



Sample application form

Boosting Australia's Diesel Storage Program

Version January 2021

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.

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.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

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.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- 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.

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

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)
or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

A.1. Program selection

You must select from a drop-down menu the program that you are applying for.

- Field 1 select – Boosting Australia’s Diesel Storage Program
- Field 2 select – Boosting Australia’s Diesel Storage Program

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

The Boosting Australia’s Fuel Security program (the program) will provide up to \$200 million in administered grants payments over three years from 2021-22 to 2023-24. The program is part of the Australian Government’s ten-year fuel security package to increase Australia’s resilience to fuel supply disruptions, which aims to secure local industry capability while keeping fuel prices low for consumers.

The objectives of the program are to:

- provide matched funding to industry to construct new diesel storage that will result in an estimated 780ML of additional diesel storage being kept onshore. This quantity is estimated to be required for industry to meet the proposed minimum stockholding obligation by 2024.
- support job creation in local industries.

The intended outcomes of the program are to:

- support Australia’s fuel security through the creation of additional domestic storage capacity to hold diesel stocks whilst retaining sovereign refining capacity
- contribute to the Australian Government’s JobMaker Plan and COVID-19 economic recovery agenda.

Increasing Australia's capacity to store diesel stocks will strengthen Australia's ability to manage potential supply chain disruptions. Diesel is particularly important to underpinning Australia's energy security needs as it underpins our critical infrastructure, transport and industries. For industry to meet the additional 40 per cent diesel storage anticipated to be required under the minimum stockholding obligation by 2024, an estimated additional 780 megalitres (ML) of diesel storage is needed.

The maximum grant amount is \$33.3 million and the minimum is \$6 million.

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 3 March 2021. 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.

B. Eligibility

We will ask you the following questions to establish your eligibility for the grant opportunity.

Questions marked with an asterisk are mandatory.

Are you an entity incorporated in Australia and 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.

Does your project have at least \$12 million in eligible project expenditure and will it create at least 20ML of additional diesel storage? *

You must answer yes to proceed to next question.

- 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? Please use [template CEO / Board letter](#) *

You must answer yes to proceed to next question.

- Can you provide evidence of how you will provide your share of project costs such as an accountant declaration that confirms you can fund your share of the project costs, including any ineligible expenditure. An accountant declaration template is available on [business.gov.au](#) and [GrantConnect](#). If you do not use this template, you must include equivalent information and the declaration in your own document*

You must answer yes to proceed to next question.

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.

Sample

D. Applicant financials

D.1. Latest Financial Year Figures

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

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

All amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (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.

- Sales Revenue (Turnover)

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

- Export revenue

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

- Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- Number of employees (headcount)

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

- Number of independent contractors (headcount)

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

E. 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.*

E.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.

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 it will benefit your organisation.

E.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 including the project scope and key activities.

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

You must also provide a project plan which you should attach later in your application. Refer to the grant opportunity guidelines for the requirements of the project plan.

E.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.

E.4. Project duration

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

The project length will be calculated by the start and end dates you enter. Your project can commence no earlier than 1 July 2021 and be no longer than 36 months. The project must be completed by 30 June 2024.

E.5. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. 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 will be required to complete the following fields. You can add up to 10 milestones.

- Milestone title

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

- Description

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

- Estimated start date
- Estimated end date
- Expenditure estimate for each milestone

E.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 site 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. Project budget

F.1. Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

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

The minimum project expenditure for this grant opportunity is \$12 million. Grant funding will be up to 50 percent of the eligible project expenditure.

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

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Labour on cost		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Contract		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Plant and equipment		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Materials		\$
		20xx/xx	\$
		20xx/xx	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		20xx/xx	\$
	Contingency		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Other eligible Expenditure		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
Total			

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

F.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- *Your contribution*
- *State, Territory and Commonwealth government funding*
- *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

You will need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

Other non-government contribution

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contributor
- Value of contribution
- Date due of contribution
- Details

G. Assessment criteria

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.

To support your responses you must include mandatory attachments later in the application.

G.1. Assessment criterion 1 (50 points)

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

Project alignment with program objectives

You should demonstrate this by identifying:

- a. The extent to which your project will deliver new diesel fuel storage above your total diesel fuel storage available at 30 June 2021.
- b. How you will ensure that this new storage capacity is utilised and increases onshore diesel stockholdings.
- c. How your project will contribute to increasing fuel security (including taking account of any adverse effects that the proposal may have such as decreasing competition or supply chain diversity). This includes demonstrating how the project will offer advantages such as:
 - being located nearby and with connections to existing fuel infrastructure and supply chains, including (but not limited to) refineries, and transport infrastructure such as pipelines, terminals, ports, road freight distribution centres and other fuel storage (including non-diesel fuels).
 - other existing and/or planned infrastructure and economic activity that the diesel storage will support; and
 - servicing of strategic regional locations (see glossary).
- d. Whether there is existing demand for fuel storage now and in the future including:
 - evidence of your expected offtake customer(s) for the additional diesel stored by the proposed project, along with the end use(s) and/or nearby demand centres
 - if the diesel storage will be for exclusive usage by one entity or under other arrangements, such as open access (preferred).
- e. the expected job creation, including during construction and in day-to-day operation including the recruitment of Indigenous persons or procurement of Indigenous businesses where possible.

G.2. Assessment criterion 2 (40 points)

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

Capacity, capability and resource to deliver the project (40 points)

You should demonstrate this by identifying:

- a. your plan to manage the project which addresses timeframes, budget (including identifying eligible expenditure and why this should be considered eligible), and risks including work, health and safety, financial, land access, technical and environmental risks
- b. the extent you or other project partners are providing funding or in-kind support for the project
- c. your track record managing similar projects, and that of your project partners, and/or key personnel including your commitment to professional excellence and experience, including relevant accreditations, quality standards and/or benchmarks
- d. your resources, including personnel, physical resources and facilities that you will use to deliver the project including your access, and future access to, any land, infrastructure, capital equipment, technology, intellectual property and required regulatory or other approvals required to deliver the project
- e. the nature and status of any agreements directly linked to delivery of the proposed project that may affect the development and operation of the diesel storage.

G.3. Assessment criterion 3 (10 points)

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

Impact of grant funding on your project (10 points)

You should demonstrate this by identifying:

- the likelihood your project would not proceed without the grant
- the positive impact the grant will have on the scale or timing of the project
- If your entity includes a refinery, the positive impact the project will have on the efficiency/viability of your refining operation
- the total investment your project will leverage.

H. Application finalisation

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

H.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 and how you anticipate managing them.

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

H.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

H.3. Supporting documentation

Files must be smaller than 2MB and be one of the following types: doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif.

You must attach the following supporting documentation.

- project plan

A detailed project plan that includes a risk management plan, a timeline of activities, identify key staff and their relevant management and / or technical skills

- project budget

A detailed project budget that identifies costs under heads of expenditure and includes an explanation of how the costs were determined.

- evidence of support from the board

You must provide evidence from your board (or chief executive officer or equivalent if there is no board) that your project is supported and that you can complete the project and meet the costs of the project not covered by grant funding. A template is available on business.gov.au and [GrantConnect](#)

- evidence of funding strategy

Evidence of contributed funding, financial statements, loan agreements, cash flow documents.

- Accountant Declaration

Please provide independent evidence that you can fund your cost of the project. Using the template provided on business.gov.au.

- trust deed (where applicable).

H.4. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

H.5. Indigenous organisation

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.

I. Primary contact page

You must provide the details of a primary contact for your application. The details include

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

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

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- Fuel Storage 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 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 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 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 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.