

**VICTORIAN BUSHFIRES 2019/2020  
APPLICATION FORM  
EMERGENCY BUSHFIRE  
PRIMARY INDUSTRIES GRANTS**

Enquiries:  
Ph 1800 260 425  
governmentservices@ruralfinance.com.au  
www.ruralfinance.com.au

Prior to completing this form, please refer to the eligibility criteria in the Grant Guidelines at [www.ruralfinance.com.au](http://www.ruralfinance.com.au)

**Key Information**

Please attach the following information:

- |   |  |
|---|--|
| <p><b>1. Evidence of direct damage</b></p> <ul style="list-style-type: none"> <li>• <b>Written list of bushfire-related damage with cost estimates for each item;</b></li> <li>• <b>Photographic evidence of the direct bushfire-related impacts</b></li> <li>• <b>For expenses already incurred – please provide documented evidence of actual expenditure (e.g. official receipts and any associated invoices)</b></li> <li>• <b>Copy of most recent full tax returns - for your farm business and individuals associated with your farm business.</b></li> </ul>   | <p><input type="radio"/> Yes</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> Yes</p>  |
| <p><b>2. Confirmation of direct damage having occurred in the defined disaster area</b><br/><b>Please provide either a rates notice, lease or agistment agreement</b><br/><i>Your primary production enterprise must be located in the defined disaster area;</i></p> <ul style="list-style-type: none"> <li>• <i>If you own the property, please attach a copy of your most recent Local Government rates notice for the property impacted by the disaster event.</i></li> <li>• <i>If you lease or agist all or part of a property, please attach a copy of your current lease or agistment agreement. Please provide sufficient information confirming you are responsible for the costs being claimed.</i></li> </ul>   | <p><input type="radio"/> Yes</p>   |
| <p><b>3. Confirmation you are an eligible primary producer</b></p> <p>a) <i>Do you spend part of your labour on, and derive the majority of your income from your primary production enterprise?</i></p> <p>b) <i>If not, because your primary production enterprise has been affected by drought, please provide evidence to show that in the ordinary course of business you would meet the above criteria for example; previous financial statements, a written statement explaining the change in circumstances caused by the drought. Rural Finance may request further information to verify your eligibility throughout assessment.</i></p> <p>c) <i>If not, but you can demonstrate the production potential to derive the majority of your income from the primary production enterprise within the next three years please attach supporting evidence for example financial statements, or evidence of planting vines. Rural Finance may request further information to verify your eligibility throughout assessment.</i></p> <p>d) <i>If b) or c) apply, please provide financial statements showing that your off-farm income (per person) is less than \$100,000 in the 2018-19 financial year.</i></p> <p>e) <i>Were you operating all or part of your primary production enterprise in the defined disaster area prior to, and at the time of, the eligible disaster?</i></p> <p>f) <i>Do you hold an Australian Business Number (ABN), held that ABN at the time of the disaster, and are registered for GST?</i></p> <p>g) <i>Have you received any other government assistance for the costs already incurred?</i></p> | <p><input type="radio"/> Yes      <input type="radio"/> No</p> <p><input type="radio"/> Yes, please go to d)      <input type="radio"/> Not applicable</p> <p><input type="radio"/> Yes, please go to d)      <input type="radio"/> Not applicable</p> <p><input type="radio"/> Yes      <input type="radio"/> No</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> Yes      <input type="radio"/> No</p> <p><input type="radio"/> Yes      <input type="radio"/> No</p> |

Eligible disaster	Defined disaster area
Victorian Bushfires commencing 21 November 2019, AGRN 882	Fire or bushfire affected areas within the local government areas of Ararat, Alpine, Ballarat, East Gippsland, Glenelg, Golden Plains, Indigo, Mansfield, Northern Grampians, Pyrenees, Southern Grampians, Towong, Wangaratta, Wellington and Wodonga.

## Section 1 – Applicant details

### Previous Assistance

If you have received assistance previously, please provide your Rural Finance Client ID Number.

*Note: Any previous application information supplied if held on file by Rural Finance*

Rural Finance Client ID (if known)

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Entity name:

Entity ABN

(if applicable):

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Please select the entity:

- Sole trader  
 Partnership  
 Individual trustees  
 Company directors

Title	Surname	Given names	Date of birth
			__ / __ / ____
			__ / __ / ____
			__ / __ / ____
			__ / __ / ____

or

- Company

Company name

Please list the company director's details above.

or

- Trust

Trustee

Individual (please provide the individual trustee/s details above)

Company (please provide the Company name and the Company Directors' details above)

Trust Name

Trading name

Trading name ABN

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Industry type (e.g. horticulture, sheep, grain):

Entity contact name

Landline

Fax

Mobile

Email Address

Road address of farm property directly impacted by bushfire:

Town/city

Postcode

Shire

Postal address of enterprise:

Please tick if same as road address

Town/city

State

Postcode

## Section 2 – Payment Details

Please provide your bank account details for payment of the assistance funds by Electronic Funds Transfer (Note: Bank account must match the applicant entity).

Bank

Branch

BSB

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Account name

Account number

### Section 3 – Details of your primary production enterprise and direct damage incurred

Please provide information about your primary production enterprise, including property size, normal stocking levels/ crops grown, annual turnover, employee number, commodity produced and how long you have been in operation. Please also provide a description of the direct damage that occurred to your primary production enterprise.

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### Section 4 – Details of the direct damage sustained as a result of the eligible disaster

Please provide an estimate of costs associated with disaster recovery in the table below.

Eligible Activity	Estimate Cost - \$
Hiring, leasing or purchase of equipment and/or materials to undertake clean-up	
Additional labour costs (above and beyond normal wage expenditure, i.e. day-to-day staffing)	
Disposing of damaged goods and injured or dead livestock, including associated costs	
Repairing a building or repairing or replacing fittings in a building, if the repair or replacement is essential for resuming operation of the primary production enterprise. (Funding is not available for repairs to a building that is used as a dwelling, unless it is used for carrying on the primary production enterprise, for example staff accommodation)	
Repairing or replacing fencing (not covered by other assistance)	
Reconditioning/repairing essential plant and equipment, including repairing damage to, or replacing, water tanks, de-silting dams, water reticulation systems	
Salvaging (but not replacing) crops, grain, feed, fertiliser and timber	
Health maintenance for livestock and poultry	
Purchase of fodder, grain, and feeds for livestock and poultry, and/or stock agistment costs, and associated transport costs (not covered by other assistance)	
Purchase or hire/lease costs for equipment essential to the immediate resumption of the business	
Replacement of essential water used for firefighting purposes	
Water cartage	
Payment for tradespeople to conduct safety inspections	
<b>Total estimate of clean-up and reinstatement costs</b>	

***Should you operate an eligible separate business as defined in Section 5 of the Guidelines, a separate application will be required detailing the disaster damage associated with that business.***

### Section 5 – Insurance

Has a claim for insurance been made in relation to the direct damage caused by the disaster?

*A copy of the outcome of your insurance claim must be provided to Rural Finance once determined (refer to checklist on page one).*

<input type="radio"/> Yes – please provide insurance details below	
Insurance Company	
Policy / claim no.	
Claim manager name	
Claim manager phone no.	

<input type="radio"/> No – please indicate why	
<input type="radio"/>	Uninsured (please explain below)
<input type="radio"/>	My/our policy does not provide cover for the items damaged or damage caused by the eligible disaster (please attach insurance policy)
<input type="radio"/>	Other (briefly detail below)

Additional Insurance / other details:

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## Declaration and authorisation

### I/We understand and declare that:

1. I have read, understood, agree to an application of, and I will comply with the scheme guidelines and confirm that the grant funds are to pay for eligible costs (listed in Section 4) incurred as a result of direct damage caused by the disaster.
2. The information I have provided in this application is true and correct.
3. Deliberately giving false or misleading information is a serious offence and may lead to prosecution.
4. Rural Finance may seek information regarding expenditure on, and outcomes from, clean-up and reinstatement activities. This information may include photographs, quotations, tax invoices, receipts, bank statements or other similar records.
5. Any assistance claimed and received under this scheme is non-assessable and non-exempt for income tax purposes.
6. Assistance received cannot be claimed for tax deduction purposes.
7. If I am applying on behalf of a partnership, trust or corporation, I have the authority to make this application on its behalf.
8. The primary production business listed in this application:
  - a) suffered direct damage as a result of the Victorian bushfires commencing 21 November 2019 (AGRN 882) as stated in the guidelines.
  - b) is an eligible primary production business.
9. I confirm grant funds will be used for items not covered by insurance.
10. I/We hereby authorise Rural Finance and any of its authorised representatives to:
  - a) Collect information that Rural Finance or its authorised representatives consider to be necessary or appropriate in connection with this application, from:
    - i) Any accountant, solicitor, business consultant, bank, other financier, processor, supplier or other person named or identified in this application or any supporting documentation provided with, or in support of, this application.
    - ii) Any Commonwealth, State or Local Government agency or authority that Rural Finance or its authorised representatives may consider relevant to this application (each relevant person).
  - b) Disclose to any relevant person and to any contractor or agent of Rural Finance involved in the assessment or processing of this application:
    - i) That I/we have made this application
    - ii) Information contained in this application or any supporting documentation provided with, or in support of, this application
    - iii) Information collected by Rural Finance or its authorised representatives under paragraph (a) above
    - iv) Information about any previous application I/we have made to, or financial assistance received from, Rural Finance

I/We authorise any relevant person to disclose to Rural Finance and its authorised representatives such information as may be requested about me/us in connection with this application.

**Emergency Bushfire Primary Industries Grant may result in financial, taxation, legal or other impacts. Applicants are advised to seek independent financial advice in regards to these impacts.**

**If you make a subsequent application for an Emergency Bushfire Primary Industries Grant the total assistance cannot exceed the maximum \$75,000 available under the eligible disaster event.**

**Before submitting this application to Rural Finance please ensure all relevant questions have been completed and all required documentation attached. All business owners, directors or trustees must sign below.**

Applicant	Signature	Name	Position	Date
One				
Two				
Three				
Four				

## How to apply

Please submit your completed application including supporting documents to Rural Finance by:

Post: Rural Finance, PO Box 1313, Bendigo Central 3552 Email: [governmentservices@ruralfinance.com.au](mailto:governmentservices@ruralfinance.com.au) Fax: 5441 8901

## Enquiries

Further information on the program is available on the Rural Finance website: [www.ruralfinance.com.au](http://www.ruralfinance.com.au) or call 1800 260 425

## Privacy

We understand and appreciate that our customers are concerned about their privacy and the confidentiality and security of any information that may be provided to us. Rural Finance has always prided itself on its standards of confidentiality, and will continue those standards, in line with new privacy legislation. The personal information collected and maintained by Rural Finance comprises your name, address, contact details and information specific to the support program. Rural Finance may use your personal information in order to provide the services you require, administer and manage those services, and research and develop our services. Your personal information is also collected to advise or offer information on other support programs that may be relevant and of interest to you. If you do not wish to receive these offers or information, please call 1800 260 425. It should be noted that financial information received by Rural Finance for the purposes of assessing eligibility and level of assistance under specific schemes of support, that may enable an individual to be identified, at no stage is divulged to any third party or government department.