



## Sample application form

# Entrepreneurs' Programme - Accelerating Commercialisation Grants

Version July 2020

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

## Instructions

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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

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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. Program selection**

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

- Field 1 select EP – Accelerating Commercialisation Grants
- Field 2 select EP – Accelerating Commercialisation Grants

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

Provides financial assistance to help commercialise novel products, processes and services.

You should read the grant opportunity guidelines and sample grant agreement before applying.

You may submit an application at any time over the life of the grant opportunity.

**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 timeout.**

## B. Eligibility

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We will ask you the following questions to establish your eligibility for the Accelerating Commercialisation Grants opportunity.

*Questions marked with an asterisk are mandatory.*

- Are you non tax-exempt? \*

*You must answer yes to proceed to next question.*

- Are you registered for the Goods and Services Tax (GST)? \*

*You must answer yes to proceed to next question.*

- Do have the ownership, access or beneficial use of any intellectual property you need to undertake the commercialisation project? \*

*You must answer yes to proceed to next question.*

- Can you provide evidence of your ability to fund at least 50 per cent of eligible project expenditure, such as a bank statement or loan agreement? \*

*You must answer yes to proceed to next question. You will need to attach evidence of this later in the application.*

- Are you controlled by a Publicly Funded Research Organisation or Eligible Partner Entity and have an individual turnover of less than \$20 million for each of the three financial years prior to the lodgement of the application?

- Do 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 one of the above to proceed to next section.*

*You will need to attach evidence of this later in the application.*

## C. Applicant address

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### 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.*

Sample

## D. Applicant financials

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### 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.*

- Number 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.*

- Number 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. About your business

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You must provide further information about your business, related companies and shareholders.

## E.1. Related Companies

Does your company have an Ultimate Holding Company?

*An ultimate holding company is a company that has control over other companies (subsidiaries).*

*If you answer yes to this question you will need to complete the following information:*

Ultimate Holding Company ABN (if applicable)

Legal/ registered entity name of Ultimate Holding Company

Country of incorporation

Please list any related bodies corporate of your company

*Two bodies corporate are related where:*

- *one is a holding company (i.e. parent) of the other;*
- *one is a subsidiary of the other;*
- *both are subsidiaries of the same holding company*

*You must attach a diagram of your company's group structure showing the legally registered name and country of incorporate of each body corporate, the relationships and relative shareholdings within the group.*

## E.2. Shareholders

List shareholders in your company, the role/relationship with your company, the percentage of issued shares each holds, and whether the shareholder is an Australian resident or an Australian-controlled entity. Where there are more than 10 shareholders, list only the top 10.

*If more than one role/relationship applies to the shareholder, choose the predominant purpose for the investment.*

Name of shareholder	Role/relationship with applicant	% of issued shares	Australian resident/ controlled entity?
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>



Name of shareholder	Role/relationship with applicant	% of issued shares	Australian resident/controlled entity?
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>

### E.3. Additional financial information

Please provide a summary of your company's financial information, excluding any related bodies corporate.

Capital Raising – Additional or new capital raised in each financial year	Previous financial year yyyy/yy (\$A)	Current financial year yyyy/yy (\$A)	Next financial year yyyy/yy (\$A)
Paid in capital  <i>Cash invested in a company. This cash may be received in exchange for the issuance of new equity.</i>	\$	\$	\$
Brief description:			
Debt capital  <i>This is any instrument that is issued in exchange for cash that is repayable to the lender including bank loans, personal loans, convertible debt or other forms of indebtedness governed by a loan agreement or similar document specifying the terms.</i>	\$	\$	\$
Brief description:			

#### Turnover for the past 3 financial years

Are you controlled by a Publicly Funded Research Organisation or Eligible Partner Entity?

If yes, please provide turnover of your company for the past three financial years.

If no, please provide grouped turnover of your company and its related bodies corporate for the past three financial years.

*You will need to attach 3 years of financial statements of your company and its related bodies corporate as evidence of this later in the application.*

<i>Names of bodies corporate</i>	<i>Turnover (\$A) yyyy/yy</i>	<i>Turnover (\$A) yyyy/yy</i>	<i>Turnover (\$A) yyyy/yy</i>
<b>Applicant:</b>	0	0	0
	0	0	0
	0	0	0
<i>Total combined turnover</i>	0	0	0

Sample

## F. Project information

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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.*

### F.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.*

*Please complete the description in this format:*

*Project Description: [Applicant] has developed [innovative product, process or service] for the [target/priority market/industry/application sectors]. This [technology/solution] will [value proposition/customer benefits]. Accelerating Commercialisation support will be used to help [Applicant] commercialise this [product/process/service] and achieve [expected commercial outcomes and/or national/global benefits].*

### F.2. Detailed project description and key activities

*This information will be included in your grant agreement if your application is successful and will not be published.*

Provide a more detailed description of your project including the project objectives 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.

### F.3. Project outcomes

*This information will be included in your grant agreement if your application is successful and will not be published.*

Provide a summary of the expected project outcomes.

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

### F.4. Your business

Tell us about your business and its history?

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

Do you have a website for your business? If yes, please provide the web address.

## **F.5. Other parties associated with the project**

Please list all parties associated with the project (e.g. advisory board, project partners, contractors (recent or on-going relationship), competitors, suppliers, potential customers, etc.).

*This information is used for internal disclosure of interest processes and to protect you from inadvertent conflicts of interest in our processes.*

## **F.6. Product process or service description**

Describe your novel product, process or service.

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

What best describes your type of innovation?

*You can select only one from a drop-down menu.*

- Biotechnology
- Software
- Technology systems and hardware
- Manufacturing engineering and design

What best describes the stage of development of your innovation?

*You can select only one from a drop-down menu.*

- Concept or idea
- Invention/research and development
- Proving technology performance/function at prototype stage
- Ready to be commercialised, proving commercial viability
- Early stage commercialisation, establishing the business
- Commercialisation, business established and earning income

Which of the following best describes your target market (what is your primary target market)?

*You can select only one from a drop-down menu.*

- Advanced manufacturing
- Automotive aviation and marine
- Business marketing communications and finance
- Defence security and safety
- Education and training
- Environment and water management
- Entertainment tourism and sport/recreation
- Food and Agribusiness

- Infrastructure Housing & Transport systems
- Medical technology and pharmaceuticals
- Mining equipment technology and services
- Oil gas and energy
- Original equipment manufacturer
- Textiles clothing and footwear
- Other please specify:

If your product or service targets or participates in one of the growth sectors, specify the sector.

*You can select only one from a drop-down menu.*

- Advanced manufacturing
- Food and Agribusiness
- Medical technology and pharmaceuticals
- Mining equipment technology and services
- Oil gas and energy
- Not applicable

## **F.7. Intellectual property**

Specify the novelty of your invention

*You can select only one from a drop-down menu.*

- New to world
- New to Australia
- New to industry
- New to business

Does the project depend on access to protected IP, whether owned/developed by the applicant or a third party?

*If you answer yes to the above question, select the relevant category below.*

- Applicant developed and owns IP
- Applicant has licensed IP from a third party
- Third party will license or assign IP to the applicant

If relevant, how will you protect any project intellectual property necessary for successful commercialisation?

*You can select only one from a drop-down menu.*

- Registered design
- Copyright
- Australian patent
- International patent

- Plant breeders rights
- Innovation patent

*If you selected international patent, list countries here.*

- Trademark
- Trade secret
- Complexity of product design
- Other

*If other, specify here.*

*Please note that the Accelerating Commercialisation funding agreement has provisions requiring Commonwealth consent prior to selling, licensing or assigning the project IP in certain circumstances.*

Sample

## F.8. Experienced Executives

*An Experienced Executive is an experienced chief executive officer or other senior executive that is expected to bring complementary skills and experience to the business and to drive it towards commercialisation of its novel product, process or service in the marketplace.*

Are you claiming expenditure for an Experienced Executive?

*If you answer yes to this question you will need to answer the following questions:*

What are the roles and responsibilities of the Experienced Executive?

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

How will they be appointed or recruited?

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

How will they help you to realise the full commercialisation potential for the proposed product, process or service?

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

## F.9. Project duration

*Your project must be completed within two years.*

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

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

## F.10. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add x milestones.

*Your milestones should align with your project plan.*

- Milestone title
- Description
- Estimated start date
- Estimated end date
- Expenditure estimate for each milestone

## F.11. 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. Please list your primary location first.*

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

## G. Project budget

### G.1. Project budget summary

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

*Enter the GST exclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.*

*You will also be required to attach a detailed project plan including a budget later in the application form.*

*Refer to Appendix A Eligible expenditure of the grant program guidelines for information on eligible expenditure.*

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
	Contract		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
	Plant Expenditure		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
	State-of-the-art plant or pilot manufacturing plant		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$



Type of expenditure	Head of expenditure	Financial Year	Cost
	Prototype Expenditure		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
	Other		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
			\$

### 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.

### Overseas expenditure

What percentage of your expenditure is Overseas Expenditure?

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

*Your own contribution to the project is also considered a 'source of funding' and must be provided. You cannot fund your contribution from other Commonwealth, State, Territory or local government grants, or use in-kind (non-financial) contributions.*

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contribution

*Contributors are divided into the following types*

- *Your contribution*
- Value of contribution
- Date due of contribution
- Details

*You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.*

## H. Assessment criteria

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We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score highly against each criterion as these represent best value for money.

*You should define, quantify and provide evidence to support your answers.*

To support your responses you must include mandatory attachments later in the application.

### H.1. Assessment criterion 1 (16 points)

#### Impact of the grant

You should demonstrate this by addressing

- a. your need for funding, i.e. why you are unable to access sufficient funding for the entire project, including from your directors and shareholders, loans or equity investment and why it would be unreasonable to expect you to obtain all requisite funding from alternative sources
- b. the positive impact the grant will have on the size, scale or timing of your project
- c. whether your product or service targets or participates in one of the growth sectors
- d. the broader economic benefits to be gained through your project, e.g. whether it will create jobs, export growth, diffusion of knowledge, increased collaboration or best practice.

If your product or service targets or participates in one of the growth sectors, specify which sector(s).

### H.2. Assessment criterion 2 (24 points)

#### Management capability

You should demonstrate this by describing

- a. your team's track record and/or access to appropriate personnel with the relevant business, commercialisation and market/technology expertise and experience to deliver your project
- b. your governance arrangements (e.g. project oversight, advisory boards etc.).

### H.3. Assessment criterion 3 (20 points)

#### Market opportunity

You should demonstrate this by explaining

- a. how the product, process or service that you wish to commercialise is novel
- b. the customer problem you propose to solve and the market demand your novel product, process or service satisfies within Australia and overseas markets
- c. your target market including:
  - i. intended customers (e.g. individuals, business or government)
  - ii. market size (e.g. number of customers, average revenue per customer)

- iii. market structure (e.g. the value/supply chain and relationships between suppliers, distributors, influencers and end customers)
  - iv. your pricing strategy
  - v. your position in the market.
- d. your intellectual property strategy including any protection mechanisms that may be employed (e.g. patent, trademark, etc.), and how the strategy aligns with the market opportunity.

You must attach evidence, including an IP strategy, to support your response later in the application.

#### **H.4. Assessment criterion 4 (20 points)**

##### **Value proposition**

You must describe and provide evidence that demonstrates

- a. why customers will want to buy your product, process or services (include the economic analysis and description of value creation)
- b. your most likely competitors and your competitive advantage
- c. any market research you have undertaken to validate your value proposition
- d. evidence that your product, process or service is functional or technically viable.

You may provide evidence to support your response later in the application.

#### **H.5. Assessment criterion 5 (20 points)**

##### **How you plan to deliver your project**

You should demonstrate this by describing

- a. your project plan including activities, milestones, budget and deliverables
- b. your execution plan including your path to market (e.g. direct sales, distribution channels, franchising)
- c. your operational plan including your business and delivery model, human resources, marketing and communications plan, financial plan, manufacturing strategy (where applicable) and your plan to manage risk
- d. how you intend to address structural or market challenges (e.g. government regulation, market inertia, timing imperatives, manufacturing capability/capacity, market barriers etc.)
- e. how you will manage intellectual property including:
  - i. your intellectual property (e.g. future protection strategies, freedom to operate, patent insurance, etc.)
  - ii. any intellectual property you need to deliver your project (e.g. ownership, access and/or beneficial use).

You must attach an operational plan that includes project plan, cashflow and project budget, execution plan, and intellectual property protection strategy later in the application.

# I. Application finalisation

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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.

- Funding strategy

*Evidence of your funding strategy that indicates matched funding is in place or has been committed to, e.g. cash flow forecasts, loan agreements, subscription agreements, shareholder agreements.*

- Financial statements

*Attach at least one set of financial statement*

- Group structure diagram

*Attach a diagram of your company group structure (where applicable).*

- Operational plan

*You must attach an operational plan that includes project plan, cashflow and project budget, execution plan, and intellectual property protection strategy (which may include IP protection, a licencing agreement or reliance on a trade secret). Your project plan, including activities, milestones, budget and deliverables.*

- Accountant declaration

*Template provided on [business.gov.au](http://business.gov.au) and GrantConnect).*

- Trust deed

*A trust deed (where applicable).*

- Other documents to support your claim against the selection criteria

*You may attach up to five additional documents.*

## I.4. 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](#))

## I.5. 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.*

## J. Primary contact page

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

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

## K. Application declaration

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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 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](#)
- [program/ 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/ 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 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 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 for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I understand that I am responsible for ensuring that I have 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. I am also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.]

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.

**By checking this box I agree to all of the above declarations and confirm all of the above statements to be true**

Sample