Australian Government

Department of Industry, Science and Resources

Department of the Treasury

Sample application form

Australian Small Business Advisory Services - Digital Solutions Round 3

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.

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

Selecting a program

On the following page you must enter your details and then select the program you are applying for.

Are you eligible to apply?

Before you start your application, you must answer some questions to self-assess whether you are eligible to apply.

Completing your application

The application consists of separate pages, shown in a 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

Once you start your application, 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. A tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

Once you start your application, you may invite others to assist, via the application summary page. To do this:

- select the Application summary link at the top of the page
- select the Participants button
- enter the details.

An email will be sent to the participant inviting them to access the application.

Saving with multiple participants

If more than one participant is working on your application at the same time you cannot save simultaneously. You should coordinate your entries to prevent losing your work.

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.

Getting help

If you require further assistance completing your application, 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.

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However, for this grant opportunity, an ABN is mandatory. If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page, and you will not be able to continue.

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

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 – Australian Small Business Advisory Services – Digital Solutions Round 3
- Field 2 select - Australian Small Business Advisory Services – Digital Solutions Round 3

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

The Australian Government has announced a total of $25.136 million over 5 years from 2025-26 to 2029-30 for the grant opportunity.

Australian Small Business Advisory Services – Digital Solutions Round 3 (ASBAS Digital Solutions Round 3) will support service providers to offer low cost, high quality advisory services on digitalisation to Australian small businesses, across 5 priority capabilities:

- introduction to digitalising your small business
- social media, digital marketing and selling online
- using business software
- AI and emerging technologies
- cybersecurity and data privacy.

The objectives of the grant opportunity are to:

- assist business advisory service providers in the conduct of their digitalisation business advisory services

- enhance the capabilities of business advisory service providers to deliver low-cost, high quality digitalisation advisory services to small businesses.

There are 3 grants available under this grant opportunity, each corresponding with a defined geographical service area. You may apply for one or more grants, to service multiple service areas. You must submit a separate application for each service area.

The maximum grant amount for each service area over 5 years is:

- $8.819 million for Area 1 - New South Wales and the Australian Capital Territory
- $7.371 million for Area 2 - Queensland, the Northern Territory and Western Australia
- $8.946 million for Area 3 - South Australia, Victoria and Tasmania.

You should read the [grant opportunity guidelines](#) and [sample grant agreement](#) 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 your application at any time up until 5.00pm AEDT on the date applications close. Please take account of time zone differences when submitting your application.

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.

If more than one participant is working on your application at the same time you cannot save simultaneously. You should coordinate your entries to prevent losing your work.

B. Eligibility

We will ask you the following questions to establish your eligibility for the ASBAS Digital Solutions Round 3 grant opportunity.

Questions marked with an asterisk are mandatory.

Does your entity have an Australian Business Number (ABN) or Indigenous Corporation Number (ICN)?*

You must answer yes to proceed to next question.

Is your entity registered for the Goods and Services Tax (GST)?*

You must answer yes to proceed to next question.

Is your entity a trading corporation where your trading activities form a sufficiently significant proportion of the corporation's overall activities as to merit it being described as a trading corporation; or are a substantial and not merely peripheral activity of the corporation?*

You must answer yes to proceed to next question.

To proceed to the next question, you must be prepared to describe how your organisation meets the definition of a trading corporation in Section F.

Select which type of entity your organisation is:

- an entity incorporated in Australia (including incorporated not for profit organisations, registered charities and companies limited by guarantee)

- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)

- an incorporated trustee on behalf of a trust

- none of the above*

You must select one of the eligible options from a drop down menu to proceed to next question.

Can you address all assessment criteria, including all sub-criteria, in section 6 of the guidelines?*

You must answer yes to proceed to next question.

Can you provide advisory services to small business across all 5 priority digital capabilities listed in section 5.3 of the guidelines?*

You must answer yes to proceed to next question.

Which geographical service area do you propose to service?*

You must select one of the following areas to be eligible to apply.

- Area 1 - New South Wales and the Australian Capital Territory

- Area 2 - Queensland, the Northern Territory and Western Australia

- Area 3 – South Australia, Victoria and Tasmania

- None of the above*

There are 3 grants available under this grant opportunity, each corresponding with a defined geographical service area. You may apply for one or more grants, to service multiple service areas. You must submit a separate application for each service area.

The program will not fund proposals that plan to cover only part of a service area.

Will you meet the service requirements throughout the duration of the project listed in section 5.2 of the guidelines?*

You must answer yes to proceed to next question.

If requested, can you provide evidence of support from the board (or chief executive officer 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 only be asked to provide this during the application assessment process if your application is deemed eligible.

You must answer yes to proceed to next section.

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. 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.

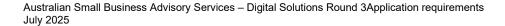If these details change, inform us as soon as possible so emails can be redirected.

If this application is successful, the primary contact will also need to nominate an authorised signatory to accept an agreement with the Commonwealth. The primary contact will not be able to accept an agreement unless they invite themselves to be the authorised signatory as well.

Primary contact

- Title (optional)
- Given name
- Family name
- Phone number
- Email address
- Relationship to applicant

Authorised signatory

- Title (optional)
- Given name
- Family name
- Phone number
- Email address

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. Latest financial year figures

Values must be that of the entity applying (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.

All values must be whole numbers. For example:

6.5 months should be presented as 7 months

$2 million should be presented as $2,000,000.

- Has your organisation existed for a complete financial year?
- If yes, what was the latest financial year completed?
- If no, enter the number of months completed in the financial year to date.

Provide the following figures for the financial year you have entered above.

- Sales revenue (turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statement (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's Business Activity Statement (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 humankind, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per your organisation's income tax return form.

- Number of employees including working proprietors and salaried directors (headcount)

Number of individuals who are entitled to paid leave (sick and holiday) or generate income from managing your organisation. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by your organisation under a commercial contract (rather than an employment contract) to provide employee-like services on site.

E.2. ANZSIC code

Provide the Australian and New Zealand Standard Industrial Classification (ANZSIC) details for your organisation from a drop-down menu:

- your organisation's main revenue earning ANZSIC division.
- your organisation's main revenue earning ANZSIC class.

E.3. 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.

F.   Project information

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 and other government publications. 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 for publication.

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

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how these activities will improve, support and enhance small businesses' digital competency.

F.2.   Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project and key activities.

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

Describe in detail what your project involves. What activities are involved and how are you going to implement them?

You must also provide a project plan, including details of your risk management plan later in your application.

F.3.   Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

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

What result do you anticipate in undertaking this project? Explain how this will help your organisation, referencing the objectives of the grant opportunity.

F.4.   Project duration

The start and end dates you enter here will determine the financial years in the project budget.

The project length will be calculated by the start and end dates you enter.

You must provide digital advisory services between 1 July 2026 and 29 March 2030.

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

F.5.   Project milestones

Provide measurable milestones you will reach while undertaking your project. You may add up to 15 milestones.

The milestone start and end dates must be within the project start and end dates.

- Milestone title

Your response is limited to 100 characters including spaces and does not support formatting.

- Milestone description

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

Explain what you plan to achieve at this point in your project. Include details of key activities occurring by this stage.

If your project is successful, we will assess your progress according to agreed measurable milestones.

- Estimated start date
- Estimated end date

F.6.   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 location must be a street address. Do not provide a postal address, institution or building name.

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

F.7.   Trading Corporation Status

Describe how your organisation meets the definition of a trading corporation.

Your response is limited to 5,000 characters including spaces and does not include formatting.

Your description could include:

- *The nature of your trading activities (goods and services sold)*
- *The proportion of your organisation's overall activities that are trading related*
- *Any other information that demonstrates why your organisation is considered a trading corporation under the grant guidelines.*

G. Project partners

Provide details about all project partners.

For details about project partners and their contributions refer to the grant opportunity guidelines.
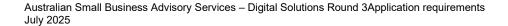
If your application is deemed meritorious you will be required to provide a letter of support from each of the project partners. Each letter of support must include:

- *details of the project partner*
- *an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project*
- *an outline of the relevant experience and/or expertise the project partner will bring to the group*
- *the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)*
- *details of a nominated management level contact officer.*

If a project partner is a trustee applying on behalf of a trust we will need details of both the trust and trustee.

You must provide:

- Australian Business Number (ABN) where applicable
- Other registration number where applicable
- Business address
- Postal address
- Contact details

H. Project budget

H.1. Eligible expenditure

Enter grant amount sought below. We will add GST to this where applicable.

Provide a summary of your eligible project expenditure over the life of the project.

- *Registered for GST - enter amounts exclusive of GST.*
- *Not registered for GST – enter amounts inclusive of GST.*

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

The financial years displayed are determined by your project start and end dates. You should confirm the project duration before providing your eligible expenditure.

You must attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.

Head of expenditure	Financial Year	Total
		$
Labour		$
	2025/26	$
	2026/27	$
	2027/28	$
	2028/29	$
	2029/30	$
Labour on-costs and administrative overhead (limited to 30% of eligible labour costs)		
	2025/26	$
	2026/27	$
	2027/28	$
	2028/29	$
	2029/30	$
Contract		$
	2025/26	$
	2026/27	$

Head of expenditure	Financial Year	Total
	2027/28	$
	2028/29	$
	2029/30	$
Travel		$
	2025/26	$
	2026/27	$
	2027/28	$
	2028/29	$
	2029/30	$
Communication and Promotional Materials		$
	2025/26	$
	2026/27	$
	2027/28	$
	2028/29	$
	2029/30	$
Minor Infrastructure Equipment		$
	2025/26	$
	2026/27	$
	2027/28	$
	2028/29	$
	2029/30	$
Software and ICT hardware		$
	2025/26	$
	2026/27	$
	2027/28	$
	2028/29	$
	2029/30	$
Translating and adapting project materials		$
	2025/26	$

Head of expenditure	Financial Year	Total
	2026/27	$
	2027/28	$
	2028/29	$
	2029/30	$
Staff Recruitment		$
	2025/26	$
	2026/27	$
	2027/28	$
	2028/29	$
	2029/30	$
Staff training		$
	2025/26	$
	2026/27	$
	2027/28	$
	2028/29	$
	2029/30	$
Independent audit (maximum of 1% of total eligible project expenditure)		$
	2025/26	$
	2026/27	$
	2027/28	$
	2028/29	$
	2029/30	$
Other		$
	2025/26	$
	2026/27	$
	2027/28	$
	2028/29	$
	2029/30	$
Total project expenditure		$

Details of 'Other' eligible expenditure.

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

Enter grant amount sought $

H.2. Contributions

You will need to provide the following information for all other sources of funding (if any):

Name of contributor

Type of contributor

· Your contribution

· Other non-government contribution

· Non-Commonwealth grants

· Commonwealth grants

Type of contribution

· Cash

Value of contribution

Due date of contribution

Description

I. Assessment criteria

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 at least 50 per cent against each criterion as these represent best value for money.

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.

I.1. Assessment criterion 1 (40 points)

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

Extent of improvement to the digital capability of, and digital adoption by small businesses (40 points).

Extent that your proposed advisory services will improve the digital capability of, and digital adoption by, small businesses in the selected service area. You should demonstrate this by identifying:

a. how your proposed service mix (advice topics and delivery format) will meet demand and improve digital capability of, and adoption by, small businesses in the selected service area

b. the customer journey for a small business accessing your services including how they will discover, access and participate in the services

c. your strategy to meet the targets described in Appendix D for:

  - unique small businesses serviced

  - hours of direct one-on-one advisory support, delivered via the channel that best meets the needs of the client

  - interactive workshops delivered face-to-face or online

  - webinars

  - self-directed tutorials in an online management system.

d. how you will reach CALD and First Nations small business owners

e. your strategy to achieve the reach of your services across metropolitan and regional small businesses

f. your strategy to achieve client satisfaction in line with the target described in Appendix D

g. your strategy to promote and market your services to small businesses in the selected service area.

I.2. Assessment criterion 2 (40 points)

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

Capacity, capability and resources to deliver the project

You should demonstrate this by identifying:

a. use of current and emerging digital technologies in daily operational processes and client service delivery

b. your track record managing similar projects, including contact details for other organisations you have provided services for, so that your track record can be verified

c. your access to personnel with the right skills and experience, including management, technical staff and partner organisations to the lead applicant

d. your access to any capital equipment, technology, intellectual property, administrative systems, including record keeping practices, data collection, information sharing and reporting and required regulatory or other approvals

e. your ability to comply with relevant policies and laws to ensure the privacy and security of client data

f. a sound project plan to manage and monitor the project and risks, including how you plan to have the service established and operational by 1 July 2026.

I.3.   Assessment criterion 3 (20 points)

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

Financial capability and governance

You should demonstrate this by identifying:

a. a detailed project budget broken down by financial year that identifies the costs of all key project activities/services, including the costs of promotional activities, the development of content, travel and annual financial audit, and demonstrates that costs are commensurate with the level of service to be provided

b. your ability to fund the running costs of your organisation external to the project and any project costs that are not covered by the grant

c. how your organisation meets appropriate governance standards, including but not limited to ISO27001 – international information security standard or similar.

J.   Bank account details

J.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 organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

J.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

J.3.   Payment contact

We will send the payment remittance advice to this person. All other notifications are sent to the primary contact.

Title (optional)

Given name

Family name

Email address

Phone number

K.   Application finalisation

You must answer the following questions and add any supporting documentation required.

K.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.

K.2.   Additional information

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

The total of all attachments cannot exceed 20 MB.

Individual files must be smaller than 2.0MB, and be one of the following types: docx, rtf, pdf, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

Project Plan

A project plan, including risk management plan

Project Budget

A detailed project budget broken down by financial year that identifies costs under each head of expenditure

Marketing Strategy

A marketing strategy for the service area

Letter of Reference

A letter of reference with referee contact details from at least one organisation you have provided services for, to verify your track record.

Trust Deed (where applicable)

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

K.3.   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 this 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.

If yes, 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.

L. Declaration

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

L.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 Principles
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may collect, use and 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

c. for the purposes of due diligence, preventing, detecting, investigating or dealing with suspected fraud in grant applications and related processes

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.

L.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 understand that the applicant is responsible for ensuring that it has 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 grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is 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 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