



Sample application form

Boosting Female Founders Initiative – Round Three

Version April 2022

This document shows the questions included in the online application form for this program. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

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A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory. If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)
or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number

Where applicable, international organisations will need to provide

- country of registration
- registration number

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - Boosting Female Founders Initiative – Round 3 – Expression of Interest
- Field 2 select - Boosting Female Founders Initiative – Round 3 – Expression of Interest

When you have selected the program, the following text will appear.

The Boosting Female Founders Initiative will provide targeted support through grants on a co-contribution basis to female owned and led startups who are seeking to scale into domestic and/or global markets.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEST on Thursday 2 June 2022. Please take account of time zone differences when submitting your application.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Boosting Female Founders Initiative – Round 3 grant opportunity.

Questions marked with an asterisk are mandatory.

- Is your business a startup that is scalable? *

‘Startup’ is defined as an early stage, innovative or disruptive business that is scalable and working on a new or novel product, service or has a different business model.

‘Scalable’ is defined as a startup which can grow quickly and has the potential to address large national and international markets such as entering new markets, sales or organisation

You must answer yes to proceed to next question.

- Is your startup female-founded? *

Female founded is defined in the grant guidelines as 51% female owned and led.

You must attach a signed declaration using the template provided on business.gov.au later in this application that certifies you have undertaken required steps to confirm your startup is female founded.

You must answer yes to proceed to next question.

- Do you certify that your startup will remain majority owned and led by women for the duration of the grant? *

This will be a requirement of the grant agreement.

You must answer yes to proceed to next question.

- Did your business have a combined annual turnover of less than \$20 million for each of the three financial years prior to the lodgement of the application? *

You must answer yes to proceed to next question.

- Select which of the following entities you are: *

- an entity incorporated in Australia
- a partnership
- [trust or trustees](#)
- sole trader
- none of the above

You must be an eligible entity to proceed. Refer to the guidelines.

- Are you any of the following:*

- an unincorporated association
- an organisation not included in section **Error! Reference source not found.** of the Grant Opportunity Guidelines
- not for profit organisation
- registered charity
- a Commonwealth, State, Territory or local government body (including government business enterprises)
- a previous recipient of grant funds through the Boosting Female Founders program.

You must answer no to proceed to next question.

- The following are indicators of innovation and high-growth expected in a scalable startup. Are you able to identify two indicators which apply to you? *

You must answer yes to two of these questions to proceed to next section

- Identify how each indicator applies to you:*
- You are applying to register, or have registered [intellectual property rights](#)
- You have registered for, and are undertaking [eligible research and development activities](#) for the [Research and Development Tax Incentive \(RDTI\)](#) scheme
- You are applying for, or have been granted, required regulatory approval for your product, process or service
- You have attracted third party investment
- You have a minimum viable product that has been tested with customers, is ready for market, or for which you have had first sales
- You have completed or are undertaking an accelerator or incubator program that provides time-limited support for entrepreneurs with a startup
- You have a written agreement to co-develop and commercialise an innovation with:
 - An institution or body listed in [Schedule 1 to the Higher Education Funding Act 1988](#), or
 - An entity registered as a [Research Service Provider](#) under section 29A of the Industry Research and Development Act 1986
- You would meet the [early-stage innovation company \(ESIC\)](#) requirements under the [Tax Incentives for Early Stage Investors](#) scheme
- You have been incorporated or registered with the Australian Business Register within the last five years.

C. Applicant address

C.1. Applicant street address

You must provide your street address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

D. About your organisation

D.1. Latest Financial Year Figures

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

All values must be whole numbers. For example 6.5 months should be presented as 7 months, \$2 million should be presented as \$2,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

- Sales revenue (turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statement (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's Business Activity Statement (BAS).

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humankind, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per your organisation's income tax return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing your organisation. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by your organisation under a commercial contract (rather than an employment contract) to provide employee-like services on site.

D.3. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

D.4. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

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E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your organisation.

E.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

Refer to the grant opportunity guidelines for information on program objectives and eligible activities, and consider how these align with your project.

E.3. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting.

Refer to the grant opportunity guidelines for information on the intended outcomes of the program and consider how these align with your project.

E.4. Grant percentage

Are you applying for a grant greater than 50 per cent of eligible project expenditure?

If yes, which of the following applies?

- your head office is located in a regional area

We consider your business as located in a regional area if your head office is in a regional area as defined in the mapping tool. For this grant opportunity, we consider Inner Regional, Outer Regional, Remote and Very Remote locations as regional areas.

- at least one of your founding team members (owners and leaders) is an Indigenous Australian or your business is an Indigenous business
- at least one of your founding team members (owners and leaders) is a person with a disability
- at least one of your founding team members (owners and leaders) has migrated to Australia as a refugee or humanitarian entrant

You will be required to attach evidence to support your eligibility and your claim for a higher grant percentage later in this application

E.5. Project duration

Your expected start dates for projects should begin no earlier than February 2023.

Your project must be completed 30 April 2025.

The project length will be calculated by the start and end dates you enter. Your project can be no longer than 24 months

- Estimated project start date
- Estimated project end date
- Estimated project length (in months)

E.6. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site.

A project site must be a street address. Do not provide a postal address, institution or building name. You can have multiple locations but your site listed below must be your head office address.

- Project site address
- Estimated percentage of project value expected to be undertaken at site

F. Project budget

F.1. Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable. Validations will limit your request to be within maximum and minimum amounts, which are detailed in the grant opportunity guidelines.

Total eligible project expenditure (\$A) entry box

Program grant amount sought (\$A) entry box

G. Assessment criteria

Your EOI will be reviewed against your responses to the questions listed below. For further information regarding the application process refer to the grant opportunity guidelines.

G.1. Assessment criterion 1 (40 points)

Your response is limited to 2000 characters including spaces and does not support formatting.

How will a grant help you to scale-up, expand into domestic and/or global markets?

Tell us:

- a. how ready your product or service is for scaling.
 - who are your users or customers?
 - what stage is your product or service at? Are you marketing it?

G.2. Assessment criterion 2 (30 points)

Your response is limited to 2000 characters including spaces and does not support formatting.

Your capacity, capability and resources to grow

Tell us:

- a. about you and your team
- b. if you have received any investment from external sources (including how much and the funding source). If not, why not? What funding alternatives have you considered or pursued?
- c. what growth looks like for your business (e.g. in terms of revenue, employees, new markets etc.)

G.3. Assessment criterion 3 (30 points)

Your response is limited to 2000 characters including spaces and does not support formatting.

The impact of grant funding (30 points)

Tell us:

- a. how much grant funding you require

- b. your financial contribution to the project and its source.

H. Application finalisation

You must answer the following questions and add any supporting documentation required.

H.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

H.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

H.3. Additional information

You must attach the following supporting documentation. You should only attach documents we have requested.

The total of all attachments cannot exceed 20 MB.

Individual files must be smaller than 2.0mb, and be one of the following types: doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

Templates referred to are available under Key Documents on the Boosting Female Founders Initiative website

All applicants must attach:

- a signed declaration on the provided template to certify that your startup is female founded (majority owned and led by women)

where you are applying for a greater than 50 per cent grant percentage, provide at least one of the following documents to support your eligibility:

- an Indigenous Business Direct (Supply Nation) registration to confirm you are an Indigenous business
- A letter from an incorporated Indigenous organisation confirming the Aboriginal and/or Torres Strait Islander heritage of at least one of your founding team members (owners and leaders)
- evidence that at least one of your founding team members (owners and leaders) is a person with a disability which:

- is recent documentation
- is completed by a treating health practitioner who is relevant to your primary disability
- confirms the impact of your disability
- evidence that at least one of your founding team members (owners and leaders) has migrated to Australia as a refugee or humanitarian entrant including a current or previous:
 - Global Special Humanitarian visa (subclass 202)
 - Protection visa (subclass 866)
 - Refugee visas (subclass 200, 201, 203 and 204)
 - Temporary Protection visa (subclass 785)
 - Safe Haven Enterprise visa (subclass 790)
 - or equivalent past visa classes.

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I. Primary contact

You must provide the details of a primary contact for your application.

The primary contact is the person authorised to act on behalf of the applicant. We consider them our primary contact point for all aspects of this application. We will send all email correspondence to this person. If these details change, you must inform us as soon as possible so automated emails can be redirected. The details include

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

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J. Application declaration

In order to submit your application you will be required to agree to the following declaration.

J.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

J.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.