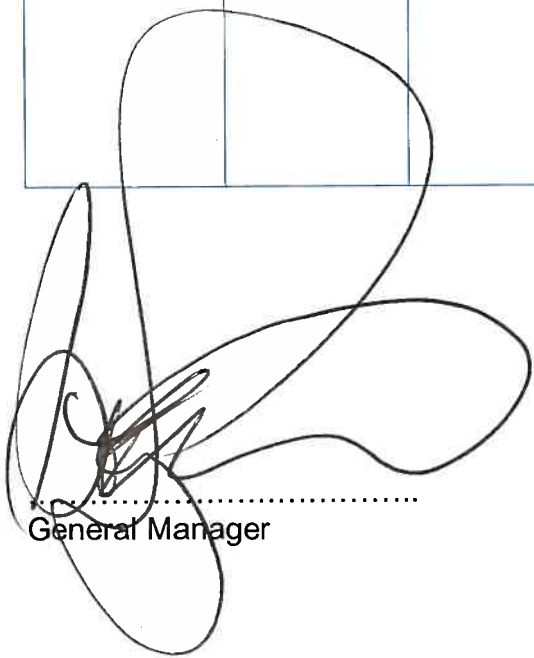




# **Local Economic Development Support Fund Policy**

**DOCUMENT AUTHORISATION**

<b>RESPONSIBLE OFFICER:</b>		MANAGER ECONOMIC DEVELOPMENT			
<b>REVIEWED BY:</b>		DIRECTOR DEVELOPMENT, PLANNING & REGULATORY SERVICES			
<b>REVIEW DUE DATE:</b>		April 2023			
<b>VERSION NUMBER:</b>		1			
<b>DOCUMENT NUMBER:</b>		1			
<b>VERSIONS:</b>	<b>DATE:</b>	<b>RESOLUTION NO:</b>	<b>DESCRIPTION OF AMENDMENTS:</b>	<b>AUTHOR / EDITOR:</b>	<b>REVIEW / SIGN OFF:</b>
1	14.04/21	21.04/21	Updates to align with the final adopted Economic Development Strategy 2020-2040 and Action Plan 2020-2025	Manager Economic Development	MANEX & COUNCIL



.....  
General Manager

17/5/21.  
.....  
Date

## PURPOSE

The purpose of **Local Economic Development Support Fund Policy (The Policy)** is to consolidate relevant policies, guidelines and operational allocations for third-party organisations into one (1) policy. The Policy provides business and community access to financial support.

The Policy ensures that the criteria for funding supports local economic outcomes in alignment with the **Economic Development Strategy 2020-2040 and Action Plan 2020-2025 (GIHEDS&AP)**.

## APPLICABILITY

This policy applies to:

- Section 355 Committees;
- Local Businesses;
- Local Community Groups and Organisations;
- Local Not-for-Profit Organisations;
- Local Events; and
- Local Business and Industry Associations.

## OUTCOMES

Glen Innes Severn Council is committed to supporting the local community to foster positive local economic outcomes.

Council believes that the whole community should be able to access council financial support that will deliver a positive Return on Investment (ROI) – financial or societal as a driver to improve socio-economic prosperity and wellbeing.

Funding will be aligned to, complimentary to and supportive of driving or delivering the vision, principles, strategy or actions of the Glen Innes Highlands Economic Development Strategy and Action Plan (GIHEDS&AP).

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## DEFINITIONS

LGA	Local Government Area
GIHEDS&AP	Glen Innes Highlands Economic Development Strategy 2020-2040 and Action Plan 2020-2025
The Policy	Local Economic Development Support Fund Policy
LEDSF-P	Local Economic Development Support Fund Panel
LEDSF-SC	Local Economic Development Support Fund Scorecard
GISC	Glen Innes Severn Council
GIH	Glen Innes Highlands

## POLICY STATEMENT

The Policy establishes Council's position regarding providing third-party financial support to enable and support positive local socio-economic outcomes.

The Policy is aligned to the adopted GIHEDS&AP and provides the criteria to assess applications through the **Local Economic Development Support Fund Scorecard (LEDSF-SC)** and a **Local Economic Development Support Fund Panel (LEDSF-P)** whom review and make recommendations to Council.

### Eligibility

The Policy may be used to provide financial assistance to:

- (a) A business entity – proven by an Australian Business Number (ABN) and/or Australian Company Name (ACN) proposing to establish or expand an industry, service or business in the LGA; and
  - (b) Local Volunteer Community Groups and/or Committees, Not-for-Profits, 355 Committees, Local Consortiums and Local Event Organisers proposing to incubate, activate or grow local initiatives, programs or events.
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**Assessment Panel**

Applications will be assessed by the LEDSF-P comprising of two (2) Councilors, the General Manager, the Director of Development Planning & Regulatory Services, the Manager of Economic Development and two (2) independent community representatives with demonstrated business knowledge. The term of the independent community representatives will be for two (2) years.

Council will nominate the 2 (two) Councilors commencing from September 2021 as part of the annual Delegates on Committees Report. Council will, as part of the report, endorse the recommended independent community representatives following an EOI process conducted by Council's Director Development, Planning and Regulatory Services.

**Assessment Criteria**

- (a) The extent to which the proposal aligns to the four (4) Strategic Pillars and Priorities in the GIHEDS&AP.
- (b) The extent to in the which the proposal leverages the opportunities for growth outlined in the GIHEDS&AP;
- (c) The extent to which the proposal delivers, supports or assists in the delivery of one or more action items in the GIHEDS&AP;
- (d) Evidence of the community need and community consultation and support for the proposal;
- (e) Demonstrated ability to successfully deliver the outcomes in a timely way;
- (f) The quality of the application (e.g. a well-developed, clear and realistic action plan, supported by research where appropriate and including an accurate financial/event plan and budget); and
- (g) The extent to which Council's budgeted funds are available for disbursement.

**Assessment Score Card**

Applications are to be submitted with the application form (Appendix B) and will initially assessed through **LEDSF-SC** (Appendix C) following the criteria summarised below. The initial assessment will be completed by the Manager of Economic Development and reviewed by the Director Development, Planning & Regulatory Services.

A score of less than 26% will be rejected and not be referred to the LEDSF-P for consideration. A score of 18% or above 26% will be referred to the LEDSF-P for consideration.

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The LEDSF-P will undertake a review of the accepted applications to determine the project application eligibility and requested project funding value in context to the number of overall applications and the total available funding available.

The panel agree by consensus the final recommendation to be presented to Council.

CRITERIA	CRITERIA RATING
(a) The extent to which the proposal aligns to the four (4) PLACE Strategic Pillars and Priorities in the GIHEDS&AP	40%
(b) The extent to in the which the proposal leverages the opportunities for growth outlined in the GIHEDS&AP	24%
(c) The extent to which the proposal delivers, supports or assists in the delivery of one or more action items in the GIHEDS&AP	20%
(d) Evidence of the community need and community consultation and support for the proposal	5%
(e) Demonstrated ability to successfully deliver the outcomes in a timely way.	5%
(f) The quality of the application (e.g. a well-developed, clear and realistic action plan, supported by research where appropriate and including an accurate financial/event plan and budget	6%
<b>TOTAL</b>	<b>100%</b>

Table 1. Score Card Summary

## VARIATION AND REVIEW

The LEDSF shall be reviewed every two (2) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council.

The term of the LEDSF-P does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

## Appendix A

## Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
	15.12/20	35.02/21 RESOLUTION	New Policy consolidating the Events Prioritisation Policy, the Business Incentive Fund Guidelines and incorporating other delivery program and/or Operational Plan budget allocations.	Manager Economic Development	MANEX & COUNCIL
	27.11/2014	21.11/14	Review of the Event Event Prioritisation & Support Policy	Manager Tourism & Events	MANEX & COUNCIL
	15.12/2011	16.12/11	Establishment of the Event Prioritisation & Support Policy	Manager Tourism & Events	MANEX & COUNCIL
Business Incentive Fund Guidelines: V2	28.11/19	25.02/19	Revised to include Medical Practitioners and other professional people moving to and servicing the LGA,	Manager Economic Development	MANEX & COUNCIL
Business Incentive Fund Guidelines: V1	18.11/17	23.11/17	Establishment of the Business Incentive Fund Guidelines.	Manager Economic Development	MANEX & COUNCIL

## Appendix B

### Economic Development Support Fund – Application Form:

#### Guidelines:

Before starting this application, you should ensure that you have read and understood the **Economic Development Support Fund Policy** and **Scorecard** herein contained within this document.

The **Glen Innes Highlands Economic Development Strategy 2020-2040 and Action Plan 2020-2025 (GIHEDS&AP)** can be downloaded from Council's website to assist in aligning your project and in order to achieve the required score for the application to progress to review by the Panel and the final Council approval.

Please ensure you complete all sections and attached supporting evidence and documentation.

#### Submissions should be addressed to:

General Manager  
Re: Economic Development Support Fund Application  
Glen Innes Severn Council  
PO Box 61  
Glen Innes, NSW, 2370

Or emailed to:

[council@gisc.nsw.gov.au](mailto:council@gisc.nsw.gov.au)

Subject line: Economic Development Support Fund Application

#### When to submit:

Applications can be submitted by July 31 annually for that financial year's financial allocation according to the final adopted Operational Budget.

Operating and Financial Year	Deadline for applications
FY21-22	31 July 2021
FY22-23	31 July 2022
FY23-24	31 July 2023

The Fund cannot fund any activity that has occurred in the previous operating or financial year. Projects must have a completion date prior to the end of the operating and financial year.



**Project details:**

Please provide the following details on your project.

<b>APPLICANT NAME:</b>	
Email:	
Phone:	
<b>ORGANISATION/ BUSINESS NAME:</b>	
ABN/ACN:	
Entity Type:	
Address:	
Email:	
Phone:	
Alternative contact name:	
Website/Social links:	Website:
	Linked In:
	Facebook:
	Twitter:
	Instagram:
	Other:
Brief description of your organisation/business:	(maximum 100 words)
Size of organisation/business: (3 committee members, #FTE, #volunteers etc)	
<b>PROJECT NAME:</b>	
<b>PROJECT START DATE:</b>	
<b>PROJECT COMPLETION DATE:</b>	
<b>TOTAL PROJECT BUDGET:</b>	
<b>FUNDING VALUE REQUESTED:</b>	
<b>% OF PROJECT BUDGET:</b>	
<b>BRIEF PROJECT DESCRIPTION:</b>	(maximum 200 words)
<b>KEY OBJECTIVES:</b>	<b>HOW WILL YOU MEASURE SUCCESS?</b>
1.	
2.	
3.	

**Project alignment:**

Please provide rationale on how your project aligns to the following categories as they relate to the Glen Innes Highlands Economic Development Strategy 2020-2040 and Action Plan 2020-2025 and Economic Development Support Fund scorecard.

<b>Scorecard summary category</b>	<b>Rational for alignment</b>
(a) The extent to which the proposal aligns to the four (4) PLACE Strategic Pillars and Priorities in the GIHEDS&AP	(maximum 200 words)
(b) The extent to in the which the proposal leverages the opportunities for growth outlined in the GIHEDS&AP	(maximum 200 words)
(c) The extent to which the proposal delivers, supports or assists in the delivery of one or more action items in the GIHEDS&AP	(maximum 200 words)
(d) Evidence of the community need and community consultation and support for the proposal	(maximum 200 words)
(e) Demonstrated ability to successfully deliver the outcomes in a timely way.	(maximum 200 words)
(f) The quality of the application (e.g. a well-developed, clear and realistic action plan, supported by research where appropriate and including an accurate financial/event plan and budget	(Please list each attachment that supports your application provided as part of your application)

**Project detail:**

Consider including documentation to support your application – some examples are provided below – should you have any questions please contact Manager Economic Development.

1. Business Plan
  2. Business Proposal
  3. Concept Plans or Proposals
  4. Business Case
  5. Project Plan / Detailed timing plan
  6. Event Management Plan
  7. Quotes & Estimates
  8. Survey's and Research
  9. Petitions
  10. Resolutions and committee minutes
  11. Letter of Support
  12. Details of co-contributions
  13. Economic Analysis / Reports
  14. Community consultation and engagement
-

## Glen Innes Severn Council - Economic Development Support Fund - Project Scorecard

- FORM INSTRUCTIONS:**
1. Complete SECTION 1 - APPLICATION DETAILS - all orange highlighted cells
  2. Complete SECTION 4 - PROJECT DETAILED SCORING - all orange highlighted cells
  3. SECTION 2 - SCORE CARD SUMMARY - will automatically populate to utilise for the final funding recommendation & decision
  4. Complete SECTION 3 - FUNDING RECOMMENDATION & DECISION - all orange highlighted cells

### SECTION 1 - APPLICATION DETAILS

Applicant Name:		Review Date:	
Project Name:		Review Panel Name:	
Project Budget:			
Funding Requested:			
% of Project Budget			

### SECTION 2 - SCORE CARD SUMMARY

#### SCORE CARD SUMMARY

CRITERIA	OVERALL CRITERIA SCORE	CRITERIA RATING	OVERALL WEIGHTED SCORE	OVERALL PERCENTAGE SCORE
(a) The extent to which the proposal aligns to the four (4) PLACE Strategic Pillars and Priorities in the GIHEDS&AP	0	40%	0	0%
(b) The extent to which the proposal leverages the opportunities for growth outlined in the GIHEDS&AP	0	24%	0	0%
(c) The extent to which the proposal delivers, supports or assists in the delivery of one or more action items in the GIHEDS&AP	0	20%	0	0%
(d) Evidence of the community need and community consultation and support for the proposal	0	5%	0	0%
(e) Demonstrated ability to successfully deliver the outcomes in a timely way.	0	5%	0	0%
(f) The quality of the application (e.g. a well-developed, clear and realistic action plan, supported by research where appropriate and including an accurate financial/event plan and budget	0	6%	0	0%
<b>TOTAL</b>	<b>0</b>	<b>100%</b>	<b>0</b>	<b>0%</b>
<b>MAXIMUM AVAILABLE SCORE</b>	<b>190</b>			

### SECTION 3 - FUNDING RECOMMENDATION & DECISION

Glen Innes Highlands Economic Development Strategy 2020-2040 and Action Plan 2020-2025  
(GIHEDS&AP)

FUNDING RECOMMENDATION	
Minimal Acceptable Overall Percentage Scoring Level > Did the project have a total score of at least 50 (26%) (ACCEPT/REJECT)?	
Minimal Acceptable Total Scoring Level > Did the project have a total score of at least 11.8 (26%) (ACCEPT/REJECT)?	
TOTAL VALUE OF FUNDING RECOMMENDED	\$ -

## SECTION 4 - PROJECT DETAILED SCORING

Assessment Criteria	Evaluation Consideration			Scoring Basis rationale	Score	Weight	Weighted Score
	General Goal	Strategic Pillar	Strategic Priorities	0-3	0-3		
(a)The extent to which the proposal aligns to the four (4) PLACE Strategic Pillars and Priorities in the GIH-Place S&AP	Improves existing and new resident socio-economic prosperity	People: Socio-Economic Wellbeing	Does the project contribute to one of more of the following strategic pillars or priorities: 1. Local Jobs Program & Workforce 2. Highlands Hub - Community (inclu. Jobs) 3. Digital Connectivity & Remote Readiness	0 if the project does not contribute to any strategic pillars or priorities 5 if the project contributes to the general goal of the strategic pillar 8 if the project contributes to one or more (1+) strategic priority +2 if the project takes a collaborative and complimentary approach with Council & Community		10%	0.1
	Enables our towns & villages as vibrant & active places	Place: Attraction & Innovation	Does the project contribute to one of more of the following strategic pillars or priorities: 1. Marketing & Promotion 2. Healthcare & Social Assistance 3. Attracting & Retaining Population	0 if the project does not contribute to any strategic pillars or priorities 5 if the project contributes to the general goal of the strategic pillar 8 if the project contributes to one or more (1+) strategic priority +2 if the project takes a collaborative and complimentary approach with Council & Community		10%	0.1
	Stimulates industries to achieve jobs growth and economic value	Prosperity: Economic Resilience & Investment	Does the project contribute to one of more of the following strategic pillars or priorities: 1. Diversification of Agriculture 2. Leveraging Growth Opportunities 3. Community Leadership & Advocacy	0 if the project does not contribute to any strategic pillars or priorities 5 if the project contributes to the general goal of the strategic pillar 8 if the project contributes to one or more (1+) strategic priority +2 if the project takes a collaborative and complimentary approach with Council & Community		10%	0.1
	Activates generational leadership and collaboration	Partnerships: Connection & Collaboration	Does the project contribute to one of more of the following strategic pillars or priorities: 1. Local Business Growth & Support 2. Consultation, Design Thinking & Problem Solving 3. Master Planning & Integrated Planning	0 if the project does not contribute to any strategic pillars or priorities 5 if the project contributes to the general goal of the strategic pillar 8 if the project contributes to one or more (1+) strategic priority +2 if the project takes a collaborative and complimentary approach with Council & Community		10%	0.1
					0	40%	0.4
Assessment Criteria	General Goal	Growth Industry	Key Growth Opportunities	Scoring Basis rationale	Score	Weight	Weighted Score
				0-3	0-3		
(b)The extent to which the proposal leverages the opportunities for Growth &/or helps to address the key challenges as outlined in the GIHEDS&AP	Leveraging the insights and key opportunities of the eight (8) opportunities for growth &/or helps to address the key challenges to improve baseline metrics	Renewable Energy	Does the project contribute to the following metrics: 1. Industry Sector Output - decreasing % agriculture providing local economic industry diversification 2. Business Counts per Sector - increasing % of local businesses in Sector 3. Local Jobs - number of FTE positions created by the proposal	0 if the project does not contribute to any metrics 5 if the project contributes to one (1) metric 8 if the project contributes to two/three (2-3) metrics +2 if the project takes a collaborative and complimentary approach with Council & Community		3%	0.03
		Visitor Economy	Does the project contribute to the following metrics: 1. Visitor Numbers - number of visitors the project will attract 2. Visitor Expenditure - Increase in Domestic overnight average spend per trip 3. Visitor Profile - Increase in Domestic overnight average stay	0 if the project does not contribute to any metrics 5 if the project contributes to one (1) metric 8 if the project contributes to two/three (2-3) metrics +2 if the project takes a collaborative and complimentary approach with Council & Community		3%	0.03
		Value-adding & Niche Agriculture	Does the project contribute to the following metrics: 1. Industry Sector Output - decreasing % agriculture providing local economic industry diversification 2. Business Counts per Sector - increasing % of local businesses in Sector 3. Local Jobs - number of FTE positions created by the proposal	0 if the project does not contribute to any metrics 5 if the project contributes to one (1) metric 8 if the project contributes to two/three (2-3) metrics +2 if the project takes a collaborative and complimentary approach with Council & Community		3%	0.03
		Small Business Support & Local Jobs	Does the project contribute to the following metrics: 1. Average Household Income / Unemployment - more people in jobs in each household 2. Business Counts per Sector - increasing % of local businesses in Sector 3. Local Jobs - number of FTE positions created by the proposal	0 if the project does not contribute to any metrics 5 if the project contributes to one (1) metric 8 if the project contributes to two/three (2-3) metrics +2 if the project takes a collaborative and complimentary approach with Council & Community		3%	0.03
		Innovation & Entrepreneurialism	Does the project contribute to the following metrics: 1. Education available to the community - participants in programs 2. Business Counts per Sector - increasing % of local businesses in Sector 3. Local Jobs - number of FTE positions created by the proposal	0 if the project does not contribute to any metrics 5 if the project contributes to one (1) metric 8 if the project contributes to two/three (2-3) metrics +2 if the project takes a collaborative and complimentary approach with Council & Community		3%	0.03
		Healthcare & Social Assistance	Does the project contribute to the following metrics: 1. Increased General Practitioners, Nurse Practitioners and Healthcare workers for the LGA 2. Improved Local Healthcare & Allied Health services 3. Local Jobs - number of FTE positions created by the proposal	0 if the project does not contribute to any metrics 5 if the project contributes to one (1) metric 8 if the project contributes to two/three (2-3) metrics +2 if the project takes a collaborative and complimentary approach with Council & Community		3%	0.03
		Physical Environment & Asset-based Place-making	Does the project contribute to the following metrics: 1. Population increase and/or improved population retention 2. Visitor Profile - Increase in Domestic overnight average stay 3. Use of disused or underutilised assets	0 if the project does not contribute to any metrics 5 if the project contributes to one (1) metric 8 if the project contributes to two/three (2-3) metrics +2 if the project takes a collaborative and complimentary approach with Council & Community		3%	0.03
		Key Challenges	Does the project contribute to the following metrics: 1. Stagnant Population Growth and Changing Demographics 2. Over-reliance on Agriculture 3. Availability of Labour & Skills	0 if the project does not contribute to any key challenges 5 if the project contributes to one (1) key challenges 8 if the project contributes to two/three (2-3) key challenges +2 if the project takes a collaborative and complimentary approach with Council & Community		3%	0.03

Assessment Criteria	Evaluation Consideration		Scoring Basis rationale	0 Score	24% Weight	0.24 Weighted Score
(c)The extent to which the proposal delivers, supports or assists in the delivery of one or more action items in the GIH-Place S&AP	Strategic Pillar	Strategic Priorities	Action Items	0-3		
	People: Socio-Economic Wellbeing	1. Local Jobs Program & Workforce 2. Highlands Hub - Community (inclu. Jobs) 3. Digital Connectivity & Remote Readiness	Please refer to final action items in the GIHEDS&AP	0 if the project does not contribute to any action items 5 if the project contributes to the strategic pillar however does not contribute to any action items 8 if the project contributes to one or more (1+) action items +2 if the project takes a collaborative and complimentary approach with Council & Community	5%	0.05
	Place: Attraction & Innovation	1. Marketing & Promotion 2. Healthcare & Social Assistance 3. Attracting & Retaining Population	Please refer to final action items in the GIHEDS&AP	0 if the project does not contribute to any action items 5 if the project contributes to the strategic pillar however does not contribute to any action items 8 if the project contributes to one or more (1+) action items +2 if the project takes a collaborative and complimentary approach with Council & Community	5%	0.05
	Prosperity: Economic Resilience & Investment	1. Diversification of Agriculture 2. Leveraging Growth Opportunities 3. Community Leadership & Advocacy	Please refer to final action items in the GIHEDS&AP	0 if the project does not contribute to any action items 5 if the project contributes to the strategic pillar however does not contribute to any action items 8 if the project contributes to one or more (1+) action items +2 if the project takes a collaborative and complimentary approach with Council & Community	5%	0.05
	Partnerships: Connection & Collaboration	1. Local Business Growth & Support 2. Consultation, Design Thinking & Problem Solving 3. Master Planning & Integrated Planning	Please refer to final action items in the GIHEDS&AP	0 if the project does not contribute to any action items 5 if the project contributes to the strategic pillar however does not contribute to any action items 8 if the project contributes to one or more (1+) action items +2 if the project takes a collaborative and complimentary approach with Council & Community	5%	0.05
Assessment Criteria	Evaluation Consideration		Scoring Basis rationale	0 Score	20% Weight	0.2 Weighted Score
(d)Evidence of the community need and community consultation and support for the proposal	General Goal	Economic Impact Measures	Key Growth Opportunities	0-5		
	Projects should fit a social or economic need requested of the community	1. Survey's 2. Letters of Recommendation from related community groups or authorities 3. Petitions	Applicant should demonstrate how the community has been consulted and provide evidence of support	0 if the project has not conducted any consultation 5 if the project has demonstrated some consultation but is unevidenced 8 if the project has provided statistically significant evidence of consultation with positive outcomes +2 if the project takes a collaborative and complimentary approach with Council & Community	5%	0.05
Assessment Criteria	Evaluation Consideration		Scoring Basis rationale	0 Score	5% Weight	0.05 Weighted Score
(e)Demonstrated ability to successfully deliver the outcomes in a timely way.	General Goal	Types of evidence accepted	Outline of requirement	0-3		
	Projects should examples and evidence of their ability to deliver a project and it's intended	1. Case Studies of completed projects 3. Positive community feedback on previous projects 4. Detailed project plans	Applicant should provide evidence to demonstrate their ability to deliver projects on time, budget and with required resources.	0 if the project has not provided any evidence 5 if the project has provided some evidence however is non-conclusive 8 if the project has provided positive conclusive evidence +2 if the project takes a collaborative and complimentary approach with Council & Community	5%	0.05
Assessment Criteria	Evaluation Consideration		Scoring Basis rationale	0 Score	5% Weight	0.05 Weighted Score
(f)The quality of the application (e.g. a well-developed, clear and realistic action plan, supported by research where appropriate and including an accurate financial/event plan and budget	General Goal	Types of evidence accepted	Key Growth OpportunitiesOutline of requirement	0-3		
	The project application should be accompanied with a project plan including timing, resources and budget	1. Event Management Plan 2. Business Plan 3. Strategic Plan 4. Leveraging Research, Insights and data 5. Alignment to Local a and/or state/federal/industry regional strategies	Applicant should provide evidence to demonstrate their organisation, presentation and quality of their project's merits.	0 if the project has not provided any evidence 5 if the project has provided some relevant documentation however is inadequate 8 if the project has provided adequate and relevant documentation +2 if the project takes a collaborative and complimentary approach with Council & Community	6%	0.06
Assessment Criteria	Evaluation Consideration		Scoring Basis rationale	0 Score	0.06 Weight	0.06 Weighted Score
(h)The extend to which Council's budgeted funds are available for disbursement.	General Goal	Strategic Pillar	Outline of requirement			
	NA	NA	There is limited annual budget determined in each annual operating plan - Council will consider what available funds are accessible for each application	\$0		