



Australian Government

Department of Industry, Science and Resources

Grant Opportunity Guidelines

Australian Centre for Quantum Growth program

Opening date:	4 December 2023
Closing date and time:	5.00pm Australian Eastern Daylight Time on 24 January 2024 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Industry, Science and Resources (DISR)
Administering entity:	Department of Industry, Science and Resources (DISR)
Enquiries:	If you have any questions, contact us on 13 28 46.
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1. Australian Centre for Quantum Growth program processes

The Australian Centre for Quantum Growth grant opportunity is designed to achieve Australian Government objectives

This grant opportunity contributes to the Department of Industry, Science and Resources' Outcome One: Support economic growth, productivity and job creation for all Australians by investing in science, technology and commercialisation, growing innovative and competitive businesses, industries and regions, and supporting resources. The Department of Industry, Science and Resources (DISR) works with stakeholders to plan and design the grant program according to the Commonwealth Grants Rules and Guidelines (CGRGs).



The grant opportunity opens

We publish the grant guidelines on business.gov.au and [GrantConnect](#).



You complete and submit a grant application

You complete the application form, addressing all of the eligibility and assessment criteria in order for your application to be considered.



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which application is successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicant. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Australian Centre for Quantum Growth grant opportunity

We evaluate your specific grant activity and the Australian Centre for Quantum Growth program as a whole. We base this on information you provide to us and that we collect from various sources.

1.1. Introduction

These guidelines contain information for the Australian Centre for Quantum Growth grant opportunity.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Department of Industry, Science and Resources.

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

2. About the grant program

The Australian Centre for Quantum Growth grant will provide up to \$18.5 million over 4 years (2023-24 to 2026-27) for a consortium of organisations to create a national centre that will undertake industry growth activities. These activities will support a thriving Australian quantum ecosystem and catalyse demand for Australian quantum technologies, helping to generate interstate and international trade, cooperation and collaboration in quantum technologies.

The program was announced as part of the National Quantum Strategy¹ and is an element of the Growing Australia's Critical Technologies Industries budget measure announced in the 2023-2024 budget. A key theme of the National Quantum Strategy is the creation of thriving research and development, investment in and use of quantum technologies. The Australian Centre for Quantum Growth is one of the building blocks for this theme.

The Australian Centre for Quantum Growth (the Centre) will establish itself as a strongly branded, single 'front door' for the quantum industry and broader quantum ecosystem in Australia. The Centre will build genuine, strategic and lasting relationships spanning industry, research, consumer and government stakeholders to drive innovation and translation. It will accelerate the growth of the quantum industry in Australia and increase Australia's global competitiveness by supporting greater collaboration and coordination of research and development, focusing on industry-led solutions that boost the adoption and diffusion of technologies across Australian and international markets. In these guidelines, 'Australian' or 'national' markets or activities are defined to mean markets or activities in States or Territories other than the State or Territory in which the relevant business is located.

The Centre will build awareness and promote quantum technologies and their applications to end users. It will also ensure that ethics and security are a foundation of the Australian quantum ecosystem by promoting ethical technology adoption and awareness.

The objectives of the program are to establish a National Centre that:

- Grows the Australian quantum industry and promotes collaboration in quantum technologies so as to foster interstate and international trade and commerce
- Facilitates improved coordination of research and development with a focus on industry-led solutions
- Educates industry and end users on the opportunities presented by quantum technologies and their numerous applications
- Promotes the ethical and secure adoption and development of the quantum industry
- Deepens Australia's relationships with key international partners, enabling the transfer of knowledge and capital, whilst retaining ownership of our sovereign Intellectual Property (IP)
- Fosters gender equality and First Nations Peoples' participation in the industry.

The intended outcomes of the program are:

- The growth of the Australian quantum industry – both domestically and internationally – with tangible economic benefits for Australians
- A deeply connected quantum stakeholder landscape, with effective and impactful collaboration across the quantum sector, broader industry and academia

¹National Quantum Strategy - <https://www.industry.gov.au/sites/default/files/2023-05/national-quantum-strategy.pdf>

- Greater adoption, development and commercialisation of quantum technologies across interstate and international markets underpinned by an improved understanding of the potential of quantum technology across key industry and users
- Integration of ethics and security considerations into all elements of the Australian quantum ecosystem
- Increased connections between the Australian quantum industry and counterparts overseas, complemented by mechanisms to ensure retained ownership of Australia's sovereign IP
- Increased diversity and participation in the quantum industry in Australia.

We will administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)².

3. Grant amount and grant period

3.1. Grants available

The Australian Government has announced a total of \$18.5 million over 4 years from 2023-24 to 2026-27 for the Australian Centre for Quantum Growth program.

You and your consortia partners are required to contribute towards the project. The grant amount will be up to 75 per cent of eligible project expenditure. You and your consortia partners are responsible for the remaining eligible and ineligible project costs.

Contributions to your project must be cash contributions.

You will need to provide evidence of how you will provide your share of project costs in your budget and accountant declaration (see section 7.1 of the grant opportunity guidelines).

You and your consortia partners can contribute funds from other sources, including State, Territory, and local government grants. You cannot use funding from other Commonwealth government grants to fund the balance of project expenditure not covered by the grant.

If you receive Australian government funding for other activities in your organisation you will need to demonstrate in your application that the activity you are carrying out for this project is additional to these activities.

We cannot fund your project if it receives funding from another Commonwealth government grant. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the Australian Centre for Quantum Growth grant or the other Commonwealth grant.

3.2. Project period

The maximum project period is 34 months.

You must complete your project by 31 March 2027.

² <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible to apply for a grant?

Your application must be a joint (consortia) application with a lead applicant that is eligible to apply.

To be eligible to be a lead applicant you must be one of the following entities:

- an entity incorporated in Australia and a trading corporation, where your trading activities:
 - form a sufficiently significant proportion of the corporation's overall activities as to merit it being described as a trading corporation; or
 - are a substantial and not merely peripheral activity of the corporation
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- a company limited by guarantee
- an incorporated trustee on behalf of a trust where your trading activities:
 - form a sufficiently significant proportion of the corporation's overall activities as to merit it being described as a trading corporation; or
 - are a substantial and not merely peripheral activity of the corporation
- an incorporated association
- a co-operative
- a university
- an unincorporated association, provided that if your application is successful you agree to form a company incorporated in Australia, or one of the other eligible entity types listed herein, prior to entering into a grant agreement.

For further information on joint applications, refer to sections 4.1.1 and 7.2 of the grant opportunity guidelines.

4.1.1. Joint (consortia) application eligibility

Only joint (consortia) applications are eligible to apply for this grant opportunity. The lead applicant, which is an eligible entity as outlined in section 4.1 of the grant opportunity guidelines, must apply on behalf of the consortia and – if successful – will be responsible for management of the project. This includes receiving grant funding and reporting on milestone achievements on behalf of the consortia.

Entities that are eligible to be a lead applicant are also eligible to be consortia partners.

Entities that are eligible to participate as consortia partners, but not as the lead applicant, include, but are not limited to:

- Commonwealth, state and territory government departments or agencies which undertake publicly funded research
- corporate Commonwealth entities
- Commonwealth, state, territory or local government bodies (including government business enterprises and portfolio agencies)
- partnerships
- unincorporated associations that do not intend to establish a new eligible incorporated entity for the purposes of managing the consortia

- trusts.

Your application must list all consortia partners. All consortia partners nominated in your application will be subject to due diligence checks, which are described at section 8.1 of the grant opportunity guidelines.

Each application must include in its consortia at least one Australian industry-based partner working in the quantum sector.

You are not required to have an ABN or be registered for GST to apply for this grant. You must have an ABN in place and be registered for GST before a grant agreement is executed and you will be required to confirm your intention to do this. Refer to section 10.1 of the grant opportunity guidelines for more information.

For further information on joint (consortia) applications, refer to section 7.2 of the grant opportunity guidelines.

We cannot waive the eligibility criteria under any circumstances.

4.2. Additional eligibility requirements

We can only accept applications:

- where you provide evidence which confirms you can fund your share of the project costs, and any ineligible expenditure. Further information is provided at section 7.1 of the grant opportunity guidelines.
- where you certify that you have or will have relevant intellectual property arrangements in place to undertake the project.

4.3. Who is not eligible to apply for a grant?

You are not eligible to apply as a lead applicant or be a consortia partner if you are:

- an organisation included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*.

5. What the grant money can be used for

5.1. Eligible grant activities

To be eligible your project must:

- Establish and operate the Australian Centre for Quantum Growth, and address the objectives and outcomes in section 2 of the grant opportunity guidelines
- Maintain an Australia-wide reach for all activities of the Centre.

Eligible activities must include the following:

Contributing to the growth of the Australian Quantum industry by supporting:

- **the adoption, development and commercialisation of quantum technology so as to foster interstate and international trade and/or build relationships with key international counterparts, and**
- **collaborative research and development that drives innovation**

This is expected to include activities such as:

- Connecting industry and end users of quantum technology to Australian researchers, innovators and start-ups to promote commercialisation of quantum technologies and facilitate collaborative R&D projects that drive innovation.
- Fostering opportunities for interstate and/or international trade and commerce to grow the Australian quantum sector.
- Building relationships with key international counterparts to facilitate export and collaboration opportunities
- Supporting the development and growth of Australia's quantum workforce including students, with a focus on increasing gender equality and First Nations Peoples' participation in the industry.

Building connections and driving collaborations across industry, research and government stakeholders in the quantum ecosystem

This is expected to include activities such as:

- Providing advice, connections, referral services and forming partnerships across industry, research, start-ups and businesses to encourage growth of the industry and de-risk quantum technology adoption
- Mapping the quantum technology ecosystem and its stakeholders (both locally and internationally) and providing this information to industry participants.

Increasing awareness and educating industries across the broader economy and society on the implications and opportunities of emerging quantum technologies

This is expected to include activities such as:

- Providing advice on quantum use cases or commercialisation of quantum technology
- Educating industries on the benefits of adopting quantum technologies, including through digital resources, engagement with peak bodies, C-suite briefings, and technology demonstrator events.

Supporting an ethical and security focus across all activities undertaken by the Centre.

This is expected to include activities such as:

- Embedding ethical practices into activities and outputs of the Centre and encouraging this in the industry as a whole.

Eligible activities may also include:

- Proof of concept activities
- Pre-commercialisation of research outcomes
- Industry-focused education and training activities, such as internships and secondments between industry entities and research organisations
- Podcasts, webinars, social media outreach and video case studies
- Conferences, workshops, symposia, forums and Executive Roundtables related to quantum, its use cases, commercialisation potential, ethical use or for the purpose of facilitating stakeholder connections or other activities of the Centre
- Information sharing and communication initiatives related to the activities and goals of the Centre.

While we may approve other activities, any additional activities must be in line with the objectives and outcomes described in section 2.

5.2. Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

- For guidance on eligible expenditure, refer to appendix A.
- For guidance on ineligible expenditure, refer to appendix B.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is a general manager within the Business Grants Hub and Integrity Division with responsibility for administering the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you for project audit activities
- meet the eligible expenditure guidelines.

You may elect to commence your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays character limits for each response.

The successful applicant must score at least 50 per cent against each assessment criterion.

6.1. Assessment criterion 1

Project alignment with program objectives and outcomes (40 points).

Applicants must demonstrate how they intend to achieve the objectives and outcomes of the program listed above at section 2 of the grant opportunity guidelines. You must provide detail of how your Centre will:

- a. support the development and commercialisation of quantum technologies in Australia and directly contribute to the growth of the Australian quantum industry

- b. facilitate strategic, genuine and lasting partnerships between the quantum industry, research institutions and governments, both nationally and internationally
- c. educate industry and broader society on the benefits and potential use cases of quantum technologies
- d. ensure that ethics and security are a foundation of the Australian quantum ecosystem.

6.2. Assessment criterion 2

Capacity, capability, and resources to carry out the project (30 points).

Applicants must provide an overview of your consortium (and where applicable, each organisation in your proposed group), demonstrating:

- a. the consortium's ability to and/or experience in supporting industry to develop, commercialise and advance to market, including your ability to analyse and address industry needs and gaps and overcome barriers to accessing new markets across Australia and overseas
- b. the consortium's prior experience in developing strategic connections across wide groups of stakeholders, and your ability to ensure continued collaboration across industry participants to meet common goals
- c. the consortium's access to personnel with the appropriate skill sets and experience required for the successful delivery of the Centre, including management and technical staff. You should also provide details of your ability to dedicate resources to the Centre, and how any part time or volunteer staff will split their time with competing priorities
- d. a clear record of delivering on objectives and performance measures in complex environments, and the ability to develop performance frameworks which deliver impactful outcomes
- e. the readiness of the consortium to commence delivery in line with the timeline at 7.3 of the grant opportunity guidelines.

Consortia partners with existing technical experience in the quantum space and access to relevant quantum infrastructure and technology will also be viewed positively.

6.3. Assessment criterion 3

How will your proposed Centre support the vision outlined in the National Quantum Strategy? (20 points).

Applicants must demonstrate how the Centre will:

- a. support the five central themes of the National Quantum Strategy
- b. have positive impacts on gender equality, and the participation of First Nations Australians in the industry
- c. maintain an Australia-wide reach for Centre activities
- d. remain engaged with Government and the Department throughout the lifecycle of the grant opportunity to ensure alignment with national quantum priorities and provide oversight of Centre alignment with key milestones set out in the work plan (to be prepared by successful applicant as part of the first milestone).

6.4. Assessment criterion 4

How will your project provide value with money? (10 points).

You must demonstrate that your project will provide value for money with government resources. To support your response you will need to provide the following documents:

- a. **a detailed project plan** – Your plan should include the scope of the project, a timeline of activities, and a list of all key management and technical staff. You should include their relevant experience and details of the consortia partners you have or are intending to work with and contractors you intend to engage as a part of the project, together with details of previous successful collaborations between consortia partners, or elaboration of processes and agreements in place to ensure that collaboration will be genuine and successful. Your project plan should be a maximum of 30 pages. It should also include:
 - **a governance plan** – including the governance model and arrangements for managing your project and relationships within the consortium and why the chosen model and arrangements are the most appropriate for your project.
 - **a business plan** – including details of fees, products, services, marketing and industry engagement strategies, and arrangements for managing assets and intellectual property (this should include how these will be managed within your consortia).
 - **a risk management plan** – and any supporting documentation, describing how you propose to monitor, manage and report identified risks. The risk management plan should give specific consideration to risks associated with cyber security attacks and national security as outlined in section 13.6 of the grant opportunity guidelines. You should detail how you intend to address risks relating to foreign interference and unwanted transfer of technology, data or other knowledge, including your intended process to conduct due diligence on potential consortia partners.
 - **a data collection plan** – and any supporting documentation, describing how you propose to collect data and manage privacy.
- b. **a project budget** – split over financial years (template provided on business.gov.au and [GrantConnect](https://grantconnect.gov.au)). Your budget should include a breakdown of the costs that sit under each head of expenditure and detail how these costs have been determined (e.g. quotes, etc.). If relevant your budget should account for both cash and in-kind contributions and identify sources of funding (grantee contribution, consortia partner contribution, Commonwealth funding, etc.).

7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and [GrantConnect](https://grantconnect.gov.au).

Applicants should read all eligibility and assessment criteria closely and attach detailed evidence that supports the assessment criteria.

You will need to set up an account to access our online [portal](#).

To apply, you must:

- complete and submit the application through the online [portal](#)
- provide all the information requested
- address all eligibility and assessment criteria

- include all necessary attachments.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

After submitting your application, we may contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility/merit. The acceptance of any additional information provided after the submission of your application is at the discretion of the Program Delegate. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

You can view and print a copy of your submitted application on the portal for your own records. You should keep a copy of your application and any supporting documents.

If you need further guidance around the application process, or if you have any issues with the portal, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

You must provide the following documents with your application:

- **a project plan** – and associated documents as detailed at section 6.4 of the grant opportunity guidelines (Assessment Criteria 4)
- **a project budget** – as detailed at section 6.4 of the grant opportunity guidelines (Assessment Criteria 4)
- **CV** – include a Curriculum Vitae (CV) for each of the key personnel in the lead organisation and each consortia organisation (max. 4 pages)
- **accountant declaration** – verifying the financial sustainability of your organisation (independent of the grant funding), and confirming your share of the project costs can be met (template provided on business.gov.au and [GrantConnect](#))
- a letter of support from each of the project consortia partners (template provided on business.gov.au and [GrantConnect](#)).
- trust deed (where applicable).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. The total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

7.2. Joint (consortia) applications

Your application must be a joint (consortia) application with a lead applicant that is the main driver of the project and is eligible to apply.

Each joint (consortia) application must include amongst its project consortia partners and lead entity at least:

- one Australian industry consortia partner that is currently working in the quantum sector.

You may also wish to consider including:

- one or more Australian research partners (such as universities, research centres)
- one or more state or territory government partners
- one or more existing intermediary organisations (such as an established Growth Centre or Centre of Excellence).

Only one lead entity can enter into the grant agreement with the Commonwealth and report on the outcomes of the project as specified in the grant agreement. The application should be submitted by the lead entity and should identify all other members of the proposed consortia, the intended governance arrangements and include a letter of support from each of the project consortia partners. Each letter of support must include:

- details of the project consortia partner
- an overview of how the project consortia partner will work with the lead entity and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project consortia partner will bring to the group
- the roles/responsibilities the project consortia partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You may use the sample letter of support available at business.gov.au or provide your own letter which addresses all of the above requirements.

If you are proposing to establish a new eligible lead entity with consortia partners for the purpose of entering into a Grant Agreement with the Commonwealth, the eligible lead entity must be incorporated prior to execution of a grant agreement.

If the governance arrangements outlined in your application require formal arrangements between parties, you must provide evidence of progress towards these being in place with all parties prior to execution of the grant agreement.

It is likely that the dynamic nature of the quantum industry, together with the clear need for wide collaboration across many elements of the ecosystem will necessitate changes to the consortium parties throughout the course of the grant program. Approval must be sought from the Commonwealth to add or change project partners during the period of the grant agreement.

A partnership template is available on business.gov.au.

7.3. Timing of grant opportunity processes

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful, we expect you will be able to commence your project around June 2024.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	7 weeks
Approval and announcement of successful applicant	6 weeks
Negotiations and award of grant agreement	5 weeks
Notification to unsuccessful applicant(s)	At the time of the grant decisions
Earliest start date of project	June 2024
Project completion date	31 March 2027
End date of grant commitment	30 June 2027

7.4. Questions during the application process

If you have any questions during the application period, [contact us](#) at business.gov.au or by calling 13 28 46.

8. The grant selection process

8.1. Assessment of grant applications

We first review your application against the eligibility criteria. Only eligible and complete applications will proceed to the assessment stage.

We will then assess your application against the assessment criteria (see Section 6 of the grant opportunity guidelines) and against other applications.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with money.³

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the overall objective/s of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought
- the extent to which the proposal delivers a nationally impactful Centre.

We also consider any financial, legal/regulatory, governance, national interest, national security or other issue or risk that we identify regarding you, project partners, related body corporates, related entities and associated entities (as defined in the Corporations Act 2001) and related personnel.

If we identify risks which would affect our assessment, we may ask you to comment on these, subject to security considerations. If we identify risks that cannot be adequately mitigated, we may exclude your application from further consideration.

We may seek additional information about you, project partners, related bodies corporate, related entities and associated entities (as defined in the Corporations Act) and related personnel from third party sources, including other Commonwealth agencies, for due diligence purposes. We may do so even if you do not nominate the sources as referees. We may also consider information that is discovered through the normal course of business.

Due diligence checks will occur at eligibility, merit or decision-making stages. We use this information to verify the information you provide in the application and to identify issues and risks. See Section 13.2 of the grant opportunity guidelines for information on how we use the information you provide to us.

³ See glossary for an explanation of 'value with money'.

8.2. Who will assess applications?

We assess your application against the selection criteria. A panel will assess each application on its merit and compare it to other eligible applications before recommending to the Minister which grant application should be awarded a grant.

We may ask external experts/advisors to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The panel may seek additional information about you or your application. They may do this from within the Commonwealth, even if you do not nominate the sources as referees. The panel may also consider information about you or your application that is available as a result of the due diligence process or through the normal course of business.

8.3. Who will approve grants?

The Minister is the decision maker for approving grants taking into account the recommendations of the panel and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there are insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

9.1. Feedback on your application

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

9.2. Further grant opportunities

If no suitable applications that meet the program's objectives and outcomes are identified during the assessment period, a subsequent grant opportunity may be delivered to achieve policy objectives.

10. Successful grant applications

10.1. The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and GrantConnect.

In order to enter into a grant agreement under this program you must:

- have an Australian Business Number (ABN)
- be registered for the Goods and Services Tax (GST)

- be an entity incorporated in Australia.

We will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement. Execute means both you and the Commonwealth have accepted the agreement. You may elect to commence your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of grant funding.

If you enter an agreement under the Australian Centre for Quantum Growth program, you cannot receive other grants for the same activities from other Commonwealth granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2. Standard grant agreement

We will use a standard grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.3. Specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/territory legislation in relation to working with children.

10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

We will make an initial payment on execution of the agreement then six-monthly payments as you achieve agreed milestones. Payments are subject to satisfactory progress on the project.

We set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

10.5. Grant Payments and GST

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁴.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide tax advice.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect.

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#), Section 5.3. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

⁴ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

You must also inform us of any material changes in the circumstances of project participants including but not limited to:

- changes to organisation ownership or governance structure
- changes in financial and in-kind support contributions
- affiliations with foreign governments, including foreign militaries, intelligence organisations, police forces and government-owned or sponsored organisations (see section 13.6)

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones and outcomes
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

It is expected that the successful applicant will remain engaged with the Department throughout the course of the grant program. This engagement may include regular meetings and strategic collaboration outside of the regular reporting outlined herein.

12.2.1. Progress reports

Progress reports must:

- include details and evidence of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.2.3. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.3. Audited financial acquittal report

We will ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines
- changing project activities.

The program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project end date. You can submit a variation request via our online portal.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.5. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

12.6. Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7. Evaluation

We will evaluate the program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.8. Acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These guidelines may be changed from time-to-time by DISR. When this happens, the revised guidelines will be published on GrantConnect.

13.1. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division
Business Grants Hub and Integrity Division
Department of Industry, Science and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman⁵](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the Australian Centre for Quantum Growth grant opportunity. There may be a conflict of interest, or perceived conflict of interest, if any individual or entity⁶ involved in assessing, funding, administering or undertaking the project :

- has a professional, commercial or personal relationship with a party which is able to influence the application selection process, such as an Australian Government officer
- has a relationship with, or interest in, a party which could prevent the activity from being carried out fairly and independently or otherwise compromise the integrity of the activity or its participants
- has a relationship with, or interest in, a party from which they could receive personal gain because the party receives a grant under the grant program/grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy⁷](#) on the department's website. The Commonwealth policy entity also publishes a conflict-of-interest policy on its website.

13.3. Privacy

Unless the information you provide to us is:

- confidential information as per 13.4, or
- personal information as per below.

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect

⁵ <https://www.ombudsman.gov.au/>

⁶ Including: any of our staff able to influence the project, any member of a committee or advisor, you, your project partners, and any personnel involved in the project.

⁷ <https://www.industry.gov.au/publications/conflict-interest-policy>

- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities
- identify and manage any financial, legal/regulatory, governance, national interest, or national security risks.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁸ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.4. Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

We may disclose confidential information:

- to the committee and our Commonwealth employees, contractors and service providers, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament

⁸ <https://www.industry.gov.au/data-and-publications/privacy-policy>

- to other Commonwealth agencies for risk management purposes.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.6. National security

Eligible activities under this grant may have national security implications. It is your responsibility to consider any such implications of the proposed project and identify and manage any risks, particularly relating to export controls, intellectual property protection, espionage and foreign interference and unwanted transfer of technology, data or other knowledge.

You must inform the department if you identify any material risks relating to national security. To assist with managing security risks, you are strongly encouraged to review the department's [Guide to undertaking international collaboration](#)⁹.

13.6.1. Know Your Partner

You should ensure that you know who you are collaborating with by undertaking appropriate due diligence, proportionate to the risk and subject to available information, on all partners and personnel participating in the project. This should take into account any potential security, ethical, legal and reputational risks, and, where necessary, you should be prepared to demonstrate how you will manage and mitigate any identified risks.

13.6.2. Export Controls

Australia's export control regime limits the overseas transfer of goods and technologies listed on the [Defence and Strategic Goods List](#) (DSGL). The regime may apply to the export of products, and to any situation involving the overseas transfer, sharing, publication or brokering of controlled goods, technology, software or related knowledge.

It is your responsibility to consider whether the export control regime applies to your activity. If you are unsure whether your activity may require an export license, you should complete the [DSGL Activity Questionnaire](#) and/or contact [Defence Export Controls \(DEC\)](#).

⁹ <https://www.industry.gov.au/strategies-for-the-future/increasing-international-collaboration/a-guide-to-undertaking-international-collaboration>

13.6.3. Foreign Affiliations

Eligible activities under this grant may involve partners or personnel with foreign affiliations. You must inform us of any relationships between project participants and foreign parties that could influence or benefit from the proposed activity. Such relationships may include foreign ownership or sponsorship, connections to foreign governments, militaries, political parties, or other organisations, and membership of foreign talent programs. You must also inform us of the establishment of any such relationships throughout the life of the grant.

13.6.4. Foreign Government Affiliations

Eligible activities under this grant may involve partners or personnel with connections to foreign governments. You must inform us if you, your project partners or any project personnel are receiving funding or benefits from, or otherwise affiliated with, a foreign government, including:

- A foreign state or local government
- A foreign military, intelligence organisation or police force
- An organisation owned or sponsored by a foreign government (such as a state-owned corporation or state-sponsored university)
- A foreign government talent program.

You must also inform us of the establishment of any such relationships throughout the life of the grant.

13.6.5. Intellectual property rights

Applicants must provide details of Intellectual Property (IP) arrangements in their applications. This includes both the use of IP in the project and the proposed ownership rights to IP generated by the project as well as strategies for protecting Australia's interests. Where IP is likely to be generated by the project, successful applicants are required to provide protocols for its management including arrangements in place between partners on management and ownership of IP. The agreements should be in accordance with laws and regulations in Australia and provide for:

- adequate and effective protection and equitable distribution of any benefits from IP rights created in or resulting directly from cooperative activities (foreground IP rights)
- ownership of foreground IP rights to be allocated on the basis of respective contribution and equitable interests
- terms and conditions for the commercialisation and other forms of dissemination of the foreground IP rights
- adequate and effective protection of IP rights provided by the organisations, enterprises and institutions prior to or in the course of such cooperative activities, for example, the licensing or utilisation of such IP rights on equitable terms (background IP rights).

Australian participants should approach IP negotiations in line with the principles outlined on [business.gov.au](https://business.gov.au/planning/protect-your-brand-idea-or-creation)^[1] and the [National Principles of Intellectual Property Management for Publicly Funded Research \(2017\)](https://www.arc.gov.au/policies-strategies/policy/national-principles-intellectual-property-management-publicly-funded-research).^[2]

^[1] <https://business.gov.au/planning/protect-your-brand-idea-or-creation>

^[2] <https://www.arc.gov.au/policies-strategies/policy/national-principles-intellectual-property-management-publicly-funded-research>

13.7. Disclosure of Commonwealth, state or territory financial penalties

You must disclose whether any of your board members, management or persons of authority have been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, state, or territory court or a Commonwealth, state, or territory entity. If this is the case, you must provide advice to the department regarding the matter for consideration.

14. Glossary

Term	Definition
Administering entity	When an entity that is not responsible for the policy is responsible for the administration of part or all of the grant administration processes.
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application ranking.
Collaborative project (consortia)	A project that is undertaken in collaboration (in consortia) with at least one other organisation. The lead collaborative organisation must be the main driver of the project, manage the project on behalf of the consortia and be eligible to apply. The collaborative partner(s) should contribute either funds, in-kind services, or expertise to the project.
<u>Commonwealth Grants Rules and Guidelines (CGRGs)</u>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
Completion date	The expected date that the grant activity must be completed and the grant spent by.
Corporate Commonwealth Entities (CCE)	Is a body corporate that has a separate legal personality from the Commonwealth and can act in its own right exercising certain legal rights such as entering into contracts and owning property. Most CCEs are financially separate from the Commonwealth. CCEs are established through legislation or legislative instrument, and are subject to the PGPA Act, which further clarifies the financial and corporate governance arrangements of these bodies.
Date of effect	Can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.

Department/we/DISR	The Department of Industry, Science and Resources.
Decision maker	The person who makes a decision to award a grant.
Eligible grant activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1 of the grant opportunity guidelines.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in Appendix A. 0
General Manager	Position title for Senior Executive Service level staff within DISR.
Grant	For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money¹⁰ or other Consolidated Revenue Fund (CRF) money¹¹ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
Grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake.
Grant agreement	A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding and specifies the details of the grant.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
Grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.

¹⁰ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹¹ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The individual/organisation which has been selected to receive a grant.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Minister	The Commonwealth Minister for Industry and Science.
Non-corporate Commonwealth Entity (NCE)	Are legally and financially part of the Commonwealth. NCEs are established under power that comes from the Constitution, usually through legislation and the exercise of executive power. NCEs form part of the executive government and are accountable to the Parliament. NCEs are subject to the PGPA Act, which further clarifies the financial and corporate governance arrangements of these bodies. Examples of NCEs include departments of state, parliamentary departments or listed entities.
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	A general manager within the department with responsibility for administering the program.
Program funding or program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.

Selection criteria	Comprises of eligibility criteria and assessment criteria.
State, Territory or Local Government Department	A state, territory or local body politic. The non-corporate organisations through which governmental authority (legislative, executive and judicial) is exercised. An educational institution or research body is not a state, territory or local government department.
Value with money	<p>Value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> ▪ the quality of the project proposal and activities ▪ fitness for purpose of the proposal in contributing to government objectives ▪ that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved and ▪ the potential grantee’s relevant experience and performance history.

Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time; check you are referring to the most current version from the [business.gov.au](https://www.business.gov.au) website before preparing your application.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities
- meet the eligible expenditure guidelines.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

How we verify eligible expenditure

If your application is successful, we may ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you will be required to provide an independent financial audit of all eligible expenditure from the project.

Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We consider costs for technical, but not administrative, project management activities eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is \$175,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the purchase or provision of computing equipment directly required or related to the delivery of the project.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

Travel and overseas expenditure

Eligible travel and overseas expenditure may include:

- domestic and overseas travel limited to the reasonable cost of accommodation and transportation where the travel is material to the conduct of agreed project and collaboration activities in Australia.

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is used only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is used, the grantee will require evidence showing what an economy airfare costs at the time of travel.

We will consider value for money when determining whether the cost of overseas expenditure is eligible. This may depend on

- the proportion of total grant funding that you will spend on overseas expenditure
- the proportion of the service providers total fee that will be spent on overseas expenditure
- how the overseas expenditure is likely to aid the project in meeting the program objectives.

Overseas travel must be at an economy rate and you must demonstrate you cannot access the service, or an equivalent service in Australia.

Eligible overseas activities expenditure is generally limited to 10 per cent of total eligible expenditure.

Other eligible expenditure

Other eligible expenditures for the project may include:

- costs associated with developing and delivering workshops, conferences, professional development, networking events, forums and courses for knowledge transfer and capability development directly related to the project
- reasonable hospitality or catering directly relevant to your project
- prototyping, development and testing to achieve project objectives and outcomes
- engagement of specialist professional services to provide commercialisation and market export and global supply chain advice, such as identifying market opportunities, potential partnerships, and investment to achieve project objectives and outcomes
- market research and marketing activities required to achieve project objectives and outcomes
- expenditure that supports design, development and commercialisation activities directly related to the project and the achievement of its outcomes

- purchase or hire of ICT hardware and software (including user licenses) directly related to the project
- capital items you purchase to undertake your project, other than those assets listed under ineligible expenditure
- IP protection, including fees to a patent office for the cost of filing patent applications, patent searches and examination fees related to the project
- costs of acquiring IP and/or leading-edge technology where subsequent adaptation or commercialisation will contribute directly to the completion of an agreed project. There is no cap on IP and/or leading-edge technology acquisition costs
- staff training and skills development that directly supports the achievement of project outcomes
- financial auditing of project expenditure, the cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure.

Other specific expenditures may be eligible as determined by the Program Delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time; check you are referring to the most current version from the [business.gov.au](https://www.business.gov.au) website before preparing your application.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- research not directly supporting eligible activities
- fees for service and/or payments for activities to portfolio agencies of the Department of Industry, Science and Resources
- maintenance costs
- acquiring/ merging overseas businesses
- costs associated with registering a business and creating a governance plan for managing your project and relationship with consortia partners
- activities that duplicate collaboration and research activities already planned or in development
- expenses associated with business-as-usual activities not related to the objectives and outcomes of this grant
- activities, equipment or supplies that are already being supported through other sources
- costs incurred defending IP rights
- costs incurred prior to the execution of a contract for this grant opportunity
- financial costs, including interest and debt financing including the use of grant funds for any form of security for the purpose of obtaining or complying with any form of loan, credit, payment or other interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware that are not directly related to the project
- costs such as rental, renovations and utilities
- non-project-related staff training and development costs
- insurance costs (the grantee and all project consortia partners within the consortia group must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- depreciation of plant and equipment beyond the life of the project
- costs of purchasing, leasing, depreciation of, or development of land
- opportunity costs relating to any production losses due to allocating resources to the agreed grant project
- routine operating expenses not accounted as labour on-costs – including communications, accommodation, overheads and consumables, e.g. paper, printer cartridges, office supplies

- ongoing upgrades, updates and maintenance of existing ICT systems and computing facilities, including websites, customer relationship management systems, databases, the cost of ongoing subscription based software and IT support memberships, and warranties for purchases that are not directly related to the project
- recurring or ongoing operational expenditure (including annual maintenance, rent, water and rates, postage, legal and accounting fees and bank charges)
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests
- travel or overseas costs that exceed 10 per cent of total project costs except where otherwise approved by the Program Delegate.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.