



Australian Government
Department of Industry,
Innovation and Science

Business



Sample Application Form

Space Infrastructure Fund: Mission Control Centre

Version December 2019

This document shows the questions included in the online application form for this grant opportunity. 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.

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.

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.

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

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 and Google Chrome
- 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.

A. Program selection

We need to first identify what type of entity is applying. If you are a trustee applying on behalf of a trust the details are slightly different.

A.1. Trustee and trust details

If you have selected trustee on behalf of a trust we require details of both trust and trustee. A trustee must be incorporated.

Trust details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN) of the trust
- Legal name of the trust
- Business name of the trust

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternative name.

- Date of registration of ABN of the trust
- GST registration status

Trustee details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

Do not enter your trust ABN into the trustee field. You may not have a separate ABN for the trustee in which case you should leave this field blank.

- Australian Company Number (ACN) of the trustee
- Or
- Australian Business Number (ABN) of the trustee (if different to trust)
- Legal name of the trustee
- Charity status of the trustee
- Not for profit status of the trustee

A.2. Other type of entity details

If you are not a trustee / trust entity you will be asked to complete the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Organisation Legal name
- Organisation Business Name

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternate name.

- Date of registration of ABN
- GST registration status
- Charity status
- Not for profit status

A.3. Australia and New Zealand Standard Industrial Classification (ANZSIC) Details

You must select 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](#)).

A.4. Program selection

You must select from a drop-down menu the program that you are applying for.

- Field 1 select [program name]
- Field 2 select [grant opportunity name].

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

Provides funding to establish a mission control centre on the ground floor of the McEwin Building at Lot Fourteen in Adelaide. The centre will complement the new home of the Australian Space Agency and will be closely linked to the Australian Space Discovery Centre (also located on the ground floor of the McEwin building).

You should read the grant opportunity guidelines and sample grant agreements before filling out this application.

You may submit your application at any time up until 5.00pm AEDT on Tuesday 4 February 2020.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Space Infrastructure Fund: Mission Control Centre grant opportunity.

Questions marked with an asterisk are mandatory.

- Is your organisation a company 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 *

You must answer yes to proceed to next question.

- Are you able to provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding? You must provide this evidence with your application. Please use the template available on www.business.gov.au and GrantConnect*

You must answer yes to proceed to next question.

- Are you able to provide an Accountant Declaration that confirms you are a trading corporation as defined in section 4.1 of the guidelines and can fund any project costs not met by the grant. You must use the Accountant Declaration form available on www.business.gov.au and [GrantConnect](#), and add as an attachment to your application.*

You must answer yes to proceed to next question.

C. Applicant address

C.1. Business street address

You must provide your business street address (Australian Head Office).

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. Business postal address

You must provide your business postal address (Australian Head Office).

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. Applicant financials

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 amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. 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 Statements (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's 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 man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- No of employees (headcount)

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

- No of independent contractors (headcount)

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

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](#). 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. Explain 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.

You must also provide a project plan which you should attach later in your application.

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.

E.4. Project duration

You can commence your project from 1 May 2020 and must be completed by 30 June 2022.

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

E.5. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone.

The milestone start and end dates must be between the project start and end dates.

- Milestone title
- Description
- Estimated start date
- Estimated end date

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. If you have multiple sites you must add the address of each site.

A project site must be a street address not a postal address.

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

F. Project budget

F.1. Project budget summary

You must provide a summary of your eligible project expenditure over the life of the project in a table as shown below.

Amounts must be GST inclusive, less any GST credits that you can claim. We only provide grant funding based on eligible expenditure. Refer to the grant opportunity guidelines for guidance on eligible expenditure.

You will also be required to attach a detailed project budget later in the application form. Please use the template available on business.gov.au and GrantConnect.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Capital expenditure, building modifications, establishment costs		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Software costs		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Labour costs		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Labour on costs (up to 30% of total labour costs)		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Contract expenditure		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Staff training		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Operational costs		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Domestic travel		\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Overseas travel		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Independent audit		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Other eligible expenditure		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
Total Project Costs (\$AUD and GST exclusive)			\$

Financial Year	Costs
2019/20	\$
2020/21	\$
2021/22	\$
Total Project Costs (\$AUD and GST exclusive)	

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

F.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

The grant will be up to 100 percent of eligible project costs, however we expect that to be competitive you will provide some additional contribution.

You cannot use funding from other Commonwealth grants to fund your share of eligible project costs. You can fund your contribution from any other source including State, Territory and local government grants. Your contribution must be cash.

The total of all sources of funding plus your grant, should be equal to your eligible project expenditure in the section above.

F.3. Your contribution

Your own contribution to the project is also considered a 'source of funding' and must be provided.

Enter your organisation name. In the description field, provide additional details. Indicate whether your contribution is sourced from cash flow, loans, equity etc.

- Name of contributor
- Amount
- Date due of contribution

A maximum of ten contributions can be entered.

G. Project partners/ Collaborators

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply. You must provide details about your project partners and collaborators.

The lead applicant must complete this form. If you are unsure whether your application should be a joint application contact us on 13 28 46 or at business.gov.au

You must provide the following for each project partner / collaborator

- Collaborator Name
- Business address
- Postal address
- Contact details

You must also attach a letter of support from each of the project partners in this section of the form. See section 7.2 of the grant opportunity guidelines for further details about the letters of support.

H. Assessment criteria

To be competitive you will need to score highly (at least 50%) against each assessment criterion.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

Your application will be assessed against the indicators listed beneath each assessment criterion.

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

H.1. Assessment criterion 1 (40 points)

How your project will provide SMEs (including start-ups) and researchers with mission control capability.

Describe your approach to establishing the mission control centre and provide information that demonstrates:

- your understanding of mission control infrastructure requirements
- how your project will deliver your identified mission control infrastructure requirements, including technical capabilities
- how you will make mission control infrastructure available to SMEs (including start-ups) and researchers
- your strategy to continue operating the mission control centre beyond the term of grant funding.

H.2. Assessment criterion 2 (30 points)

The benefits of your project

You should demonstrate this by identifying:

- how your approach to the mission control centre will support activities that expand Australian space industry capability and capacity, including during its establishment
- your plan to use the mission control centre to inspire and educate the public through engagement and coordination with the Australian Space Discovery Centre and other complementary facilities
- any additional services or infrastructure provided to the Australian space sector as part of the project
- any additional funding you will leverage to undertake the project

H.3. Assessment criterion 3 (30 points)

Your capacity, capability and resources to deliver the project

You should demonstrate this by describing:

- a. your track record in managing similar projects, and your access to personnel with relevant skills and experience, including project management and technical staff
- b. your access to relevant infrastructure, dish capability, technology and intellectual property
- c. your project plan, including your plan to:
 - manage the project including scope, implementation methodology and timeframes
 - mitigate delivery risks
 - mitigate national security risks, including potential for foreign interference, in the establishment and on-going operations of the centre
 - secure required regulatory or other approvals.

You must make a strong case that you can effectively manage national security risks to be awarded funding.

You must attach a project plan and budget to support your response later in the application. A template is available on www.business.gov.au and GrantConnect.

I. Application finalisation

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

I.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 and how you anticipate managing them.

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

I.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Supporting documentation

You must attach the following supporting documentation:

- Evidence of support from your board, CEO or equivalent*

You must provide evidence from your board (or chief executive officer, general manager or equivalent if there is no board) that the project is supported and that you can complete the project and meet the costs of the project not covered by grant funding. Please use the template available on www.business.gov.au and GrantConnect.

- Accountant declaration*

You must provide an accountant declaration which confirms your organisation is considered a trading organisation, and to demonstrate you can fund your share of the project costs. Please use the template available on www.business.gov.au and GrantConnect.

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

- Project plan*

You must attach a project plan setting out how you will implement the project including timeframes, mitigation of risks and how you will secure required approvals. Please use the template available on www.business.gov.au and GrantConnect.

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

- Project budget*

You must attach a detailed project budget to demonstrate your eligible project expenditure. Please use the template available on www.business.gov.au and GrantConnect.

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

- Trust documents

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

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

- Evidence to support your source of funding

You may attach additional evidence confirming contributions to your project.

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

I.4. Indigenous organisations

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.

J. Primary contact page

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

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

K. Application declaration

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

K.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that 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 and
- 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 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.

K.2. Applicant declaration

I declare that I have read and understood the [program/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 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 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 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 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 Standard and Commonwealth Fraud Control Framework and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

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

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

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