



Australian Government

Department of Industry, Science,
Energy and Resources

Department of Infrastructure, Transport,
Regional Development and Communications

Sample grant application form

Automatic Dependent Surveillance Broadcast (ADS-B) Rebate Program

Version 14 June 2022

This document shows the questions included in the online application form for this Automatic Dependent Surveillance Broadcast (ADS-B) Rebate 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.

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
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

If you do not have an ABN we will ask you why you do not have one. You should note the following.

If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.

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 - Automatic Dependent Surveillance Broadcast (ADS-B) Rebate Program
- Field 2 select - Automatic Dependent Surveillance Broadcast (ADS-B) Rebate Program

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

This program will run over two years from 2021-22 to 2022-23.

The program was announced as part of the Australian Government's Aviation Recovery Framework 'Flying to Recovery'. Up to \$30 million is available for this grant opportunity.

The objective of the program is to incentivise voluntary uptake ADS-B equipment in Australian-registered aircraft operating under Visual Flight Rules (VFR) to improve safety and efficiency for Australian airspace users.

The grant amount will be up to 50 per cent of eligible project expenditure up to a maximum of \$5,000 per eligible aircraft or eligible device.

Only one rebate per aircraft and per device is permitted. You can apply for multiple grants if you own more than one eligible aircraft. You must use a new form for each rebate.

A grant may be made for each eligible aircraft for an ADS-B or an ADS-B EC, but not both.

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 an application at any time between the open and close dates or until funding is exhausted, whichever occurs first. The Program Delegate will not approve funding if there are insufficient program funds available.

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B. Eligibility

We will ask you the following questions to establish your eligibility for the Automatic Dependent Surveillance Broadcast (ADS-B) Rebate Program grant opportunity.

Questions marked with an asterisk are mandatory.

- Are you the registered owner of a crewed aircraft operating under Visual Flight Rules (VFR)?*

You must answer yes to proceed to next question.

- Has your aircraft or device already received a grant under this program?*

An application may be made for each eligible aircraft in your fleet for either an ADS-B system or an ADS-B EC system, but not both.

You must answer no to proceed to next question.

- Is your aircraft shown on an approved registration database?*

Approved registration databases include:

- the CASA Australian aircraft register for VH aircraft (e.g. fixed wing, helicopter, balloon, glider) [registration database managed by CASA](#)
- an approved Australian Sport Aviation organisation:
 - [Recreational Aviation Australia](#) (RAAus)
 - [Australian Sport Rotorcraft Association](#) (ASRA)
 - [Sports Aviation Federation of Australia](#) (SAFA)

You must answer yes to proceed to next question.

- Can you provide a clear copy of the registration certificate for your aircraft and agree to us verifying registration and ownership in the relevant approved registration data base?*

You must answer yes to proceed to next question.

- Can you provide a paid Australian Tax Invoice(s), including evidence of payment, for the purchase and installation of eligible equipment for ADS-B or the purchase of eligible equipment for ADS-B EC in the aircraft no earlier than 20 December 2021?*

You must answer yes to proceed to next question.

- Do you declare:*
- you are the owner of the aircraft
- you incurred the eligible expenditure
- the aircraft is only used for operations under VFR
- the aircraft does not require mandatory fitment of eligible equipment, such as for Instrument Flight Rules (IFR) operations or if required as a condition of aircraft registration
- the aircraft is located in Australia
- the installation of eligible ADS-B equipment was undertaken in Australia (if applicable).

You must answer yes to proceed to next question.

- Is your grant application for installed ADS-B equipment that air traffic controllers can use for aircraft separation purposes (referred to as ADS-B)?*

If your grant application is for portable ADS-B equipment for local electronic traffic information purposes (referred to as ADS-B EC) you should answer no to this question.

If no, proceed to next section

If yes, proceed to next question

- can you provide a signed declaration by an approved installer using the template provided on business.gov.au*

You must answer yes to proceed to next section.

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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. Grant information

D.1. Aircraft details

Owner name:

Aircraft registration number:

The applicant must be the registered owner of the aircraft.

This information will be used to verify registration and ownership in the approved registration data base relevant to your aircraft.

Select the approved registration database with which your aircraft is registered

- the CASA Australian aircraft register
- Recreational Aviation Australia
- Australian Sport Rotorcraft Association
- Sports Aviation Federation of Australia

Select one only.

D.2. Eligible equipment

Select the type of eligible equipment that applies to your grant application:

- installed ADS-B equipment (referred to as ADS-B)
- portable ADS-B equipment (referred to as ADS-B EC).

Select one only.

Refer to Appendix A of the grant opportunity guidelines for guidance regarding eligible equipment.

Provide details for your equipment

- brand name
- model

This information will be used to confirm your equipment is eligible for the grant.

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

D.3. Grant documentation

You must attach the following supporting documentation.

- Aircraft registration certificate

A clear copy of the registration certificate for your aircraft

This will be used to verify registration and ownership in the approved registration database for your aircraft.

- Paid tax invoice(s)

A paid Australian Tax Invoice(s), including evidence of payment, for the purchase and installation of eligible equipment for ADS-B or the purchase of eligible equipment for ADS-B EC in the aircraft no earlier than 20 December 2021.

The invoice(s) must be paid. You must attach evidence of payment.

Expenditure incurred prior to 20 December 2021 will not be eligible for the grant.

- Installer certification (for ADS-B installations only)

A signed declaration by an approved installer using the template provided on business.gov.au.

D.4. Project location

A project site must be a street address. Do not provide a postal address, institution or building name.

This section of the form is mandatory for all grants. For the ADS-B rebate program you should enter the address associated with your aircraft's registration and estimated % of project value expected to be undertaken at site field should be 100%.

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

D.5. 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.

E. Eligible expenditure

E.1. Eligible expenditure amount

You must provide your total claim amount below.

Your claim amount should be your total eligible expenditure (i.e. eligible purchase and installation costs for ADS-B or purchase costs for ADS-B EC) as defined in the grant opportunity guidelines.

Your claim amount should be supported by the paid invoices attached to your application.

The grant amount will automatically be calculated based on 50 per cent of your eligible expenditure up to a total of \$5,000.

You can only apply for a grant for eligible expenditure incurred since 20 December 2021.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure.

Refer to the guidelines for guidance on eligible expenditure.

Type of expenditure	Head of expenditure	Cost
Project expenditure	Claim	\$ Enter expenditure amount
Total Amount		

F. Bank account details

F.1. Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant. You must provide bank account details for the applicant.

F.2. Account details

Account name

BSB

Account number

F.3. Payment contact

Given name

Family name

Email address

Phone number

G. 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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H. Application declaration

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

H.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.

H.2. Financial information

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.

H.3. 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 included 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 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 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.