



Australian Government

Department of Industry, Science and Resources

**Department of Infrastructure, Transport,
Regional Development, Communications and the Arts**

Sample application form

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

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.

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. If a question is not mandatory it will be clearly marked – Optional.

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 your 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.

A. Program selection

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

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

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

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

The Automatic Dependent Surveillance Broadcast (ADS-B) Rebate Program (the Program) was announced on 20 December 2021 as part of the Australian Government's Aviation Recovery Framework 'Flying to Recovery'.

The Automatic Dependent Surveillance Broadcast (ADS-B) Rebate Program - Round 2 is an extension and expansion of the Automatic Dependent Surveillance Broadcast (ADS-B) Rebate Program. The Program was extended as part of the 2024-25 budget and will run over three years; from 2024-25 to 2026-27 with funding of \$8.4 million.

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

The rebate amount will be up to 50 per cent of eligible expenditure (rebate percentage).

- The maximum rebate amount is \$5,000 per eligible aircraft per round.

Only one rebate per aircraft and per device is permitted (unless you meet the eligibility criteria in section 4.1 and 4.2 of the guidelines). You can apply for multiple rebates if you own more than one eligible aircraft.

A claim may be made for each eligible aircraft for equipment which provides ADS-B-IN, ADSB-OUT, or ADSB-IN and OUT functionality, or an ADS-B EC device.

You should read the [grant opportunity guidelines](#) 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 over the life of the rebate 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 time out.

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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 - Round 2 rebate opportunity.

- Have you supplied an ABN that is directly related to your aircraft ownership or was no ABN provided?

Did you complete the ABN question correctly or did you NOT provide an ABN?

If you did NOT provide an ABN, please select YES and continue the application.

If you have supplied an ABN and your aircraft ownership is NOT aligned with the ABN provided, please stop this application. You will need to delete this application via the portal by selecting the Delete button. Then start a new application applying as an individual with no ABN.

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

You must answer yes to proceed to next question.

- Is your aircraft shown in an approved registration database?
 - 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 and readable copy of the registration certificate for your aircraft that shows that you, the Applicant, are the registered owner and agrees to us verifying registration and ownership in the approved registration database?

You must answer yes to proceed to next question.

- Can you provide a paid Australian Tax Invoice(s) or equivalent. This must include evidence of payment for the purchase and/or installation of eligible equipment. Evidence of payment must show the date equipment was purchased and be dated:
 - after 20 December 2021 – for a device which provides ADS-B-OUT functionality or an ADS-B EC device, but not both, or
 - on or after 1 June 2024 – for a device which provides ADS-B-IN functionality or a device which provides ADSB-IN and OUT functionality.

The name on the Australian Tax Invoice or equivalent must match the name of the Applicant.

You must answer yes to proceed to next question.

- Is the aircraft located in Australia?

You must answer yes to proceed to next question.

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

If your claim 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.

- 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.

Has a rebate already been paid in respect of your aircraft under Round 1 of the ADS-B Rebate Program?

If no, proceed to next section

If yes, proceed to next question

Select which changes to the equipment you are making and applying for under Round 2

- the equipment adds ADS-B IN functionality that was not previously available
- this is an upgrade from a portable EC device to installed equipment

Select one only

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C. Applicant address

C.1. Applicant street address

All fields are required unless marked optional.

Is the address located in Australia?

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.

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D. Key contacts

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 and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

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

Sample

E. About your organisation

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

E.1. 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.

Sample

F. Claim information

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

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

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

F.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.

Select the type of eligible equipment that applies to your claim.

- Installed ADS-B-IN
- Installed ADS-B-OUT
- Installed ADS-B-IN and OUT
- portable ADS-B equipment (referred to as ADS-B EC).
- Upgrade of existing equipment EC to ADSB installed
- Upgrade of existing equipment ADS-B-OUT to ADSB-B-IN and OUT

Select one only.

Equipment details

- brand name
- model

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

Claim documentation

Attach any additional supporting documentation here. You should only attach documents that we have requested.

The total of all attachments cannot exceed 20 MB. Filenames should only include letters or numbers and should be fewer than 40 characters.

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.

Registration certificate for your aircraft

A clear and readable copy of the registration certificate for your aircraft. The name on the registration certificate must be the same name as the applicant.

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

Paid Australian Tax Invoice(s) or equivalent

A paid Australian Tax Invoice(s) or equivalent in the name of the applicant, 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 as specified in the guidelines. The amount claimed must be the GST exclusive amount.

Installer declaration (for ADS-B installations only)

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

Sample

G. Claim 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) exclusive of GST.

Your claim must be supported by paid tax invoices in the name of the applicant that is attached to your application including evidence of payment. When entering in the claim amount enter in the GST exclusive amount only as you will not receive a reimbursement for the GST component of your invoice. We only provide funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

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

G.1. Eligible expenditure amount

Type of expenditure	Head of expenditure	Cost
Equipment	Claim	\$
Installation		\$
Total		

G.2. Rebate amount sought

Enter the rebate amount sought.

The maximum rebate amount is 50% of eligible expenditure. When entering in the claim amount enter in the GST exclusive amount only as you will not receive a reimbursement for the GST component of your invoice.

The maximum claim amount under this rebate opportunity is \$5,000.

H. Bank account details

H.1. Bank account details

If your application is successful we will need to set up a payment process to pay your rebate. 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 the rebate to the applicant organisation. You must provide bank account details for this organisation.

H.2. Account details

All payments are in AU\$ and must be made into an account with an Australian financial institution.

Account name

BSB

Account number

H.3. Payment contact

We will send the payment remittance advice to this person. All other notifications are sent to the primary contact whose details you provide on the last page of this application.

Given name

Family name

Email address

Phone number

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.

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.

I.2. Program feedback

Your responses help us improve the design and delivery of programs. They will not affect the assessment or outcome of this application.

How did you hear about the grant opportunity?

You must select from a drop-down menu.

Did you read the grant opportunity guidelines?

You must select from a drop-down menu.

How useful were the guidelines in completing your application?

We welcome any additional feedback on the guidelines.

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

How satisfied were you with the process of applying for this grant?

You must select from a drop-down menu.

We welcome any additional feedback on the application process

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

J. 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 and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Data and Digital Strategy](#)
- [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 grant agreement, 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 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.

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