

# Residential Activation Fund – Round 2

## Guide to preparing a cashflow forecast

### Key Points

- A cashflow forecast must be submitted with all Applications to the Residential Activation Fund (RAF/the Fund).
- 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 Fund.

### How to prepare

- 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 Program Guidelines.
- Identify all financial contributions, e.g. RAF funding sought, and any Applicant or third-party contributions. Note, financial contributions do not include in-kind contributions.
- During project delivery, RAF 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.