



Australian Government
Department of Industry,
Innovation and Science

Application Form

Australian Heritage Grants 2019-20

Version 27 August 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.

Do not use this document as your application form. You will need to submit an application using the online form once the grant opportunity is open to applications.

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SAMPLE

About Australian Heritage Grants

2019-20

The Australian Heritage Grants Program (the program) provides \$5.347 million ongoing per annum from 2018-19, with a call for applications each year. This is the second year of this program.

The program will provide support to protect and promote the listed values of [National Heritage List](#)¹ places through strengthened recognition, management, conservation and public engagement. National Heritage listed places are referred to as 'listed places' in these guidelines. All listed places recognised for their natural, Indigenous, or historic heritage values as outlined in the listed place's gazettal notice may be eligible for funding under this program. Refer to Appendix B for all places included on Australia's National Heritage List and links to their listed values.

The program's intended outcomes are:

- improved recognition, conservation and preservation of National Heritage List place values, and access to National Heritage listed places
- enriched appreciation of the values of listed National Heritage places through improved community engagement.

Grants available

- The minimum grant amount is \$25,000 (GST Exclusive).
- The maximum grant amount is \$400,000 (GST Exclusive).

The grant amount is up to a maximum of 80 per cent of eligible project costs. There must be a contribution of at least 20 per cent of eligible project costs. Under exceptional circumstances you can request an exemption from having to contribute to project costs. To receive an exemption you must clearly demonstrate that your organisation is unable to meet 20 per cent of project costs through either financial or in-kind contributions.

¹ <http://www.environment.gov.au/heritage/places/national-heritage-list>

Completing this form

You should read the [Australian Heritage Grants 2019-20 grant opportunity guidelines](#) (guidelines) before filling out this application.

This application form contains the following:

- Part A – Eligibility
- Part B – Contact details
- Part C – Applicant information
- Part D – Project details and funding
- Part E – Assessment criteria
- Part F – Supporting documentation
- Part G – Applicant declaration

Disclosure of personal and confidential information

The Commonwealth's use and disclosure of both your personal and confidential information (provided in this application or otherwise) is set out in the grant opportunity name guidelines. Ensure that you have read this document and understand the information contained therein. For further information regarding the Department of Industry, Innovation and Science's (the department's) obligations in accordance with the Privacy Act, refer to the department's [Privacy Policy](#)².

Getting help

If you require assistance completing this application form or are unable to use the online form you can contact us on 13 28 46 or at [business.gov.au](#). Our website and staff can help you with forms, finding information and services and allow you to provide feedback.

You should also ensure you have read the guidelines and sample grant agreement/s before seeking help. View these documents at [business.gov.au](#).

² <https://industry.gov.au/Pages/PrivacyPolicy.aspx>

Submitting your application

Applications may be submitted at any time up until 5.00pm AEDT on 22 October 2019.
We cannot accept late applications.

SAMPLE

A. Eligibility

A.1. Eligible entities

This section will help you determine whether you are an entity eligible for the grant opportunity.

You are required to answer all questions in this section.

Are you the site and land owner?	<input type="checkbox"/> yes	<input type="checkbox"/> no
If you are not the site or land owner, do you have the support of the site and/or land owner of one of the National Heritage List listed places? *	<input type="checkbox"/> yes	<input type="checkbox"/> no

If you are not the site and land owner you will be required to attach a letter of support from the site and/or land owner at the time of applying. If you require contact details for the site owner, you should contact us on 13 28 46.

The online application form will prompt you when you can upload an attachment.

A list of Australia's National Heritage places is in Appendix B of the [grant opportunity guidelines](#). Any place added to the National Heritage List prior to the program closing date will be considered a listed place and be eligible under the program.

Are you one of the following entities? *

If you are an individual applying on behalf of a non-legal entity or a sole trader you must select 'individual' in the list below.

An Australian State/Territory government agency or body	<input type="checkbox"/> yes	<input type="checkbox"/> no
Australian local government agency or body	<input type="checkbox"/> yes	<input type="checkbox"/> no
Commonwealth corporate entity	<input type="checkbox"/> yes	<input type="checkbox"/> no
an entity incorporated in Australia (this includes Indigenous land management organisations registered under the Office of the Register of Indigenous Corporations)	<input type="checkbox"/> yes	<input type="checkbox"/> no
a registered Aboriginal and Torres Strait Island Land Council	<input type="checkbox"/> yes	<input type="checkbox"/> no
a partnership	<input type="checkbox"/> yes	<input type="checkbox"/> no
an individual (must be 18 years of age or older)	<input type="checkbox"/> yes	<input type="checkbox"/> no
A trustee on behalf of a trust	<input type="checkbox"/> yes	<input type="checkbox"/> no

You must be able to provide trust documents showing the relationship of the incorporated trustee to the trust.

Is your organisation an incorporated not for profit?

☐ yes ☐ no

You are not eligible to apply if you are:

- *an unincorporated association*
- *a trust (however a trustee may apply on behalf of a trust provided they meet the eligibility requirements in 4.1 of the grant opportunity guidelines)*
- *a non-corporate Commonwealth Government agency or body.*
- *Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply. To be a lead applicant in a joint application you must have an ABN and be an entity other than an individual. See section C.1 of this form.*

Do you have an Australian Business Number (ABN)? *

For trustees applying on behalf of a trust, this refers to the ABN of the trust

If no, are you not entitled to an ABN? *

To be eligible you must have an ABN unless you are not entitled to an ABN

For more information regarding ABN entitlement refer to the [ATO website](#).

A.2. Additional eligibility criteria

This section will help you determine whether you comply with additional eligibility criteria for the grant opportunity.

You are required to answer all questions in this section.

Are you able to meet your share of project costs (a minimum of 20% of total project cost)?

☐ yes ☐ no

Can you demonstrate that your organisation is unable to meet this requirement through either financial or in-kind contributions? *We may waive the requirement for you to meet your share of project costs under exceptional circumstances, where you can clearly demonstrate that your organisation is unable to meet this through either financial or in-kind contributions. You will be asked to demonstrate your response at D.7 Project Budget.*

☐ yes ☐ no

Do you agree that you will deliver your project in accordance with relevant legislation, policies and industry standards as listed in section 10.2 of the guidelines? *

☐ yes ☐ no

Do you agree that you have, or will obtain, any licenses or approval required to undertake the project? *

☐ yes ☐ no

Where you are not the site or land owner of the listed place, will you provide a letter of support from the site and/or land owner for your project? ☐ yes ☐ no ☐ N/A

If you are not the site and land owner you will be required to attach a letter of support from the site and/or land owner.

You should only select N/A if you are the site and land owner. The online application form will prompt you when you can upload an attachment.

Have you consulted relevant Traditional Owners or Indigenous organisations with landowning/management rights or responsibilities, or with these rights being determined, and received a letter of support for your project. ☐ yes ☐ no ☐ N/A

You should only select N/A if there are no relevant Traditional Owners or Indigenous landowning/management rights or responsibilities for your site. The online application form will prompt you when you can upload an attachment.

Project aims

Which of the heritage values of the listed site will your project relate to? ☐ Historic ☐ Indigenous ☐ Natural

You must select one or more National Heritage values to be eligible to apply for this grant opportunity. Refer to Appendix B in the grant opportunity guidelines for listed values for individual National Heritage listed places.

Will your project achieve one or more of the following?

You must answer all questions and have at least one 'yes' answer.

maintain, protect and/or conserve the National Heritage values (indigenous, natural or historic) of one or more of the listed place/s ☐ yes ☐ no

improve access to one or more listed place/s ☐ yes ☐ no

improve engagement with, and awareness of, the National Heritage values (indigenous, natural or historic) of one or more listed place(s) ☐ yes ☐ no

You must answer **'yes'** to at least one of the three questions above to be eligible to apply for this grant opportunity

Project activities

Will your project do one or more of the following?

You must answer all questions and have at least one 'yes' answer.

implement activities identified in the management plan of the listed place(s) ☐ yes ☐ no

develop a new or revised management plan for a listed place (where this is not a statutory obligation under state legislation) ☐ yes ☐ no

implement activities that align with strategies and priorities for the listed place (where there is no management plan in place) ☐ yes ☐ no

implement activities that enhance the Australian public's understanding of, engagement with, and physical access to a listed place ☐ yes ☐ no

develop innovative ways to present values of a listed place (e.g. website or app interactive tours, virtual reality tours), which makes them accessible without needing to be on-site	<input type="checkbox"/> yes	<input type="checkbox"/> no
improve physical access to areas with the specific aim of fostering awareness of the values of the listed place without impacting on those values	<input type="checkbox"/> yes	<input type="checkbox"/> no
improve accessibility for people with disabilities including physical alterations (e.g. ramps, alterations to paths) as well as accessible services such as plain english or large text guides, hearing loops etc.	<input type="checkbox"/> yes	<input type="checkbox"/> no
improve access to a heritage site by specific parts of a community, for example developing educational program or materials targeted at people from other cultures or socio-economic groups.	<input type="checkbox"/> yes	<input type="checkbox"/> no
You must answer 'yes' to at least one of the four questions above to be eligible to apply for this grant opportunity.		

For further information regarding eligibility requirements refer to the [Australian Heritage Grants 2019-20 grant opportunity guidelines.](#)

B. Contact details

B.1. Details of primary contact

Person authorised to act on behalf of the applicant.

The fields below are mandatory except for title.

Provide details of the primary contact.

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

Provide the postal address of the primary contact

Address	
Suburb/ town	
State/ territory	
Postcode	
Country	Australia

B.2. Contact's relationship to applicant

Is the applicant the primary contact's employer?	<input type="checkbox"/> yes	<input type="checkbox"/> no
--	------------------------------	-----------------------------

If you answered '**yes**' go the next question. If you answered '**no**' complete the following table.

What is the relationship of the primary contact to the applicant?
Name of primary contact's employer

Australian Business Number
(ABN) of primary contact's
employer

Provide a contact for the applicant organisation

Title

Given name

Family name

Position title

Phone number

Mobile
number

Email address

B.3. How did you hear about the grant opportunity?

--- Please select ---

If Other, please specify:

C. Applicant information

C.1. Joint applications

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply.

Is this a joint application?

☐ yes ☐ no

If you answered **'yes'** to this question 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

C.2. Type of applicant

In this section you must indicate your entity type.

Select your entity type

These details have been populated from the Eligibility section. If it is incorrect, you will need to go back to the Eligibility tab and update accordingly.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Australian state/ territory government entity or body |
| <input type="checkbox"/> | Australian local government entity or body |
| <input type="checkbox"/> | Commonwealth corporate entity |
| <input type="checkbox"/> | an entity incorporated in Australia (this includes Indigenous land management organisations registered under the Office of the Register of Indigenous Corporations) |
| <input type="checkbox"/> | partnership |
| <input type="checkbox"/> | individual (must be 18 years of age or older) |
| <input type="checkbox"/> | incorporated trustee on behalf of a trust |

If you are applying as a non-incorporated trustee on behalf of a trust. An individual representative will be the legal entity.

C.3. Applicant details

If you are applying as a trustee on behalf of a trust leave this question blank and go to the next question.

Australian Business Number (ABN)

Australian Company Number (ACN)

If applicable

Entity name

The entity name refers to the legal/ registered name that appears on official business documents. The entity name may be different from the business name.

Business/ trading name

Your organisation may have one or more registered business names. Provide any relevant business or trading names here.

GST registered?

☐ yes ☐ no

C.4. Trustee and trust details

Australian Business Number (ABN) of the trustee

(if different to trust, otherwise leave blank)

Australian Company Number (ACN) of the trustee

Entity name of the trustee

The entity name refers to the legal/ registered name that appears on official business documents. The entity name may be different from the business name.

Australian Business Number (ABN) of the trust

Entity name of the trust

Business/ trading name

Your organisation may have one or more registered business names. Provide any relevant business or trading names here.

Is the trust GST registered?

☐ yes ☐ no

You must provide trust documents showing the relationship of the trustee to the trust.

C.5. Individual details (where you are not entitled to an ABN)

Title

Given name

Family name

Date of birth

To verify your identity, you must provide scanned copies of identification from three different sources. You must provide at least two primary sources and one secondary source. Identification sources include:

Primary source

Australian driver licence (all states and territories)

Australian Passport

Australian Visa

Birth Certificate

Change of name certificate

If your name is not the same as on your birth certificate you must provide additional evidence, such as a marriage certificate or change of name certificate to establish a link.

Documents provided by you will be stored securely and will not be shared.

Secondary source

Medicare card

Marriage certificate

Enrolment with the Australian Electoral Commission

C.6. Address details

Provide your **organisation's street address** (Australian head office).

Address

Suburb/ town

State/ territory

Postcode

Provide your **organisation's postal address**.

☐ Same as your street address, go to next section.

☐ Different to your street address, provide details below.

Address	
Suburb/ town	
State/ territory	
Postcode	
Country	Australia

C.7. Website address

Provide your organisation's website address.

C.8. Project site address

Will your project's activities occur solely at the above listed head office address? ☐ yes ☐ no

If you answered '**yes**' go to the next question. If you answered '**no**' complete the following table.

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

Site address 1 –where the majority of project activities will occur.

Address	
Suburb/ town	
State/ territory	
Postcode	
Country	Australia

Site address 2

Address	
Suburb/ town	
State/ territory	

Postcode	
Country	Australia

Site address 3

Address	
Suburb/ town	
State/ territory	
Postcode	
Country	Australia

C.9. Project partner details

If this is a joint application, provide details of your project partners in the following table.

[For a list of eligible project partner entity types refer to C2]. [If your application is successful, we may ask you for your project partners' financial details].

No	Australian Business Number	Organisation name
1		
2		
3		
4		
5		
6		
7		

You must attach a letter of support from each of the project partners involved in the project. The guidelines provide guidance on what is required in the letter of support.

D. Project details and funding

D.1. Listed place

Name of National Heritage List listed place

See appendix B of the guidelines for a list of Australia's National Heritage sites and listed values. Any place added to the National Heritage List prior to the program closing date will be considered a listed place and be eligible under the program.

Which of the heritage values of the listed site will your project relate to (indigenous, historic, and/or natural)?

Explain how your project will protect and promote the listed values of the place

500 characters

Are you the site owner and land owner of the listed place?

☐ yes

☐ no

If you are not the site and/or land owner you must attach a letter of support from the site and/or land owner. A template is provided in the grant opportunity guidelines. The letter of support must:

- refer to the applicant by name
- refer to the specific project
- be no more than 12 months old

Have you consulted relevant Traditional Owners or Indigenous organisations with landowning/management rights or responsibilities, or with these rights being determined, and received a letter of support for your project? *

☐ yes

☐ no

☐ NA

You should only select N/A if there are no Traditional Owner or Indigenous landowning/management rights or responsibilities for your site. A template is provided in the grant opportunity guidelines. The letter of support must:

- refer to the applicant by name
- refer to the specific project
- be no more than 12 months old

D.2. Project title and description

If your application is successful, some project details will be published on the Department of the Environment and Energy website and [GrantConnect](#). Published project details include:

- *name of the applicant*
- *a project title*
- *a brief project description and its intended outcomes*
- *amount of funding awarded.*

Provide a project title.

Example project title: Repairs to west end of historic building

70 character limit (including spaces)

Provide a brief project description for publication.

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.

Example project description: This project will repair and remediate the structure at the building's west end. The works will include the strengthening and replacement of structural members damaged by termite and borer attack and the reassembly of structural connections. The works will also include the installation footings under structural poles to assist in bringing all structural members and building's western roof back to their original levels.

750 character limit (including spaces)

D.3. Detailed project description and key activities

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

This information will not be published.

1800 character limit (including spaces)

D.4. Project outcomes

Provide a summary of the expected project outcomes.

This information will not be published.

1350 character limit (including spaces)

D.5. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone. You may have up to five project milestones.

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 must not start your project until after your grant agreement is executed which at the earliest will be 1 March 2020.

You must complete your project by 30 June 2021. You do not need to include proposed reporting obligations in your milestones. If your project is successful, these will be included separately in the grant agreement.

Milestone 1

Milestone title

180 character limit (including spaces)

Milestone description

500 character limit (including spaces)

Milestone start date

Milestone end date

Milestone 2

Milestone title

180 character limit (including spaces)

Milestone description

500 character limit (including spaces)

Milestone start date

Milestone end date

Milestone 3

Milestone title

180 character limit (including spaces)

Milestone description

500 character limit (including spaces)

Milestone start date

Milestone end date

D.6. Project duration

Enter your project start and end dates.

You must not start any project activities until a grant agreement has been executed. The project start date is the start date of milestone 1. The project end date is the end date of the last milestone.

Project start date

Project end date

D.7. Project budget

Provide details on your eligible project costs over the life of the project.

Amounts must be GST inclusive, less any GST credits that you can claim.

Your contribution can be either cash or in-kind. An in-kind contribution is a non-financial contribution that may include providing labour, equipment or materials. In-kind contributions must be able to be assigned a monetary value and be auditable. You must demonstrate how you have calculated the value of any in-kind contributions.

We only provide grant funding based on eligible expenditure. Refer to the grant opportunity guidelines for guidance on eligible expenditure.

The maximum grant amount is \$400,000.

Are you seeking a waiver of your requirement to meet your share of project costs (20% of eligible project costs), under exceptional circumstances where you can clearly demonstrate that your organisation is unable to meet your share of project costs through either financial or in-kind contributions? *

☐ yes

☐ no

We may waive the requirement to meet your share of project costs under exceptional circumstances. You will need to provide a detailed justification below.

Outline the reasons you are not able to meet your share of project costs.

Before completing your form, please contact us on 13 28 46

Eligible expenditure item	FY 2019-20	FY 2020-21	Total
Salaries, contractor costs and expert advice	\$	\$	\$
Research costs	\$	\$	\$
Communication and promotional	\$	\$	\$
Planning, environmental or regulatory approvals	\$	\$	\$
Materials and equipment hire and/or purchase	\$	\$	\$
Other eligible expenditure	\$	\$	\$
Total eligible project costs	\$	\$	\$

D.8. Source of funding

Complete the fields below to show how you will fund the eligible project costs.

All figures exclude GST. The minimum grant amount under the program is \$25,000 and the maximum grant amount is \$400,000. The grant amount will be up to 80% of eligible project costs and you must contribute the remaining 20% of eligible costs, unless you can demonstrate that you cannot meet your share of project costs. You can fund your contribution from any source including state and local government. Your project cannot be funded by this grant in conjunction with any other Commonwealth grant

a. Your contribution (A\$)	\$
b. Other non-government contributions (including from project partners) (A\$)	\$
c. Other non-Commonwealth government grant funding (A\$)	\$
d. Program grant amount (A\$)	\$
Total eligible project costs (A\$)	\$
Grant percentage	%

D.9. Your contribution

Provide information about how you will fund your contribution to the project.

For in-kind contributions, detail how you have calculated their value

Funding type	Amount (A\$)	Details
Cash	\$	
In kind	\$	
Other	\$	
Total	\$	

D.10. Other government grant funding

If you are receiving other non-Commonwealth government grant funding as indicated in the table above, provide details of this other government grant funding.

Program Name	Name of government entity	Grant funding amount (A\$)
		\$
		\$
Total		\$

Conflicts of interest

Do you have any perceived or existing conflicts of interest to declare? ☐ yes ☐ no

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

If yes, describe the perceived or existing conflict/s of interest and how you anticipate managing them.

750 character limit (including spaces)

E. Assessment criteria

To be competitive you will need to score highly against each assessment criterion. We will assess your application against each assessment criterion using the weighting indicated.

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.

We will only award funding to applications that score at least 60 per cent against each assessment criterion, as these represent best value for money. To score highly you should address each indicator under the assessment criteria.

E.1. Assessment criterion one (50 points)

The extent that your project maintains, protects, conserves and improves access to places on the National Heritage List.

You must describe the activity and provide information that demonstrates:

- a. how your project
 - i. Maintains, protects, conserves and/or improves access to the values of the listed place and/or
 - ii. Improves engagement or awareness of the values for which the place was listed;
- b. how your project aligns with management plans, strategies and priorities, and broader national, regional, and local plans and priorities applicable to the listed place.

5000 character limit (including spaces)

You may attach excerpts of the relevant sections from the following documents for the listed place to support your claims against assessment criterion 1. These documents should be referenced in your response:

- *management plan for the listed place (where it exists)*
 - *strategies and priorities for the listed place*
 - *broader national, regional and local plans and priorities relative to the listed place*
-

E.2. Assessment criterion two (30 points)

Capacity, capability and resources to deliver the project

You must demonstrate this by:

- a. proving your track record and partner track record where applicable, to successfully carry out similar projects; and
 - b. describing how you will manage the project including budget and risk management; and
 - c. identifying your strategy to maintain the project outcomes beyond the term of grant funding
-

5000 character limit (including spaces)

E.3. Assessment criterion three (20 points)

Impact of grant funding on your project

You must demonstrate this by:

- a. Justifying the funding amount requested with respect to the project activities and intended outcomes
 - b. Identifying the positive impact the grant will have on the scale or timing of your project
-

5000 character limit (including spaces)

F. Supporting documents

You should note any supporting documentation that you attach to the application here. You should only attach documents you have referred to in your application.

- *The following restrictions apply to attachments:*
- *total size of all attachments and this application form should not exceed 20MB*
- *file size of each attachment cannot exceed 2MB*
- *only files with the following file type extension can be uploaded (.pdf, .rttf, .doc, .docx, .xls, .xlsx)*

For assistance with any technical issues experienced while completing this application form or attaching documents phone 13 28 46. Our staff can help you.

F.1. Attachment 01 –trustees

This is only for applicants where a trustee is applying on behalf of a trust, but is mandatory for those applicants.

Part of application form	Type of attachments	Attached?
Part C4 - trustee and trust details	Trust documents showing the relationship of the trustee to the trust.	<input type="checkbox"/> yes

F.2. Attachment 02 – letters of support from project partners

This is only for joint applications, but is mandatory for those applications.

Part of application form	Type of attachments	Attached?
Part C11 –project partner details	For joint applications, letters of support from project partners as outlined in the guidelines	<input type="checkbox"/> yes

F.3. Attachment 03 – letter of support from site owner and /or land owner

Part of application form	Type of attachments	Attached?
Part D1 – Listed place	Letters of support from site owner and/or land owner of listed place as outlined in grant opportunity guidelines 7.1	<input type="checkbox"/> yes
	Letters of support from relevant Traditional Owners or Indigenous organisations with landowning/management rights or responsibilities, or with these rights being determined	<input type="checkbox"/> yes

F.4. Attachment 04 – support of claims against assessment criteria

Part of application form	Type of attachments	Attached?
Part E – assessment criteria	Attachments to support and/or address assessment criteria.	<input type="checkbox"/> yes

G. Applicant declaration

G.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](#)
- [Australian Heritage Grants 2019-20 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:

- for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and
- 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.

G.2. Applicant declaration

I declare that I have read and understood the Australian Heritage Grants 2019-20 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 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/grant opportunity], 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 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.

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

Signature

Name of signatory

Email address of signatory

Date

Signature

SAMPLE