rather than another process:



## Section C Your Proposal

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- 10** If your organisation has investigated alternatives to a direct sale of land, describe the actions you have taken:

- 11** Is there any reason why your organisation could not operate from a joint-use facility (e.g. co locating with another organisation)?

**No**

**Yes**  → Provide explanation below


## Section D Proposal Specifics

### The Site

12 Do you have a preferred site?



Yes  → Go to 13

No  → Go to 23

13  If you have a preferred site, please provide details:

<b>Block</b>	
<b>Section</b>	
<b>Division</b>	
<b>Size (m<sup>2</sup>)</b>	
<b>Current Territory Plan zoning <sup>H</sup></b>	
<b>Why this site is preferred</b>	

### The Land Use

14   Attach a sketch plan of the ideal site layout, including:

- Proposed buildings
- Car parking facilities
- Public access arrangements

You should also indicate the staging of the development

### Contiguous Land

15 Are you making an application for contiguous unleased land as described in Section 110 or Section 122 of the *Planning and Development Regulation 2008*? <sup>H</sup>

Yes  → Go to 16

No  → Go to 24

16 Is the land for the proposed lease adjoining land on which you hold a current lease?

Yes  → Go to 19

No  → Go to 17

17 Are you submitting this application to rectify an encroachment so the existing lease can be subdivided under the *Unit Titles Act 2001*? <sup>H</sup>

*(Examples of such encroachments include balconies or signs that cross a boundary into unleased land)*

Yes  → Go to 19

No  → Go to 18

## Section D Proposal Specifics

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18 Explain how your proposal would facilitate the achievement of a good planning outcome? <sup>H</sup>

19 Explain why the contiguous land would not be viable for separate lease because of its size, location or configuration:

20 Explain how your proposal maintains or enhances the amenity of the surrounding area:

21 Explain how your proposal will promote better land management, including how it will not unreasonably restrict public access to other land:

22 Does the *Territory Plan* identify this land as public land? <sup>H</sup>

Yes  → Go to 24

No  → Go to 24

## Section D Proposal Specifics

### Unknown Site

23 If you do not have a preferred site, provide details about the type of site you require:

<b>Land area estimate (m<sup>2</sup>)</b>	
<b>Preferred location</b>	
<b>Why preferred location</b>	

### The Buildings

24 Describe the proposed buildings:

Type of building	Gross floor area (m <sup>2</sup> )
<b>Total floor area (m<sup>2</sup>)</b>	

25 If your proposed activity has any special location, land or building requirements, describe those requirements:

## Section D Proposal Specifics

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### Car Parking Facilities

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- 26 Describe the proposed car parking facilities for your proposal:

### The Development Schedule

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- 27 Explain how you will schedule the development. If you will develop the land in stages, describe the stages and the estimated timeframe:

Stage	Development activities	Start and end dates (estimated)
1		
2		
3		
4		
5		





## Section E Your Organisation

### Organisation Type

Answer the following questions in the order in which they are presented to determine which of the following lease types you are eligible to apply for:


- Non-government educational establishment <sup>H</sup>
- Community use <sup>H</sup>
- Supportive accommodation <sup>H</sup>

### Non-Government Educational Establishments

- 28 Is your organisation a registered non-government school? <sup>H</sup>
- Yes  →  Attach registration. Go to 37  
No  → Go to 29
- 29 Is the land for an additional campus for a registered non-government school? <sup>H</sup>
- Yes  →  Attach registration. Go to 37  
No  → Go to 30
- 30 Is your organisation registered under the Training and Tertiary Education Act 2003? <sup>H</sup>
- Yes  →  Attach registration. Go to 37  
No  → Go to 31
- 31 Are you authorised to operate a university without contravening section 81 of the Training and Tertiary Education Act 2003?
- Yes  →  Attach registration. Go to 37  
No  → Go to 32

### Community Use and Supportive Accommodation

*NOTE: You must be a community organisation, as defined in the Planning and Development Regulation 2008 to be eligible for either the community use or supportive accommodation lease type.*

- 32 Does your organisation hold a club license under the Liquor Act 2010?
- Yes  → **YOU ARE NOT ELIGIBLE TO SUBMIT THIS APPLICATION** do not continue  
No  → Go to 33
- 33 Does your organisation carry out these services for the financial benefit of its members?
- Yes  → **YOU ARE NOT ELIGIBLE TO SUBMIT THIS APPLICATION** do not continue  
No  → Go to 34
- 34 Does your organisation provide—as its principal purpose—a service or assistance to people living or working in the ACT?
- Yes  → Go to 35  
No  → **YOU ARE NOT ELIGIBLE TO SUBMIT THIS APPLICATION** do not continue
- 35 Are you proposing to provide one of the following supportive accommodation services?
- A retirement complex
  - Residential care accommodation
  - Supportive housing
- Yes  → Go to 36  
No  → Go to 38
- 36 Does your organisation require approval under an ACT or Commonwealth law to provide the type of supportive accommodation you are proposing?
- Yes  →  Attach approval.  
No  → Go to 37

## Section E Your Organisation

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### Education and Supportive Accommodation Needs

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- 37** Briefly explain how your proposal to use the land will address an education or supportive accommodation need in the ACT.

*Examples include:*

- *Non-government educational establishments:*
  - *Providing opportunities for education or training in an area of shortage of appropriately qualified or skilled people in the ACT; or*
  - *Providing education to people who, because of a group to which they belong, may suffer disadvantage in the provision of educational services unless their special needs are met*
- *Supportive accommodation:*
  - *Meeting a need for additional supportive accommodation in the form of a retirement complex, residential care accommodation or supportive housing.*

*Note: In **Section E**, you will need to provide a more detailed community needs assessment.*

## Section E Your Organisation

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### Government Policy

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- 38 Describe how your proposed use of the land is compatible with or will promote applicable ACT or Commonwealth policies, including a reference to the policy

### Activities and Services

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- 39 Describe your organisation's activities and the services it provides

### Rules

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- 40 If you are applying under the community use or supportive accommodation lease types, describe the way in which your proposed use of the land is consistent with your organisation's rules



## Section E Your Organisation

### Date of Incorporation and/or ASIC Registration

41 Is your organisation is incorporated?

Yes  →

Enter date of incorporation:

*Attach your certificate of incorporation and your organisation's constitution, rules, or articles of association*

No  → go to 42

42 Is your organisation registered with the Australian Securities and Investments Commission (ASIC)?

Yes  →

Enter date the date on which your organisation was registered:

No  → go to 43

### History

43 How long has your organisation been operating in the ACT?

### Current Employees

44 Enter the approximate number of staff employed in your organisation:

### Current Membership

45 How many members does your organisation currently have?

46 What percentage of your membership is considered active?

47 Does your organisation service a particular community, demographic or location?

Yes  → Describe:

No

48 Do your members pay any fees to your organisation?

Yes

No

### Future Membership

49 Estimate the number of members your organisation expects to have over the next 5-10 years:

*Attach a copy of your annual report and any other evidence to substantiate membership trends for your organisation (e.g. in other parts of Australia) and your future membership estimates.*

50 Explain how the evidence you have attached substantiates your estimate of future membership?

## Section E Your Organisation

### Current Land Holdings

- 51 If your organisation currently holds land in the ACT or region identify the land, explain how you're using it and why it cannot accommodate the proposed development.  
*Note: If you are a religious organisation, please include all holdings of your wider denomination or group across the ACT or region.*

#### SITE ONE

<b>Block</b>	
<b>Section</b>	
<b>Address</b>	
<b>Lease period</b>	
<b>Land use</b>	
<b>Is this site fully developed?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Why it can't be used for the proposed development?</b>	

#### SITE TWO

<b>Block</b>	
<b>Section</b>	
<b>Address</b>	
<b>Lease period</b>	
<b>Land use</b>	
<b>Is this site fully developed?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Why it can't be used for the proposed development?</b>	

#### SITE THREE

<b>Block</b>	
<b>Section</b>	
<b>Address</b>	
<b>Lease period</b>	
<b>Land use</b>	
<b>Is this site fully developed?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Why it can't be used for the proposed development?</b>	

#### SITE FOUR

<b>Block</b>	
<b>Section</b>	
<b>Address</b>	
<b>Lease period</b>	
<b>Land use</b>	
<b>Is this site fully developed?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Why it can't be used for the proposed development?</b>	

## Section E Your Organisation

### Previous Direct Sales

52 Has your organisation (including any parent or subsidiary entities) ever previously applied for a direct sale of land?

No

Yes  → Provide details below:

53 If your organisation has other land development projects in progress in the ACT or other jurisdictions, provide a brief description and the estimated costs of each:



Project description and location	Estimated costs
<b>Total estimated costs</b>	

## Section F Your Financial Capacity

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### Tax Exempt Status

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- 54  *Attach audited financial statements from the previous two financial years*
- 55  *Attach bank statements for the two previous financial years*
- 56 Has your organisation been endorsed as a non-profit organisation for the purposes of tax exemption? <sup>H</sup>

No  → *Go to 57*

Yes  → *Provide details below.*

## Section F Your Financial Capacity

### Costs






- 57 Itemise your cost estimates for the acquisition, site investigation, site servicing, development and maintenance of a parcel of land.

*NOTE: You will be required to pay for the site investigation and site servicing costs including the cost of any offsite infrastructure works (this does not apply to contiguous parcels or parcels which are serviced and require no further investigation). You will only have to pay for these costs if you are found eligible and are offered a Crown lease. Please consider this when providing your estimates.*

	ITEM	COST ESTIMATE
Land acquisition	Land (based on the area required)	
	Professional services and advice	
	Other	
	<b>Subtotal</b>	
Land development	Approvals	
	Buildings	
	Fit-outs, plant and equipment	
	Landscaping	
	Car parking	
	Professional services and advice	
	Other	
	<b>Subtotal</b>	
	<b>Contingency</b> (15% of the land development subtotal)	
Land management	Professional services and advice	
	Annual maintenance	
	Other	
	<b>Subtotal</b>	
	<b>Total estimated costs</b> (sum of ALL subtotals plus contingency)	

## Section F Your Financial Capacity

**58** List all of your funding sources for the acquisition, development and maintenance of the land:

	FUNDING SOURCE	AMOUNT	
<b>Grants</b>			<p> Attach one of the following for each grant:</p> <ul style="list-style-type: none"> <li>• A letter of support from each source that states the amount of funds they are willing to commit to the project</li> <li>• A document that shows you have applied for a grant, stating the amount of funding, the circumstances on which the grant is based and the expected decision date</li> </ul>
	<b>Subtotal</b>		
<b>Loans</b>			<p> Attach a letter of support from each source (bank or other) that states the amount of funds they are willing to commit to the project</p>
	<b>Subtotal</b>		
<b>Cash</b>			<p> Attach current account statements that show the total amount of the cash holdings for each source</p>
	<b>Subtotal</b>		
<b>Other, including partnerships</b>			<p> Attach supporting documents.</p> <p> Where there is a partnership:</p> <ul style="list-style-type: none"> <li>• Attach a formalised contract indicating the relationship between your organisation and the funding partner</li> <li>• Attach your partner's audited financial statements from the two previous financial years</li> <li>• Attach your partner's bank statements for the two previous financial years</li> </ul>
	<b>Subtotal</b>		
<b>Total</b>			

## Section F Your Financial Capacity

### Totals

- 59 Confirm that the total funding exceeds the total estimated costs

ITEM	TOTAL
<b>Funding</b> (enter funding total from 58)	
<b>Costs</b> (enter costs total from 57)	
<b>Difference</b> (funding – costs)	

- 60 Is the difference (funding - Costs) positive?  
**Yes**  → Go to **64**  
**No**  → Go to **61**
- 61 Is the difference greater than the contingency calculated in question 36?  
**Yes**  → Go to **62**  
**No**  → Go to **64**
- 62 Will you fund the difference by obtaining additional financing?  
**No**  → Go to **63**  
**Yes**  → Explain your reasoning:

- 63 Will you fund the difference by scaling back the development?

**No**  →

**Your funding is insufficient to submit this application.**

You may wish to consider the following questions:

- Can you revise your proposal so that it can be achieved with your current level of funding?
- Can you seek additional sources of funding?

**Yes**  → Explain your reasoning:

## Section G Public Benefit

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### Public Benefits

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- 64 Explain why the benefits your project will deliver to the ACT community would not otherwise be achieved if the land were sold for the same purpose in a competitive process on the open market:

### Assessment of Community Need

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- 65  Attach a supply and demand analysis (based on factual, published, referenced data) in support of your proposal. This should include:
- The likely catchment of the area you wish to locate your facility
  - The existing range of similar type facilities and services within the catchment area
  - Evidence that there is demand for your proposal and that it is not adequately provided or available elsewhere
  - The options for multipurpose use of your facility (e.g. To meet other community groups needs in the locality)
  - An assessment of the existing and future demand for your proposed use in the locality of your preference based on demographic trends

### Other Benefits

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- 66 Are there any other benefits of your proposed use of the land?



## Section H Your Capabilities

### Expertise and Experience

- 67 Describe the expertise, experience and any qualifications of your staff or contractors in relation to:
- Developing land
  - Managing land
  - Operating the proposed business

<b>Name</b>	
<b>Employment status</b>	<input type="checkbox"/> Permanent <input type="checkbox"/> Contractor <input type="checkbox"/> Other:
<b>Qualification/s</b>	
<b>Expertise/ experience</b>	

<b>Name</b>	
<b>Employment status</b>	<input type="checkbox"/> Permanent <input type="checkbox"/> Contractor <input type="checkbox"/> Other:
<b>Qualification/s</b>	
<b>Expertise/ experience</b>	

<b>Name</b>	
<b>Employment status</b>	<input type="checkbox"/> Permanent <input type="checkbox"/> Contractor <input type="checkbox"/> Other:
<b>Qualification/s</b>	
<b>Expertise/ experience</b>	

<b>Name</b>	
<b>Employment status</b>	<input type="checkbox"/> Permanent <input type="checkbox"/> Contractor <input type="checkbox"/> Other:
<b>Qualification/s</b>	
<b>Expertise/ experience</b>	

## Section H Your Capabilities

<b>Name</b>	
<b>Employment status</b>	<input type="checkbox"/> <b>Permanent</b> <input type="checkbox"/> <b>Contractor</b> <input type="checkbox"/> <b>Other:</b>
<b>Qualification/s</b>	
<b>Expertise/ experience</b>	

<b>Name</b>	
<b>Employment status</b>	<input type="checkbox"/> <b>Permanent</b> <input type="checkbox"/> <b>Contractor</b> <input type="checkbox"/> <b>Other:</b>
<b>Qualification/s</b>	
<b>Expertise/ experience</b>	

### Resources

**68** Describe any other resources your organisation has at its disposal to do all of the following:

- Develop land
- Manage land
- Operate the proposed business

## Section I Statutory Declaration

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### Statutory Declarations Act 1959

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I, *[name, address and occupation of person making the declaration]*

.....  
.....  
.....  
.....

Make the following declaration under the *Statutory Declarations Act 1959 (Cwlth)*:

That the answers to questions and the statements made in this application are true and correct in every particular.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959 (Cwlth)*, and I believe that the statements in this declaration are true in every particular.

*[Signature of person making declaration]*

.....

Declared at *[place]*..... on *[day]*..... of *[month]*..... *[year]*.....

Before me,

*[Signature of person before whom the declaration is made]*

.....

## Section J Checklists

### Overall Checklist

















**Before submitting this eligibility application form, please check that you have done all of the following:**

<b>General</b>	<input type="checkbox"/>	<i>You have followed the questions in sequential order, completed all that you were directed to answer and attached all documents requested (complete the "attachment checklist" over page)</i>
	<input type="checkbox"/>	<i>Any questions that you were directed to fill in but were not applicable to you are clearly stated as "N/A"</i>
<b>Section B</b>	<input type="checkbox"/>	<i>The applicant listed is the name in which the lease is to be granted. Note: for contiguous land this must be the existing lessee.</i>
<b>Section C</b>	<input type="checkbox"/>	<i>You have clearly stated why you need to obtain the land through direct sale rather than another process</i>
<b>Section D</b>	<input type="checkbox"/>	<i>You have clearly identified whether the block you are applying for is contiguous land</i>
<b>Section E</b>	<input type="checkbox"/>	<i>All current developments, previous direct sales and current leases of your business are listed.</i>
<b>Section F</b>	<input type="checkbox"/>	<i>You have used the correct contingency in your calculations. Note: If funding is to be provided from a parent company, subsidiary, or another organisation etc., you must confirm the relationship and provide confirmation of that funding support (financial information must be current i.e. within the last six months).</i>
<b>Section G</b>	<input type="checkbox"/>	<i>You have explained the public benefits of your proposal</i>
<b>Section H</b>	<input type="checkbox"/>	<i>You have described the expertise, experience and any qualifications of your staff or contractors in relation to developing land, managing land and operating the proposed business.</i>
<b>Section I</b>	<input type="checkbox"/>	<i>You have completed and signed the statutory declaration</i>

## Section J Checklists

### Attachment Checklist

Before submitting this eligibility application form, please check that you have attached all of the following documents:

REQUIRED FOR ALL APPLICATIONS	<input type="checkbox"/>	<p><b>(Question 14)</b>  Attach a sketch plan of the ideal site layout, including:</p> <ul style="list-style-type: none"> <li>• Proposed buildings</li> <li>• Car parking facilities</li> <li>• Public access arrangements</li> </ul> <p>You should also indicate the staging of the development</p>
	<input type="checkbox"/>	<p><b>(Question 49)</b>  Attach a copy of your annual report and any other evidence to substantiate membership trends for your organisation (e.g. in other parts of Australia) and your future membership estimates.</p>
	<input type="checkbox"/>	<p><b>(Question 54)</b>  Attach audited financial statements from the previous two financial years</p>
	<input type="checkbox"/>	<p><b>(Question 55)</b>  Attach bank statements for the two previous financial years</p>
	<input type="checkbox"/>	<p><b>(Question 65)</b>  Attach a supply and demand analysis (based on factual, published, referenced data) in support of your proposal. This should include:</p> <ul style="list-style-type: none"> <li>▪ The likely catchment of the area you wish to locate your facility</li> <li>▪ The existing range of similar type facilities and services within the catchment area</li> <li>▪ Evidence that there is demand for your proposal and that it is not adequately provided or available elsewhere</li> <li>▪ The options for multipurpose use of your facility (e.g. To meet other community groups needs in the locality)</li> <li>▪ An assessment of the existing and future demand for your proposed use in the locality of your preference based on demographic trends</li> </ul>
ONLY ATTACH IF DIRECTED TO DO SO	<input type="checkbox"/>	<p><b>(Question 28)</b>  Attach registration if your organisation is registered as a non-government school</p>
	<input type="checkbox"/>	<p><b>(Question 29)</b>  Attach registration if the land is for an additional campus for a registered non-government school</p>
	<input type="checkbox"/>	<p><b>(Question 30)</b>  Attach registration if your organisation is registered under the Training and Tertiary Education Act 2003</p>
	<input type="checkbox"/>	<p><b>(Question 31)</b>  Attach registration if your organisation is authorised to operate a university without contravening Section 81 of the Training and Tertiary Education Act 2003</p>
	<input type="checkbox"/>	<p><b>(Question 36)</b>  Attach approval if your organisation requires approval under an ACT or Commonwealth law to provide the type of supportive accommodation you are proposing</p>
	<input type="checkbox"/>	<p><b>(Question 41)</b>  If your organisation is incorporated, attach your certificate of incorporation and your organisation's constitution, rules, or articles of association</p>
	<input type="checkbox"/>	<p><b>(Question 58)</b>  If your funding source is grants, attach one of the following for each grant:</p> <ul style="list-style-type: none"> <li>• A letter of support from each source that states the amount of funds they are willing to commit to the project</li> <li>• A document that shows you have applied for a grant, stating the amount of funding, the circumstances on which the grant is based and the expected decision date</li> </ul>
	<input type="checkbox"/>	<p><b>(Question 58)</b>  If your funding source is a loan, attach a letter of support from each source (bank or other) that states the amount of funds they are willing to commit to the project</p>
	<input type="checkbox"/>	<p><b>(Question 58)</b>  If your funding source is cash, attach current account statements that show the total amount of the cash holdings for each source</p>
<input type="checkbox"/>	<p><b>(Question 58)</b>  If you have any other funding sources, including partnerships, attach supporting documents.</p> <p> Where there is a partnership:</p> <ul style="list-style-type: none"> <li>• Attach a formalised contract indicating the relationship between your organisation and the funding partner</li> <li>• Attach your partner's audited financial statements from the two previous financial years</li> <li>• Attach your partner's bank statements for the two previous financial years</li> </ul>	

## Section K Help section

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The following list of legislation and links may be helpful in completing this form.

### Useful Legislation

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All ACT Legislation can be accessed at: [www.legislation.act.gov.au](http://www.legislation.act.gov.au)

- [Education Act 2004](#)
  - **Part 4.2** relates to the registration of non-government schools
  - **Section 88B** relates to the registration of a school at an additional campus
- [Planning and Development Act 2007](#)
- [Planning and Development Regulation 2008](#)
  - **Section 108** relates to non-government educational establishments
  - **Section 112** relates to community use
  - **Section 113** relates to supportive accommodation
  - **Section 110** and **Section 122** relate to contiguous land
- [Training and Tertiary Education Act 2003](#)
  - **Section 81** relates to the operation of universities
- [Territory Plan](#)
- [Unit Titles Act 2001](#)

### Other Important Links

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- The ACT Economic Development Directorate (EDD) website [www.economicdevelopment.act.gov.au](http://www.economicdevelopment.act.gov.au)
  - For more information on the direct sale of land process visit [direct land sales](#) on the EDD website
- The Australian Taxation Office [www.ato.gov.au](http://www.ato.gov.au)
  - For information relating to your tax exempt status as a non-profit organisation see the [non-profit](#) section