Appendix E – Guidance Materials

Cashflow Guidance

- A cashflow forecast must be submitted with all Applications to the Infrastructure Activation Fund (IAF)
    - Applicants may submit their own cashflow forecast or complete the template provided with the application form.
    - If using the Applicant's own cashflow, ensure it demonstrates the anticipated project cashflow as detailed under 'How to prepare' below and as indicated in the available template.
    - Information provided in the cashflow forecast must reflect the identified project costings and project dates included in the Application.
    - Information provided will be considered in assessing the suitability of the Project for funding.
    - If the Application is successful, the cashflow forecast submitted with the Application may be used in negotiating the Funding Agreement and managing payments from the IAF.
- The cashflow forecast should include the below:
    - The cashflow forecast should show the project funding from all sources and expenditure on a month-by month basis from project start until project completion. Refer to the definition of Project Start Date in the Glossary of the Market Invitation.
    - Identify all financial contributions, e.g. IAF funding sought, and any Applicant or third-party contributions. Note, financial contributions do not include in-kind contributions.
    - During project delivery, IAF payment will be tied to the completion of key milestones and as such they will not be regular monthly or quarterly payments.
    - Ensure all amounts exclude GST.
    - Ensure total project expenditure and revenue align with the Application and cost breakdown. Monthly cashflow forecasts should be aligned with the forecast project timeframes and activity milestones in the Application.
    - Explain any assumptions used to calculate the cashflow.
    - Refer to the optional cashflow forecast template for additional guidance.

Using supporting documentation Guidance

- You may use evidence to support responses to assessment criteria and other application questions, such as timeframes, costings, and land ownership. Ensure evidence provided is:
    - appropriate for the project size
    - credible and can withstand critical analysis
    - directly relevant to the project
    - current / up to date / recently created or compiled.
- In responses where documentary evidence is being used, clearly reference the evidence by including:
    - attachment number and name
    - relevant section and page numbers
    - additional context and assumptions (if needed) to explain relevance to project.

  Proper referencing is crucial, as failure to do so may result in the evidence not being considered during assessment.