

# Regional Business Improvement Program - Business Audits R1 Application Form

## Form Preview

### About the grant

#### Instructions for Applicants

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

**Applications must be submitted before 4pm on 16 January 2026.**

Before completing this application form, you must read the [Program Guidelines](#) available on the NSW Grants and Funding website.

Incomplete applications will not be accepted. Your application is not officially submitted for consideration until you click 'Review and Submit' at the end of the application form.

Acceptance of late submissions will be at the sole discretion of the Department.

Once submitted you cannot reopen your application.

If you require assistance completing this application, please contact **economic.programs@dpird.nsw.gov.au** and quote the application ID number in the email subject line.

#### Grant Program Name

This field is read only.

The program this submission is in.

#### Application Number

This field is read only.

#### Program Details

##### Purpose

The purpose of the Regional Business Improvement Program – Business Audits (the Program) is to implement a targeted continuous improvement audit program that supports small to medium-sized enterprise (SMEs) manufacturers across regional NSW. By delivering structured audits to selected businesses, the program aims to identify opportunities for operational improvement, build internal capability and foster long-term competitiveness.

This initiative aligns with the NSW Government's commitment to strengthening regional manufacturing through enhanced efficiency, resilience and readiness for advanced technologies, ultimately contributing to broader economic development and job retention in regional communities.

##### Objectives and outcomes

The objective of the Program is to help SME manufacturers in regional NSW identify and implement continuous improvement/lean principles in their business operations to drive efficiency and productivity improvements.

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The Program is offering:

- An audit of select SME manufacturers to identify the requirements and expected costs to implement continuous improvement/lean principles in their business operations to drive efficiency and productivity improvements. The audit will investigate the potential for efficiency improvements in each business through the adoption of lean principles.

The target outcomes of the Program are to:

- Accelerate regional economic growth and diversification by enhancing the productivity and competitiveness of SME manufacturers, supporting job creation and investment attraction.
- Strengthen regional manufacturing ecosystems by building capability for advanced manufacturing, improving supply chain resilience and positioning NSW regions as hubs for innovation and high-value production.

### **Intended recipients**

The intended recipients of the Program are small to medium-sized manufacturers (with between 10 and 200 full-time equivalent employees) that have an operating manufacturing facility in regional NSW.

## Key Information

### **Opening date and time**

**9:30am, 10 December 2025**

### **Closing date and time**

**4:00pm, 16 January 2026**

Funding will be committed to applications assessed as suitable in order of applications received.

### Application outcome date

The department will let applicants know the outcome of their applications by this date.

Applicants will be notified confidentially within 4 weeks of the closing of applications or as soon as possible after a decision has been made at the NSW Government's discretion.

### Project delivery timeframe (estimated)

(for successful applications)

February 2026 - June 2026

### Decision-maker

Executive Director, Regional Economic Development

NSW Government source agency

Department of Primary Industries and Regional Development ("the department")

Type of opportunity Demand-driven or 'first-in, first-served'

Total Program funding

\$975,000

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Grant amounts

Not applicable.

\*NOTE: The Regional Business Improvement Program – Business Audits is offering eligible applicants the opportunity to receive a continuous improvement audit on their business. The department will appoint an external service provider to undertake the audit for successful applicants. Program funding will be used to pay the service provider for the cost of the audits undertaken.

Enquiries / Getting Support

[economic.programs@dpird.nsw.gov.au](mailto:economic.programs@dpird.nsw.gov.au)

## Disclaimer

The Applicant acknowledges and agrees that:

- submission of this application does not guarantee funding will be granted for any project, and the department expressly reserves its right to accept or reject this application at its discretion;
- it must bear the costs of preparing and submitting this application and the department does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- it has read the Funding Guidelines for the Program and has fully informed itself of the relevant program requirements.

## Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- if this project application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded;

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- the department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and
- in some circumstances the department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

## Privacy Notice

By submitting this Application form, the Applicant acknowledges and agrees that:

- the department is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the department in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: [Privacy Statement from NSW Premier's Department](#));
- the information it provides to the department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

## Evaluation

The department will monitor the projects against the purpose and objectives of the program. Successful applicants will be required to participate in evaluation, such as surveys and reporting.

## Organisation Details

\* indicates a required field

## Eligibility Criteria

To be eligible, an applicant must meet ALL of the following requirements:

- have an Australian Business Number (ABN)
- be able to demonstrate the project facility operates in a manufacturing industry through a relevant Australian and New Zealand Standard Industrial Classification (ANZSIC) code or Business Industry Code (BIC)
- have an operating manufacturing facility in an **Eligible location** (see below)

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- be a small-to-medium enterprise (SME) business (between 10-200 full-time equivalent employees)
- hold or commit to obtaining public liability insurance of not less than \$10 million per occurrence or hold equivalent or better self-insurance to the satisfaction of the department
- be a fit and proper person/legal entity
- not be insolvent, bankrupt or subject to ongoing legal proceedings
- declare in the application form that the applicant is not aware of any issues which could cause reputational or other risks to the NSW Government
- be able to provide timely access on reasonable request to the service provider appointed by the NSW Government to complete business audits
- be able to allocate necessary resources during the Regional Business Improvement Program audit period

## Eligible Locations

Businesses must be located in one of the 95 regional NSW Local Government Areas (LGAs), the Unincorporated Far West region or on Lord Howe Island. Projects located in the Sydney metropolitan area are ineligible.

## Applicant Details

### Applicant \*

Individual  Organisation

Organisation Name

Title      First Name      Last Name

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

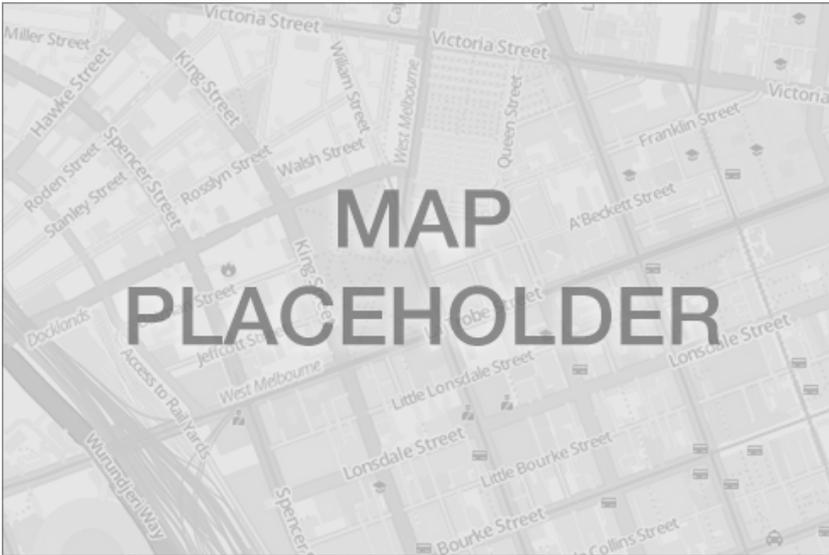
Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

### Primary Address

Address

|                      |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |

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## Postal Address

Address

## Primary Phone Number \*

Must be an Australian phone number.  
Country code not required, area code for landlines is required.

## Other Phone Number

Must be an Australian phone number.  
Country code not required, area code for landlines is required.

## Email Address \*

Must be an email address.

## Website

Must be a URL.

## Primary Contact Details

### Primary Contact \*

| Title                | First Name           | Last Name            |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

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This is the person we will correspond with about this grant.

### Primary Contact Position \*

e.g., Manager, Board Member or Fundraising Coordinator.

### Primary Contact Phone Number \*

Must be an Australian phone number.

Country code not required, area code for landlines is required.

### Primary Contact Other Phone Number

Must be an Australian phone number.

Country code not required, area code for landlines is required.

### Primary Contact Email \*

Must be an email address.

This is the address we will use to correspond with you about this grant.

### Does the applicant have an Australian Business Number (ABN)? \*

Yes

No

### 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                                   |                                  |
| Main business location                            |                                  |

Must be an ABN.

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### 2.1 Please enter the Australian and New Zealand Standard Industrial Classification (ANZSIC) or Business Industry Code (BIC). \*

Please enter a manufacturing ANZSIC or BIC code. You may look up the ANZSIC/BIC code here: <https://www.ato.gov.au/calculators-and-tools/businesses-industry-code-tool>

### 2.2 Please outline your primary activities that align to your ANZSIC or BIC code. \*

### 2.3 Please upload evidence of your organisation being a small to medium-sized business (SME) (10-200 full-time equivalent employees). \*

Attach a file:

### 2.4 Does the applicant organisation have at least \$10 million in public liability insurance, or is willing to obtain \$10 million in Public Liability Insurance? \*

Yes  No, but willing to obtain

Applicants are required to hold at least \$10 million public liability insurance in order to enter into a funding deed with the NSW Government.

### 2.5 Please provide evidence that the applicant organisation holds at least \$10 million in Public Liability Insurance.

Attach a file:

Applicants are required to hold at least \$10 million public liability insurance in order to enter into a funding deed with the NSW Government.

### 2.6 Is your organisation financially solvent and not subject to bankruptcy proceedings? \*

Yes  No

### 2.7 Please provide details for your 'No' response:

### 2.8 Is your business subject to any ongoing or potential legal proceedings? \*

Yes  No

### 2.9 If yes, please explain the detail of the legal proceedings. \*

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**2.9.1 Are you aware of any issues which could cause reputational or other risks to the NSW Government? \***

Yes  No

**2.9.2 If yes, please explain. \***

## Project Details

\* indicates a required field

Program scope of activities

The Program will offer each successful applicant the following:

- An audit to identify the requirements and expected cost to implement continuous improvement/lean principles in their business operations. The audit will further estimate the potential efficiency improvement of the business through the adoption of these principles.
- An audit report which outlines business needs and opportunities to implement continuous improvement/lean principles in business operations to realise benefits, as well as quantifiable metrics that demonstrate the potential return on investment to the business, and efficiencies gained (as a result of implementation of the audit's findings).

The department will arrange for a suitably qualified service provider to deliver the business audit to each manufacturing business

**Note:** The scope of activities of the Program is limited to delivering the above and does not include financial assistance to businesses to implement audit findings.

**Please enter the address of the manufacturing facility you are applying for an audit in the 'Primary location of your initiative'.**

**Title \***

Word count:

Must be no more than 25 words.

Title: This is the title of your project. The project title should be your business name followed by RBIP Audit (E.g. Freds Manufacturing RBIP Audit)

**Brief description \***

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### Word count:

Must be no more than 50 words.

Please include details of how you will work with the selected provider to complete a business audit and receive an audit report addressing opportunities to implement continuous improvement / lean principles into the business.

### Anticipated start date \*

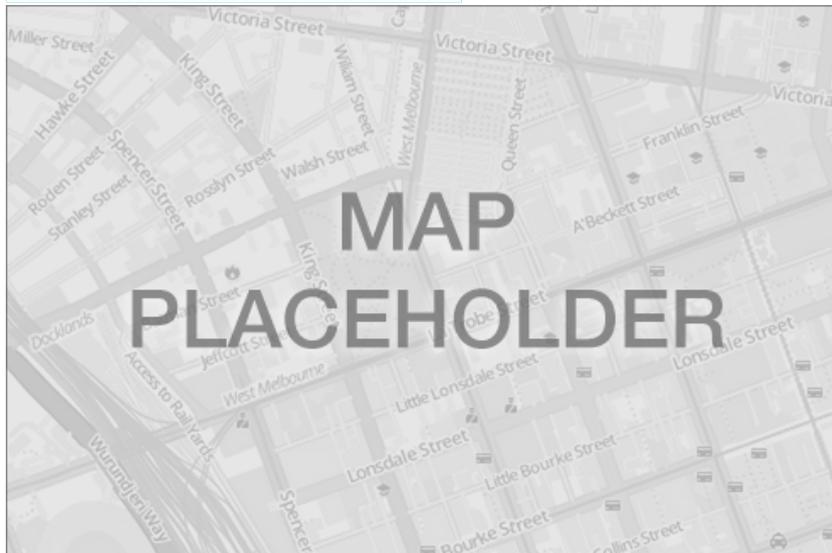
When would you like to commence working on the audit with the consultant? Can be between 1 February 2026 and 1 May 2026.

### Anticipated end date \*

This is the date the audit is expected to completed. Can be between 27 February 2026 and 30 June 2026.

### Primary location of your initiative

Address

Please enter the address of the manufacturing facility you are applying for an audit in the 'Primary location of your initiative'. Primary location does not need to be a specific address, and can be postcode, suburb, state (NSW), etc. If delivered online, please specify the area of focus for delivery.

**Please select the eligible regional NSW Local Government Area where the manufacturing facility you are seeking to have audited is located.**

### 3.1 \*

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Businesses must be located in one of the 95 regional NSW Local Government Areas (LGAs), the Unincorporated Far West region or on Lord Howe Island. Projects located in the Sydney metropolitan area are ineligible.

### 3.2 How many full-time equivalent employees do you currently have working in this manufacturing facility? \*

- 10-19
- 20-49
- 50-79
- 80-200

Please include apprentices in your total count of full-time employees.

### 3.3 Do you employ any apprentices? \*

- Yes
- No

3.4 Please list the number of apprentices you currently employ by year:

#### First Year Apprentice

Must be a whole number (no decimal place) and at least 0.

#### Second Year Apprentice

Must be a whole number (no decimal place) and at least 0.

#### Third Year Apprentice

Must be a whole number (no decimal place) and at least 0.

#### Fourth Year Apprentice

Must be a whole number (no decimal place) and at least 0.

#### Total number of apprentices employed

This number/amount is calculated.

## Business Audits

\* indicates a required field

It is likely that at some stage your organisation has previously tried some form of lean manufacturing initiative or project. Often this may have incorporated lean techniques but was called something different.

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Lean Manufacturing is generally accepted as a continuous improvement methodology and this term may be used to broadly describe previous work. Also be aware of the use of Japanese terms such as Kaizen which through lean has come to mean continuous improvement. Your organisation also may have participated in workshops around lean techniques such as 5S and process simulation.

### 4.1 Have you attempted to implement Lean Manufacturing principles in your organisation in the past?

Yes  No

### 4.2 How many years has it been since you last tried to implement Lean Manufacturing in your organisation? \*

Must be a number.

### 4.3 Where did you apply Lean Manufacturing principles previously? \*

Must be no more than 250 characters.

### 4.4 What results/benefits did you identify? \*

Must be no more than 500 characters.

### 4.5 Where do you currently see opportunities to apply Lean Manufacturing to your business? \*

Must be no more than 500 characters.

### 4.6 Explain why you believe implementing Lean Manufacturing will result in productivity and/or efficiency benefits. \*

Must be no more than 500 characters.

### 4.7 If successful for the audit, what is your ongoing commitment to implementing Lean Manufacturing principles in your organisation? (E.g. Will there be any resources set aside to implement the audit's findings? If so, what are these?) \*

Must be no more than 500 characters.

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### 4.8 Will the organisation's executive level team be directly involved in implementing Lean Manufacturing in your facility? \*

- Yes  No

### 4.9 Please outline how the executive level team will be involved. \*

Must be no more than 500 characters.

## Strategic Considerations

\* indicates a required field

Other factors may be taken into consideration in accordance with the objectives of the Program. These include:

- geographical distribution of businesses across the eligible LGAs
- diversity of manufacturing sectors represented/participating
- other factors deemed relevant and important in a whole of NSW context, such as alignment with existing NSW Government policies and strategies.

If successful, an independent Lean consultant will be in contact for further details about your operation in order to conduct the audit.

The [NSW Industry Policy](#) (2025) is built around three (3) interrelated missions which are strategic priorities for the NSW Government: Housing, Net Zero & Energy Transition, and Local Manufacturing.

The Local Manufacturing Mission promotes a dynamic, complex, sustainable and diversified economy, that is driven by innovation, productivity, robust supply chains and sovereign capability.

The **key sectors** that will drive success in Local Manufacturing include:

- Manufacturing materials - Green metal industries of emerging comparative advantage
- Advanced manufacturing technologies - Industries which encompass technologies that assist in manufacturing processes and improve productivity
- Transport and logistics - The movement, storage, and distribution of goods, people, and services across various networks.

The NSW Industry Policy can be found [here](#).

### 5.1 Is your business in a focus sector identified in the NSW Industry Policy (2025)? \*

- Yes  No

### 5.2 Please outline how your business aligns to the NSW Industry Policy (2025). \*

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Must be no more than 500 characters.

## 5.3 Which of the following markets does your company manufacture products for?

\*

- Local area / region
- NSW
- Australia
- International

## 5.4 In which countries do you currently or intend to export your manufactured products to? \*

## Sales History

5.5 Please provide three (3) years of recent sales history.

| Year | \$ Revenue from sales    | Year on Year (YoY) Growth % |
|------|--------------------------|-----------------------------|
|      |                          |                             |
|      |                          |                             |
|      |                          |                             |
|      | Must be a dollar amount. | Must be a number.           |

## 5.6 If your sales have recently increased, what has been the primary source of growth? \*

- Increased sales into existing markets
- New markets
- New products
- Other:

Please select all that apply.

## 5.7 Is there anything else you would like considered as part of your expression of interest to receive a Lean Manufacturing audit?

## Conflict of Interest

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\* indicates a required field

### Conflict of Interest

**6.1 Does your organisation or any key personnel involved in this project have any actual or potential conflicts of interests arising from their involvement with third-party consultants or program developers engaged in the delivery of the program?**

\*

Yes

No

**6.2 Please outline these conflicts of interest and how they will be managed \***

### Declaration and Authorisation

\* indicates a required field

#### Declaration

The Applicant represents and warrants that this application has been submitted by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc).

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

By submitting this application form I hereby declare that:

- I agree for my project to be automatically considered in other NSW funding programs;
- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- All relevant conflicts of interest have been declared

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## Authorisation

**I agree \***

Yes

**Name of authorised person \***

Title      First Name      Last Name

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

Must be a senior staff member, board member or appropriately authorised volunteer

**Position \***

Position held in applicant organisation (e.g. CEO, Treasurer)

**Phone number \***

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

**Email \***

Must be an email address.

**7.1 I consent to being contacted by the department for future grant funding opportunities that may be relevant to my business.**

- Yes, I consent
- No, I do not consent

GMS-SGA/2025 v2.0