

# Application Checklist

The objective of the Program is to assist eligible exhibiting zoos, aquariums and wildlife parks to maintain their animal populations by assisting with animal welfare costs.

This checklist provides a guide for the documents and information required to complete an application.

<b>PRELIMINARY DETAILS</b>
<input type="checkbox"/> Application number for Payment 1 (SAEZAXXX)
<input type="checkbox"/> Claim Request number for Payment 2 (CRXXX) (if applicable)
<input type="checkbox"/> Application number for Payment 3 (P3XXX) (if applicable)
<input type="checkbox"/> Application number for Payment 4 (P4XXX) (if applicable)
<input type="checkbox"/> Application number for Payment 5 (P5XXX) (if applicable)
<input type="checkbox"/> Application number for Payment 6 (P6XXX) (if applicable)
<input type="checkbox"/> Trust Deed (if applicable)
<input type="checkbox"/> Contact details (Grant Manager & Executive contact)
<b>INSURANCE AND ACCREDITATION</b>
<b>(All documents must have an expiry date after the Payment 6 grant period, 30 September 2021)</b>
<input type="checkbox"/> Certificate of currency for: <ul style="list-style-type: none"> <li><input type="checkbox"/> Public liability insurance</li> <li><input type="checkbox"/> Workers compensation insurance</li> <li><input type="checkbox"/> General Insurance</li> </ul>
<input type="checkbox"/> Animal exhibition licence/permit as required in your state or territory <i>(If your state or territory has not issued a current licence/permit, you must include a copy of correspondence from the relevant agency to that effect)</i>
<input type="checkbox"/> ZAA accreditation (if applicable)
<b>PAYMENT</b>
<b>(The following are examples of the types of documents that may support your claim)</b>
<input type="checkbox"/> Expense reports for expenses incurred for the qualifying period in the previous year, for example: <ul style="list-style-type: none"> <li><input type="checkbox"/> Profit and Loss statement</li> <li><input type="checkbox"/> Monthly account ledger</li> <li><input type="checkbox"/> Transaction listings</li> </ul>
<input type="checkbox"/> Expense reports for previous months used for projections
<input type="checkbox"/> Invoices for items purchased or works carried out in the grant period
<input type="checkbox"/> Quotations for items to be purchased or works to be carried out in the grant period
<input type="checkbox"/> Evidence supporting any claims for expenses in the following categories: <ul style="list-style-type: none"> <li><input type="checkbox"/> Animal Care - Feed</li> <li><input type="checkbox"/> Animal Care - Health Care</li> <li><input type="checkbox"/> Animal Care - Welfare and Conservation</li> <li><input type="checkbox"/> Maintenance and Equipment</li> <li><input type="checkbox"/> Utilities</li> <li><input type="checkbox"/> Software and Hardware</li> <li><input type="checkbox"/> Business Services for Animal Care</li> <li><input type="checkbox"/> Additional evidence to support capital improvements</li> </ul>
<input type="checkbox"/> Evidence supporting any claims for replacement item/s that were non-repairable, where those items relate to animal welfare. This can include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Invoices for items purchased or works carried out</li> <li><input type="checkbox"/> Quotations for items to be purchased or works to be carried out within the grant period</li> </ul>
<b>OTHER FUNDS</b>
<input type="checkbox"/> Details of any other funding received from government sources, including the details of what the funding covered.