

# Pilbara - RED Grants - Round 6 - Application Form Preview

## 1 Regional Economic Development (RED) Grants Program - Pilbara Region

\* indicates a required field

### 1.1 Application Information

Before completing this application form please ensure you have read the [RED Grants Program Guidelines](#) available online at [www.pdc.wa.gov.au](http://www.pdc.wa.gov.au).

Eligible applicants can apply for funding up to a maximum of \$250,000 for individual projects.

Businesses must contribute a minimum 50% cash to the project. Not-for-profit or Aboriginal-owned entities may be considered on a case-by-case basis.

All applicants are encouraged to discuss their project with a Pilbara Development Commission project officer prior to submitting an application. Please contact the Commission on 9173 8401 or email [grants@pdc.wa.gov.au](mailto:grants@pdc.wa.gov.au) to book an appointment with a project officer.

This form contains mandatory fields. You will be alerted if you save the form without completing the required sections.

If you have any questions, or experience issues completing this form please contact the Grants Officer on **9173 8401** or email [grants@pdc.wa.gov.au](mailto:grants@pdc.wa.gov.au).

Please note, supporting documents are supplementary to your application. Please ensure you answer all the questions and provide relevant details where required.

The closing date for applications is **Friday 30 June 2023 at 5pm WST**.

Incomplete applications and-or applications received after the closing date will not be considered.

### 1.2 Eligibility Confirmation

**Please refer to Section 4 of the RED Grant Guidelines to confirm your eligibility before completing this application.**

I confirm the Applicant:

- Has read and understood the RED Grant Guidelines;
- Is eligible to apply under the RED Grant Guidelines;
- Is able to demonstrate the financial viability of the organisation; and
- Is able to demonstrate alignment with at least one of the objectives of the RED Grants Program.

**Please confirm that all statements above are true and correct. \***

Yes I confirm

### 1.3 Privacy Statement

# Pilbara - RED Grants - Round 6 - Application Form Preview

Information provided by applicants or collected by Regional Development Commissions (RDCs) or the Department of Primary Industries and Regional Development (DPIRD) in relation to an applicant or their application may be used in the administration of the RED Grants Program and in the assessment of this application.

Clarification of other funding sources for your project as stated in your application and project budget may be sought from the relevant funding bodies.

Any information provided (personal, financial or otherwise) will be used solely for the purpose of the RED Grants Program.

RDCs and DPIRD will store personal information collected in this application, supporting documentation and any grant administration, monitoring and evaluation activities in compliance with its obligations under the *Privacy Act 1988* (cth).

RDCs and DPIRD are also subject to the *Freedom of Information Act 1992* and documents in the possession of these agencies are subject to these provisions.

**I have read and understood the privacy statement and I consent to and authorise such uses and disclosures. \***

Yes I confirm

## 2 Contact Details

\* indicates a required field

### 2.1 Organisation Details

**Name of Organisation (Legal Entity) \***

Name of organisation as listed in official documentation such as ABR, ACNC or ATO.

**Applicant ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	

# Pilbara - RED Grants - Round 6 - Application Form Preview

Main business location

Must be an ABN.

## Applicant Organisation ACN (if applicable)

Must be a number.

## Trading Name

Trading name ie name that will be referred to for the delivery of the project (if different to Legal Entity Name above)

## Primary Street Address \*

Address

  

## Postal Address (if applicable)

Address

  

## Organisation Website

Must be a URL.

## Authorised Officer \*

Title      First Name      Last Name

            

The person who has the legal authority to sign the Grant Agreement if this application is successful

## Authorised Officer's Position \*

Eg: CEO, Managing Director, Chairperson, etc

## Authorised Officer's Phone Number \*

Must be an Australian phone number.

## Authorised Officer's Email Address \*

Must be an email address.

**Provide a brief description of the nature of your business and include any information that describes the activities that are currently undertaken \***

# Pilbara - RED Grants - Round 6 - Application Form Preview

**For a business/company/partnership, please provide names of all partners/directors/senior management of the business**

**Is your entity a Trust? \***

Yes  No

Trustees can only receive and administer grant funding if empowered to do so by the Trust Deed.

**Trustees MUST upload their executed Trust Deed \***

Attach a file:

Trustees MUST submit a copy of their executed Trust Deed to be eligible.

## 2.2 Project Contact Details

**Contact Person's Name \***

Title First Name Last Name

  

The main contact person for the project

**Contact Person's Position \***

**Contact Person's Phone Number \***

Must be an Australian phone number.

**Contact Person's Email Address \***

Must be an email address.

**Is your organisation being Auspiced? \***

Yes  No

If your organisation is unincorporated your application must be auspiced by another organisation that is registered as a legal entity.

## 2.3 Complete only if your organisation is being Auspiced

Please ensure approval is obtained from the nominated auspice organisation prior to completing this section.

# Pilbara - RED Grants - Round 6 - Application Form Preview

## Name of Auspicing Organisation \*

Organisation Name

Organisation name

## Auspice Organisation's Postal Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

## Auspice Organisation's Website

Must be a URL.

## Auspicing Organisation's Contact Person \*

Title      First Name      Last Name

            

## Auspicing Organisation's Contact Person's Position \*

## Auspicing Organisation's Contact Person's Phone Number \*

## Auspicing Organisation's Contact Person's Email Address \*

Must be an email address.

## Authority from Auspicing Organisation \*

Attach a file:

Please attach letter from the auspicing organisation confirming agreement to auspice. This must be signed by an authorised person (eg. CEO, Chairperson).

## Auspice Organisation's ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type

# Pilbara - RED Grants - Round 6 - Application Form Preview

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

## Auspice Organisation's ACN (if applicable)

Must be a number.

## 3 Project Information

\* indicates a required field

### 3.1 Project Details

#### Project Title \*

The project title provided in your application may be used for public announcements/media statements if successful (max 15 words).

#### Project Description (Overview) \*

Word count:

Provide a short description of your project explaining what you plan to do (max 150 words).

#### Upload more detailed project information (optional)

Attach a file:

Upload a detailed description of the project. For example, Business Plan, Project Plan, Business Case, etc

#### Estimated Project Start Date \*

Must be a date.

#### Estimated Project Completion Date \*

Must be a date.

#### Which Local Government Area(s) will your project be delivered in? \*

- Ashburton, Shire of  Karratha, City of  
 East Pilbara, Shire of  Port Hedland, Town of

# Pilbara - RED Grants - Round 6 - Application Form Preview

## Which sector is most applicable to your project?

- |  |  |                                     |  |
|--|--|-------------------------------------|--|
| <input type="radio"/> Agriculture          | <input type="radio"/> Education/Training | <input type="radio"/> Manufacturing | <input type="radio"/> Tourism                  |
| <input type="radio"/> Communications       | <input type="radio"/> Environment        | <input type="radio"/> Mining        | <input type="radio"/> Transport                |
| <input type="radio"/> Culture              | <input type="radio"/> Health             | <input type="radio"/> Recreational  | <input type="radio"/> Utilities, Power & Water |
| <input type="radio"/> Community            | <input type="radio"/> Housing            | <input type="radio"/> Retail Trade  | <input type="radio"/> Other Services           |
| <input type="radio"/> Economic Development |  |                                     |  |

## 4 Alignment with RED Grants Objectives (Economic Growth and Development Outcomes)

\* indicates a required field

### Project outcomes

**Your project must meet one or more of the RED Grants objectives outlined in the Guidelines.**

Describe what is expected to be achieved and the benefits of the project against the objectives most relevant to your project. Each RED objective is unique and should be addressed separately. Please do not copy and paste the same explanation into each, and only answer those with direct relevance to your project.

Outcomes refer to the intended economic impact that is expected as a result of delivering the project. The expected outcomes provided should be realistic because you will be expected to report against these as part of a Grant Agreement and Final Report to acquit the grant if successful.

Please explain **what, when, and how** your project will specifically meet the identified objectives. Consider your current situation and how it will differ after the project is complete.

**Please click the RED objectives below for more information and provide details on those applicable to your project: \***

- 1. Sustainable jobs
- 2. Expanding or diversifying industry
- 3. Developing skills or capabilities
- 4. Attracting new investment in the region
- 5. Increasing Productivity

### 4.1 Sustainable jobs

You may consider some of the following questions when answering the Sustainable Jobs criteria

- How many direct jobs will be created by your project, during its implementation and upon completion?
- Are the jobs full-time or part-time, permanent, temporary, or casual?
- What types of jobs will be created?

# Pilbara - RED Grants - Round 6 - Application Form Preview

- Will your total payroll hours increase? By how much?
- How does the project contribute to wider industry development?
- Will your project result in new jobs for Aboriginal people?
- Will you employ trainees or apprentices as a result of the project?

## How will the project create jobs as a result of the grant?

### Word count:

Must be no more than 500 words.

Note: 'Direct employment' is the term used for the workers employed by the organisation. 'Indirect employment' refers to broader job creation generated through growth in the economy as a result of your project.

Please complete the below fields to indicate the Sustainable Employment outcomes expected as a result of the project

Consider your baseline now, what direct jobs will change as a result of the project?

Example:

- **Expected Benefit**- New direct employment created in manufacturing
- **Measure** - Payroll register: number of new jobs
- **Target Measure** - 3 FTE
- **Timeframe** - Within 12 months of completion of the project

Expected Benefit (Description)	Measure	Target	Timeframe
What will be achieved?	How will this be measured?	What is the target outcome?	When will this be achieved?

## 4.2 Expanding or diversifying industry

You may consider some of the following questions when answering the *expanding and diversifying industry* criteria:

- What is the economic impact of your project on the region's economy?
- What industry does your project support and how will it change the status quo or lead to new ventures being established?
- Will your project unlock opportunities for growth in your industry or address existing barriers?
- Have you considered using regional data provided by REMPLAN to demonstrate the value of your project to the region's economy? Contact the Pilbara Development Commission if you would like assistance with this.



**Which industry will benefit from the project and how will it increase the current value of that industry to the regional economy?**

Word count:

Must be no more than 500 words.

Consider how your project affects the broader value of the industry, how your project helps it to grow or innovate to achieve positive outcomes.

Example:

- **Expected benefit**- Increasing the current value of x product
- **Measure** - Sales records: Number of new products produced
- **Target** - 2 new products available
- **Timeframe** - Upon project completion

<b>Expected Benefit (Description)</b>	<b>Measure</b>	<b>Target</b>	<b>Timeframe</b>
What will be achieved?	How will this be measured?	What is the target outcome?	When will this be achieved?

### 4.3 Developing skills or capabilities

You may consider some of the following questions when answering the *developing skills and capabilities* criteria:

- Will new technology be introduced to modernise practices?
- Will the project allow you to redeploy and/or upskill workers?
- Is there a skills gap in the region that your project aims to address?
- Will the project attract workers with technical expertise to the region?

**What core skills or capabilities will be developed, and how will this address regional gaps and be applied to generate jobs and growth?**

Word count:

Must be no more than 500 words.

Consider your baseline now, what will change as a result of the project?

# Pilbara - RED Grants - Round 6 - Application Form Preview

Example:

- **Expected benefit** - Increase in construction workers servicing the Pilbara
- **Measure** - Number of new bricklayers
- **Target Measure** - 10 people trained
- **Timeframe** - Within 12 months of completion of the project

Expected Benefit (Description)	Measure	Target	Timeframe
What will be achieved?	How will this be measured?	What is the target outcome?	When will this be achieved?

## 4.4 Attracting new investment in the region

You may consider some of the following questions when answering the *attracting new investment in the region* criteria:

- Will your project allow other businesses to start up or grow?
- Will the project unlock future investment in your business, either through monetary means or research and development?
- Will the project allow new industries to emerge, or attract business to relocate from interstate or overseas?

**How will the project unlock future investment in the organisation, industry or region? What is the source of this investment and likelihood it will be secured?**

Word count:

Must be no more than 500 words.

Consider your baseline now, what will change as a result of the project?

Example:

- **Expected benefit** - Increase in annual value of sales from new contracts
- **Measure** - Sales records
- **Target Measure** - \$5 million increase in industry value from x to y
- **Timeframe** - Within 2 years of project completion

Expected Benefit (Description)	Measure	Target	Timeframe

# Pilbara - RED Grants - Round 6 - Application

## Form Preview

What will be achieved?	How will this be measured?	What is the target outcome?	When will this be achieved?

### 4.5 Increasing productivity

You may consider some of the following questions when answering the *increasing productivity* criteria:

- Will your project result in increased efficiencies, or safety for workers?
- Will the project increase the quality or yield of your product?
- How will you measure increased productivity? Through revenue, sales, new markets or products?
- Will the project increase local consumption, or have other flow on benefits?
- Consider the project's impact on productivity and specify the percentage improvement expected if relevant. Use statistics and extrapolate to evidence your claims.

#### What impact will the Grant have on the productivity or performance of the applicant's business or organisation?

Word count:

Must be no more than 500 words.

Consider your baseline production now, what will change or increase as a result of the project?

Example:

- **Expected benefit** - Increase in annual production capacity
- **Measure** - Manufacturing records
- **Target** - 5,000 extra units produced per year
- **Timeframe** - Upon project completion

#### Expected Benefit (Description)

#### Measure

#### Target

#### Timeframe

Expected Benefit (Description)	Measure	Target	Timeframe
What will be achieved?	How will this be measured?	What is the target outcome?	When will this be achieved?

### 4.6 Pilbara Regional Priorities

The Pilbara Development Commission has endorsed the following regional priorities / themes as part of its strategic plan. Projects that demonstrate alignment with the region's

# Pilbara - RED Grants - Round 6 - Application Form Preview

priorities will attract a higher weighting in the assessment process. Please indicate which of the following Pilbara regional priorities / themes are MOST applicable to your project.

Review the Pilbara Development Commission [Strategic Plan](#) to assist with your response.

- Aboriginal economic participation and prosperity       Prosperous and diverse economy

## How does the project support the Pilbara Regional Priorities? \*

Word count:

Must be no more than 500 words.

## How does the project meet industry demand or an identified need in the Pilbara region? \*

Word count:

Must be no more than 500 words.

## 5 Project Budget, Cash Co-contribution and Leveraged Funding

\* indicates a required field

### Financial Audit

**For projects requesting more than \$50,000 RED funding, audit costs must be included in the budget table.**

The Financial Audit must be independent of the Grantee and undertaken by a Certified Practising Accountants, Chartered Accountant or Registered Auditor.

### 5.1 Project Cash

Please detail project items to be funded through CASH contributions. Applicants should refer to Section 4 of the Guidelines to confirm eligibility before completing this section.

**Ineligible** items of expenditure include:

- Retrospective payments or expenditure incurred prior to execution of a RED Grant Agreement.
- Ongoing costs incurred after the project is completed (e.g. operating and maintenance costs).
- Staff salaries.
- Core business activities.
- Operational overheads (such as rent, insurance, telephone etc.).

Please attach quotes for all budget line items to justify funding requests. If funding has been secured from other sources please attach written evidence.

# Pilbara - RED Grants - Round 6 - Application Form Preview

Note: Please enter whole dollars only.

Project Items	RED Grant Funds Requested (ex GST)	Applicant Contribution Cash (ex GST)	Other Funding Source/s (ex GST)	Name of Other Funding Source/s	Funding Status	Attach quote

## Total Project Budget

This section is **AUTO CALCULATED** from the above table

Total RED Grant request	Total applicant amount	Total from other sources	Total project budget
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Percentage (%) Cash Co-contribution

This field is AUTO CALCULATED

## 5.2 Co-Contribution and Other Funding

**How will your co-contribution be funded? \***

Please describe whether the project co-contribution will be funded from cash reserves, loan funds or external investment

**Has your organisation applied for, or been approved for funding for this project from any other State Government program? \***

Other State Government funding cannot be included as part of the applicants minimum co-contribution amount

**How would the project be impacted if the RED Grant application is unsuccessful and how you would address this scenario? \***

For example: increasing the applicant co-contribution; scaling or staging the project

**Upload evidence of leveraged funding secured**

Attach a file:

## 5.3 In-kind Contribution (non-cash)

**Please detail any in-kind contributions**

Use the table below to itemise project items funded through in-kind contributions.

Project item/s	Name of in-kind source	Estimated value
		Must be a dollar amount.
		\$
		\$

## 5.4 Other RED Funding

**Are you applying for RED Grant funding from more than one Regional Development Commission for this project? \***

Yes  No

If yes, please advise which Commission/s and the application number in each region.

RDC Region	Application Number (if known)

## 6 Partnerships and Collaboration

\* indicates a required field

### 6.1 Stakeholder Engagement

Describe how you have involved local government, the local community and others in planning and decision making for your project. Letters of support may be provided to support your application.

**Provide the names and details of local stakeholders and their level of support for the project. \***

Must be no more than 200 words.

**Are you partnering with any other businesses or organisations to deliver your project or share in the benefits? If so, please provide details \***

Must be no more than 200 words.

# Pilbara - RED Grants - Round 6 - Application

## Form Preview

### Letters of Support (Optional)

Attach a file:

## 6.2 Local Content

Please detail below how your project meets the following Local Content objectives:

- Building the capability of local suppliers, and providing opportunities for regional businesses to supply items/services for the project;
- Increasing regional employment and regional business participation through subcontractors, suppliers, apprenticeships and traineeships;
- Supporting emerging or new industries in the region, and promotion and awareness of local industry and businesses; and
- Benefiting the local regional economy through any other identifiable means.

### Do you intend to use local contractors and/or service providers for your project? \*

Yes  No

Local content for the purposes of this RED grant application refers to the sourcing of goods and services in the Pilbara region.

### Local content % \*

Must be a number.

Please estimate the percentage of requested grant funding to be expended on local goods and services.

### Local content details \*

Please detail goods and/or services to be sourced locally and explain how the project meets the local content objectives listed above. If you do not intend to use local content please explain why.

## 7 Project Planning and Governance

\* indicates a required field

### Is the project ready to start within six to twelve months? \*

Yes  No

### Has a feasibility study, project plan or business plan including a cash flow projections been prepared for this project? \*

Yes  No  Underway

### Please explain the planning undertaken, so far to progress your project \*

# Pilbara - RED Grants - Round 6 - Application Form Preview

## Please upload planning documents

Attach a file:

## 7.1 Approvals

If applicable please provide details and relevant approval documents (eg: lease agreement, licensing, concept designs, planning approval, building approval, etc).

### Has detailed project planning been completed and necessary approvals obtained? \*

- Yes                       No                       Underway                       Not required

### Please advise the planning and approval requirements for your project and current status

## Please upload approval documents

Attach a file:

## 7.2 Timeline and Milestones

Please complete the project milestone table below to indicate the main activities being undertaken as part of your project. For complex projects please attach a separate project timeline (eg. Gantt Chart).

Project Milestones	Expected date of commencement	Expected date of completion

## Detailed Project Timeline

Attach a file:

## 7.3 Project Governance

### How will your organisation ensure the project is managed responsibly? \*

Who will manage the project and what qualifications, skills and experience do they have?



# Pilbara - RED Grants - Round 6 - Application Form Preview

## Upload qualifications

Attach a file:

## How will operating and maintenance costs for the project be met beyond the funding period? \*

For example, if the project creates two new jobs, or commissions new equipment, how does the organisation plan to sustain these jobs / cover maintenance costs?

## 7.4 Risk Assessment for your Project

Identify the major risks associated with the Project (that the applicant can reasonably control or influence) and include issues that may prevent the Project progressing or that may hinder the achievement of the stated Project outcomes being achieved. Consider and explain the risk mitigation strategies that will minimise the effects of each stated risk.

### Probability:

- **Low** - Unlikely to occur during the project period and with little impact on the project
- **Medium** - Possibility of occurrence and with some impact on the project
- **High** - Very likely to occur during the project period and potentially impacting heavily

Please complete the Risk Assessment table below, adding rows as required or attach a copy of your Risk Management Plan.

Risk Description	Risk Probability (Low, Medium or High)	Mitigation Strategy

## Risk Management Plan

Attach a file:

Upload a copy of your Risk Management Plan

## 8 Market Viability and Commercialisation

\* indicates a required field

### 8.1 Market Conditions

Please complete this section if you are a business entity applying for funding.

# Pilbara - RED Grants - Round 6 - Application

## Form Preview

**Please provide a summary assessment of the market conditions in relation to your project**

Eg. market gaps, market size, estimation of new or increased sales.

**Describe any major competitors to your project or project activity in the region**

Eg. product or service, proximity, technologies, barriers to market, price.

## 8.2 Financial Information

To enable the Pilbara Development Commission to undertake a financial viability assessment of the organisation please upload the following financial information

1. Financial statements verified by a Certified Practising Accountant, Chartered Accountant or Registered Auditor for the last two (2) years;
2. Current year-to-date financial information (income and expenditure statement and/or balance sheet)

### Upload Financial Information

Attach a file:

**If you have NOT provided the requested financial information above, please outline why**

For example, business operating for less than 2 years / never had financial statements verified by CPA, Chartered Accountant or registered Auditor.

## 8.3 Liabilities

**Please indicate if any of the following apply? \***

- The applicant or any of its senior office bearers have been involved in any litigation or prosecution in the past three (3) years
- The applicant or any of its senior office bearers (directors, partners, presidents, executive directors, project managers) have been involved with any business failure, including liquidation, voluntary administration or receivership
- Have any significant financial matter which may impact on the ability of the applicant to deliver the project (past, present or future)
- Have any Future commitments or contingent liabilities that might materially affect the applicant in the delivery of this project or performance of the activity
- The applicant has, at any time, been found in default of its creditors
- The applicant's business is at risk of insolvency
- Confirm none of the above apply

Please note, you may be required to provide documentation upon request relating to the liabilities above

### Please provide further details or comments

## 9 Application Checklist

\* indicates a required field

### By submitting this Application, I acknowledge: \*

- I have read the Guidelines and I acknowledge the eligibility criteria for funding.
- Information provided in this application is to the best of my knowledge, accurate and complete.
- This application is approved by my organisation's Authorised Officer.
- Audit costs are included in the budget and the audit will be completed by a Certified Practising Accountant, Chartered Accountant or Registered Auditor independent from the Grantee.
- The Pilbara Development Commission may request additional information from applicants.
- The Pilbara Development Commission is authorised to contact any persons or organisations in the assessment of this application.
- I understand that information contained in this application may be discussed with other agencies in confidence.

Please ensure you have answered all the questions and provided relevant details where requested. Supporting documents are supplementary to your application.

### This application includes all required attachments: \*

- Copy of organisation's annual financial statements for the last two (2) financial years
- Quotes for all budget line items to verify expenditure
- Written evidence of funding contributions from other sources
- Copies of approvals and planning documents

### Upload supporting documents

Attach a file:

Applicants may upload additional attachments to their Application. (Maximum 25mb, recommended size no bigger than 5mb).

## 9.1 DECLARATION

**This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form). \***

- I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if successful, the organisation will be required to accept the terms and conditions of the grant as outlined in the Grant Agreement.
- I do hereby declare that the information supplied in this application is, to the best of my knowledge, accurate and complete. I have read and accept the requirements of the

# Pilbara - RED Grants - Round 6 - Application

## Form Preview

Guidelines, and agree to notify the Pilbara Development Commission of any change of circumstances that may affect this application.

At least 2 choices must be selected.

### **Name of Authorised Person \***

Organisation Name

The person who has the legal authority to sign the Grant Agreement if this application is successful

### **Position/Title \***

### **Name of Organisation (Legal Entity) \***

Organisation Name

### **Upload signature (optional)**

Attach a file:

Once this form is submitted via SmartyGrants it will be deemed as authorised by the above signatory.

### **Dated \***

Must be a date.

## 9.2 Submit your application

**You will receive an email to confirm your submission has been received. If you do not receive an email please check your junk email folder. Please keep a record of your submission number.**

To view your submission at any time, please go to <https://agric.smartygrants.com.au/applicant/login>, enter your email address and password then click Log In.

Once you are logged in click on the My Submissions link near the top of the page.

**NOTE: You can download a PDF of your application prior to submission.**

**Click NEXT PAGE to Submit your application and you will receive a confirmation email.**