



Application Form

Automotive Innovation Lab Access Grants Round 2 Sample Application questions

Please note you must complete and submit an online application on the business.gov.au portal.

This document provides a list of questions that you will be asked in the online application on the business.gov.au portal.

1. Eligibility

Is your organisation an entity incorporated in Australia (includes an incorporated trustee on behalf of a trust) and a trading corporation?

Can you provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding? You will have to provide this evidence in the application.

Can you provide evidence of how you will fund your share of project costs? You must use the Accountant Declaration form available on business.gov.au and GrantConnect.

Will your project involve the use of an external facility?

Does your project have at least \$100,000 in eligible expenditure?

2. Application Address

Provide your Business Street Address (Australian Head Office)

Provide your Business Postal Address (Australian Head Office)

3. Applicant Financials

Has the applicant existed for a complete financial year?

Recent Trading Performance

- sales revenue (turnover)

- export revenue
- R&D expenditure
- taxable income
- number of employees (headcount)
- number of independent contractors (headcount)

4. Project Information

Detailed project description and outcomes

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

Provide a summary of the expected project outcomes.

Project details for publication

- project title
- project description
- estimated project commencement date
- estimated project completion date

Milestones

Milestone name, description, estimated start date, estimated end date.

Project location

Enter project site 1 (click add another address to add additional locations)

Estimated % of project value expected to be undertaken at each site.

5. Project Funding Information

Project budget summary

Provide a summary of your eligible project costs over the life of the project. We only provide grant funding based on eligible expenditure.

Expenditure can only be claimed for the period 2018-19 to 2020-21.

Project Budget

Heads of Expenditure

- labour
- contractor
- travel
- other

Source of funding

- grant amount requested

6. Assessment Criteria

To be competitive, you will need to address all assessment criteria in your application. We will assess your application against each criterion using the weighting indicated.

You are not required to provide a response up to the maximum character limit. The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define and quantify and provide evidence to support your answers.

Assessment criterion 1: The extent that the project will assist you to design, prototype and/or test automotive products that will improve the competitiveness of your business (40 points)

You should demonstrate this by identifying

- a. the product/s you will design, prototype and/or test
- b. the potential benefits of the product/s to your business in terms of market opportunity
- c. the level of innovation of the product/s. Are the product/s new to the world or new to Australia? Will the new product/s diversify your product portfolio?

Assessment criterion 2: Your capacity, capability and access to resources to deliver the project (30 points)

You should demonstrate this by identifying:

- a. your plan to manage the project. Include detail on the key risks, timeframes and budget
- b. your track record managing similar projects. Include detail on the key personnel with the right skills and experience, including management and technical staff who will manage the

delivery of the project. Also, include detail on the capacity of the external test facility that you will use.

Assessment Criterion 3: The impact of grant funding on your project (30 points)

Demonstrate how the grant funding will assist your organisation by:

- a. describing the likelihood the project would proceed without the grant and explain how the grant will benefit the size and timing of your project
- b. how you will measure the success of the project
- c. justifying the funding amount requested with respect to the scale of the project and intended outcomes.

7. Application Finalisation

Conflict of Interest

Do you have any perceived or existing conflicts of interest to declare?

Program Feedback

How did you hear about the grant opportunity?

Supporting Documentation

You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

- evidence of how you will fund your share of project costs
- trust documents (if applicable)
- project plan
- project budget
- evidence of support from the board, CEO or equivalent

8. Primary Contact Information

Primary Application Contact

- title
- given name
- family name
- position title
- email address
- phone number
- mobile number
- primary address

9. Application Declaration

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,
- Program Guidelines, and
- 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:

1. purposes directly related to administering the Programme, including governance and research and the distribution of funds to successful applicants and
2. 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 Program 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.

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 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 of Industry, Innovation and Science (the department) may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Commonwealth fraud control framework and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

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

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

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

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

10. Contact us

For more information, visit business.gov.au or call 13 28 46. More in depth face-to-face assistance is also available from AusIndustry's national network.