**Economic Recovery Fund — Business Case Response Template**

**[Insert Project Name here]**

The following template sets out the business case information requirements for applications to the Government of South Australia’s Economic Recovery Fund. (*black guide text can be deleted*):

1. **Project Details**

|  |  |
| --- | --- |
| **Organisation name** |  |
| **Australian Business Number** (ABN) |  |
| **Project name** |  |
| **Total Project cost** ($) |  |
| **Economic Recovery Fund grant amount sought** ($) |  |
| **Economic Recovery Fund loan amount sought** ($) |  |
| **Project address** (where the project will be undertaken and the majority of project-related employment is expected) |  |
| **Project start date** |  |
| **Project end date** |  |
| **Business case prepared by** (name, position, and contact phone number) |  |

1. **Project Summary**

* Description of project (details of the nature, location, type, scale of project/program)

1. **Background**

* Describe the background to the project, including an explanation of the existing problem that the proposed project addresses or the new opportunity that the project creates
* Explain why this project is important
* Identify who benefits from the project
* Other than the State government, what other parties will contribute funding at what proportion? e.g. Council, Commonwealth
* Why is it important this project receives State government funding in order to proceed?
* Link the outcomes of the project to the Economic Recovery Fund criteria and objectives
* Link the outcomes of the project to the applicable round guidelines and their criteria and objectives

1. **Options**

* Identify alternative options to addressing the problem or creating the opportunity
* Consider the merits of all options objectively, and explain why the proposed project is the preferred option to proceed

1. **Implementation**

* Describe how the preferred option will be implemented, who will do it, and when will it be done
* Demonstrate that the organisation has the managerial capability to implement the project

1. **Risks**

* Outline key risks associated with the proposal and proposed strategies to manage those risks. For example, key risks might include the ability to obtain commercial finance; to implement the project safely; on time; and on budget.
* You can use the table below to summarize the Project’s risks.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk Description | Category | Impact/Consequences | As-is risk assessment | Mitigation measures or opportunity actions |
| E.g., unexpected budget overrun for Project | E.g., Financial | E.g., Requirements of Project more complex than initially expected | E.g., Moderate | E.g.,   * Project budget to be reviewed by the board on a monthly basis. * Costs associated with contractors defined by contract. * Commitment by Project Partners to meet budget overruns to ensure there is no impact on the project |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Performance Milestones**

* What information is currently available or can be captured to measure the success of the project?
* Identify in the table below key milestones from project start to project end date. These typically refer to points at which significant events or series of events have been completed e.g. when a certain number of additional jobs are filled, or when visitor numbers reach X

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Date | Milestone | Description |
|  |  |  |  |
|  |  |  |  |

1. **Economic Impact**

* Outline key economic benefits of the proposal - for example, net increase in jobs (or upskilling of existing workforce), business turnover, exports, gross value added (contribution to GSP), investment, productivity, new markets decarbonisation etc that might result from this initiative. Include only genuine impacts to the state economy, which are a direct result of the proposed project
* Identify if the impacts depend on elements that are not part of the Economic Recovery Fund proposal – for example enabling infrastructure
* Estimate direct employment generated or supported including the type, number and location of ongoing direct jobs. This is the number of the full time employees directly employed by the applicant as a result of the project, excluding contractors, and is to be calculated as:

ordinary hours worked (excluding overtime) over 12 months  
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1950 (i.e. 37.5 hours per week for 52 weeks)

* Details of any labour force skill uplift that improves productivity, capability or innovation
* Does the proposal help the industry more broadly? If so, explain how
* Reference supporting evidence

1. **Financial projections**

* Provide profit and loss, cash flow, and balance sheet projections for any construction/development and operation phase for at least three years including any other grants and contributions to the project, and supporting documentation (including, where available, quotes from suitably qualified contractor/s or design or other consultants)
* Provide key assumptions underpinning cash flow projections
* Provide details of project/program financing, including information regarding the availability of borrowings or internal financing for the project, as well as other sources of financing (including other government grants or private contributions)