

INDIGO  
GOLD

Effective  
solutions for  
your business  
writing and  
projects

CAPABILITY  
STATEMENT

Indigo Gold is passionate about helping organisations to achieve their goals via assistance with business writing and small project facilitation.

We fill the gap, predominantly in regional areas, where businesses and organisations are short on the required skills, time or personnel to achieve their aims.

Based in Central Queensland, but working nationally, we help clients with a variety of needs, travelling to their location when necessary to get first-hand knowledge of their business environment.

Work varies from delivering custom-designed webinars for metropolitan clients with 100+ Queensland sites, discussing grant application needs and viewing operations for future developments in the Central West, to working remotely from our office with Indigenous organisations in the Far North of Australia.

With a customer-focused approach, clients enjoy a unique working relationship, great outcomes and a reliable and high quality of work. Experienced working with entities of all sizes, we offer a flexible approach and use innovative thinking to achieve great outcomes for a diverse range of industries.

#### OUR INDUSTRY EXPERIENCE COVERS

- Health and community care
- Logistics
- Tourism
- Non-profit sector
- Print media / graphic design
- Government / economic development
- Primary production
- Mining and its supply chain
- Business services
- Tourism
- Manufacturing / engineering / electronics
- Retail



# Why choose Indigo Gold?

## Expertise, knowledge and networks that provide great value

Personnel have experience and networks in many industries. This provides great value, useful and creative insights, successful results, and new collaborations. We know about all the extra elements you need to get impactful results.

## Regional, rural and remote know-how to understand your problems

Our experience from living and working in regional, rural and remote areas gives us first-hand knowledge that we apply to our work. We're a passionate team, that bring unique problem-solving and specific skill sets to deliver great solutions. We work within a high standard of business ethics, and you will be listened to, and understood.

## History of reliability and success that delivers results

Our work delivers great outcomes. Since December 2017 we have written grant/tender applications and supporting documents that have resulted in successful client projects worth \$16.5M. The quality of our research and reports are recognised by national and government entities. We guarantee to meet all agreed schedules and deadlines. Using our own proven processes, you get high quality work at competitive prices.

## Flexibility to adapt to client needs

We can readily adapt to your unique requirements, and travel to sites as needed. Timelines and milestones are developed at the commencement of each job, with flexibility built in as necessary. If faced with requirements we think could be handled more appropriately by someone else, we refer you to people you can trust.

## We're great listeners with a customer-focused approach

Client feedback indicates our customer service is of a very high standard. Our personalised service is a refreshing change from larger competitors, and is key to our success. We foster close-working relationships to understand your needs, and the needs of your clients.

## Proactive risk-management approach gives peace of mind

Hands-on experience helping clients through good and bad times ensures we are proactive about risk management processes and planning. This not only surrounds our internal processes, but also ensures written work and projects for clients include all necessary considerations and inclusions. Indigo Gold holds the following insurances:

- Professional Indemnity – \$5,000,000
- Public Liability and general property – \$10,000,000.

## Culture of continuous improvement and innovation

Processes are constantly improved to ensure customer service and administrative functions are modern and of high standards. A mindset of value-creating underpins our work and we consistently look for ways to increase customer satisfaction.

## An environmentally-conscious business

Throughout her career the Director has been involved in committees to instigate environmental practices in the workplace. This knowledge has been applied and we proactively look for ways to ensure Indigo Gold conduct its activities to minimise environmental impacts.

### KEY FEATURES

Reliable

Customer-focused

Flexible and innovative

History of success

Great networks

Expertise



# Our key services

## GRANT & TENDER SERVICES

### Grant lists

Grant searching is a breeze with our monthly grant lists. Accessible from our website, the General Grant List (free) and Small Grant Snippets (via subscription) are great time-savers, and include details and web links.

### Grant/tender writing, and award submissions

We're proud that over the last three years:

- we've written winning grant and tender applications totalling more than \$32M
- clients have been delighted to win tourism and business awards due to our effective work.

Our writing know-how and extensive industry experience gives your application the best chance of success. We help to minimise stress and clear confusion. The finished application will meet all requirements, link with necessary supporting material, and will be written so that it appeals to, and matches the needs of the offering organisation.

### Grant writing webinars

If you're new to grant writing, or struggle with time or gaining success, you'll enjoy our grant writing webinar series. Learn the step-by-step process at your own pace in five convenient segments. As an added bonus, five templates are included in the price!

## BUSINESS WRITING

If well-written documentation is important to you, our business writing services are a perfect match.

You can be sure that the correct message is communicated succinctly in a way that influences and persuades your audience.

### We regularly write:

- Project Plans
- Business case documents
- Cost-Benefit Analyses
- Risk Management Plans
- Asset Maintenance Plans
- Post Event Reports
- Project Evaluations.

We also help clients from a wide range of industries with copywriting and proofreading services including:

- Web copy
- Capability statements
- Content for brochures and booklets
- Proofreading services.

With many years' writing, design and desktop publishing experience, the Indigo Gold team will understand exactly what you need.

We also have a friendly, no-fuss approach, so you'll find working with us to be a refreshing change.

## PROJECT SERVICES

When businesses and organisations don't have the personnel, expertise and time to undertake small projects, Indigo Gold can fill the gap. The team have many years' experience in a wide range of industries and are renown for providing reliable and quality results and exceeding expectations. We're happy to meet and discuss project requirements and offer solutions.

We have the experience to ensure your project:

- meets deadlines
- is developed to manage risk
- finishes on budget
- provides a quality result for the end user.

The types of activities carried out vary considerably, but include:

- Strategic planning
- Service mapping
- Stakeholder engagement / focus groups
- Facilitating projects that run from 1 week to many months
- General research
- Report writing.



# Benefit from our experience

Due to the expertise of the Indigo Gold team, you'll receive a high quality of service, and products to make your work life easier. This is due to a range of qualifications and skills that includes:

- Project Management
- Journalism
- Business (Marketing)
- Diesel Fitting
- Electronic and Mechanical Engineering
- Physiotherapy
- Workplace Injury Management and Occupational Rehabilitation
- Diploma of Teaching
- Bachelor of Arts
- Graduate of AICD
- Environmental Science
- Statistical & demographic research and analysis
- Urban and Regional Planning.
- Cert III in Investigative Services (Security Provider Licence No. 3619994)
- Return to Work Coordinator
- Registered Nursing
- Executive Management experience in companies based in Australia, Canada, the United States, Finland and New Zealand
- Strategic planning and market analysis
- HR and Finance
  - ⇒ Financial and cost analysis
  - ⇒ Business plans and cases
  - ⇒ Temporary executive and operational management
  - ⇒ Business coaching and mentoring
- Processes and manufacturing including:
  - ⇒ Process and information mapping / Value Stream Mapping
  - ⇒ 5S Housekeeping / Six Sigma Improvement projects

To ensure personnel are current with regional issues, industry information and the latest business techniques, they are members of a variety of organisations including:

- Capricorn Enterprise Economic Development Committee
- Capricorn Enterprise
- Capricornia Chamber of Commerce
- Australian Institute of Company Directors
- Institute of Managers and Leaders
- Institute of Mechanical Engineers
- Golden Key International Honour Society

Most importantly, the team has extensive networks that gives you access to industry intelligence, innovative solutions and collaborative opportunities.

The Indigo Gold  
team has extensive  
qualifications,  
experience and  
networks



# Examples of our work

## REGIONAL JOBS AND INVESTMENT PACKAGE—2018

### SUCCESSFULLY GAINED \$7.5m FOR PROJECTS TOTALLING \$12M

Tropical Pines, Yeppoon—Processing plant and equipment

Austchilli, Bundaberg—Expansions to infrastructure and equipment

This work Included:

- Project Plans
- Cost-Benefit Analysis
- Risk Management Plans
- Answers to selection criteria



## MADE IN QUEENSLAND FUNDING APPLICATION

### SUCCESSFULLY GAINED FUNDING—2018

B&C Plastics Qld—Capital equipment and business development work. This work included creating a Strategic Plan, Project Plan and writing answers to selection criteria.

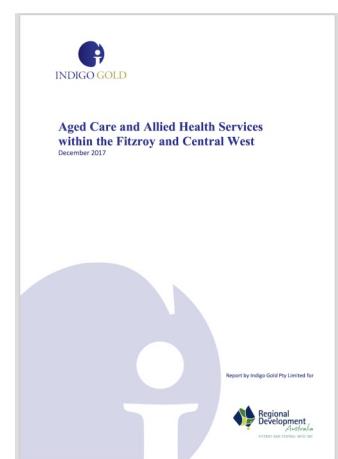


## RESEARCH AND REPORT WRITING: AGED CARE AND ALLIED HEALTH SERVICES IN THE FITZROY & CENTRAL WEST—2017

RDA Fitzroy & Central West, Qld—creating a 126-page report for the committee to highlight all aged care and allied health services and issues relevant to the region to allow further planning to occur. The work included:

- Examining existing information
- Stakeholder discussions
- Considering broader industry trends, policy issues
- Collating challenges, issues and future implications
- Providing recommendations

The quality of the report was recognised by the Federal Government, with RDAFCW being one of 25 national organisational invited by a Federal taskforce to have personnel contribute to an aged care forum.



## BUILDING BETTER REGIONS: INFRASTRUCTURE / COMMUNITY INVESTMENT STREAMS

2014—successfully gained \$10M funding as part of a \$30M+ project for Livingstone Shire Council. The work included:

- Writing criteria responses
- Liaising with various departments and stakeholders to collate material for the required attachments

2017—successfully gained \$400,000 funding as part of a \$.8M project for Calliope Central Bowls Club. The work included:

- Project Plan
- Risk Management Plan
- Answers to selection criteria
- Business Case
- Cost/Benefit Analysis
- Asset and Maintenance and Management Plan





# ...more of our work

## SERVICE MAPPING AND REPORT WRITING

### MEDICARE LOCAL, CENTRAL QUEENSLAND

Carried out over two years, the job required us to undertake:

- Desktop research
- Phone and in-person interviews throughout Central Queensland
- Data gathering / Report writing
- Graphic design liaison
- Creating stakeholder maps and service listings for 5 sub-regions



## STRATEGIC PLANNING, MEETING FACILITATION, BUSINESS WORKSHOPS, AND GRANT ADVICE

- Capricornia Catchments, Rockhampton
- Westpac, Rockhampton
- Rockhampton Regional Council
- Julie Tanner Consulting, Rockhampton
- Warwick Chamber of Commerce, Warwick
- Bundaberg Chamber of Commerce, Bundaberg
- Meetings between Adani and Wangan & Jagalingou applicants over two years



## RANGE OF SUCCESSFUL GRANTS/APPLICATIONS & COPYWRITING

- Web copy and copywriting for businesses and organisations
- Gambling Community Benefit Fund
- Digital Grants Program
- Arts Australia Funding / Arts Queensland Funding
- Skilling Queenslanders for Work Program / Volunteer Grants
- Stronger Communities Program
- Entrepreneurs' Program
- Westpac Community Grants
- Rockhampton Regional Council Community Grants
- Multicultural funding
- John Villiers Trust

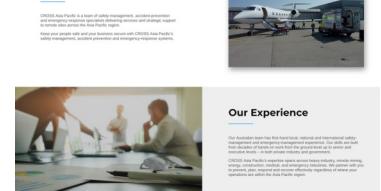


## SUCCESSFUL TENDER APPLICATIONS—CONTRACTS WORTH \$100,000 TO \$2M FOR SMALL TO MEDIUM BUSINESSES THROUGHOUT QUEENSLAND AND NSW: 2014 to ONGOING

The work involved:

- Organising the entire application process
- Collating WH&S information and documents
- Creating CVs for personnel
- Assisting the clients with the online application process
- Writing/advising responses to tender questions

Feedback from clients indicates that working with Indigo Gold provides many benefits and fills business needs. These features, combined with an enjoyment of, and passion for our work, provides a unique combination. Head to our website to read testimonials about our work.



We invite you to  
contact us and  
discover how we  
can help solve your  
unique needs.

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