Sample application form

Blockchain Pilot grants

Version March 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.

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

Where applicable, international organisations will need to provide

- country of registration
- registration number

If you do not have an ABN we will ask you why you do not have one. You should note the following.

If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.

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 - Blockchain Pilot – Critical Minerals
- Field 2 select - Blockchain Pilot – Food and Beverage Provenance

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

Blockchain Pilot grants provides funding for two projects that demonstrate the potential for blockchain technology to reduce the regulatory compliance burden for business.

A single grant will be provided for each of two pilots:

- **Pilot 1 - Critical Minerals (National Ethical Certification Scheme)** to build supply chain integrity and contribute to the Critical Minerals National Ethical Certification Scheme and help our critical minerals businesses get more of their products to international markets
- **Pilot 2 - Food and Beverage Provenance (Excise Tax on Spirit Production)** to address the challenges of complying with excise tax regulations throughout spirit production and supply.

The maximum grant amount is $3 million.

This grant opportunity will run over 9 months.

You must complete your project by 30 April 2022.

You should read the grant opportunity guidelines and sample grant agreements 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 AEST on 29 April 2021. Please take account of time zone differences when submitting your application.

B. Eligibility

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

Questions marked with an asterisk are mandatory.

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

You must answer yes to proceed to next question.

- Are you one of the following entities?
    - an entity incorporated in Australia
    - a partnership
    - sole trader
    - a publicly funded research organisation (PFRO) as defined in the grant opportunity guidelines

You must answer yes to proceed to next question.

- Is your application a joint application that includes an eligible lead organisation who is the main driver of the project, and at least one other project partner?

You must answer yes to proceed to next question.

- Are you, or any project partners, an organisation included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)?

You must answer no to proceed to next question.

- Do you certify that your project is supported by your board (or chief executive officer or equivalent if there is no board) and that you can complete the project and meet any costs of the project not covered by grant funding?

You must answer yes to proceed to next question.

- Do you certify that you will acquire and maintain all relevant licenses in undertaking the pilot (this will be a requirement of the grant agreement).

You must answer yes to proceed to next question.

- Do you agree for your project to be overseen by an advisory panel that includes a representative from the department and a representative from the regulator you are working with?

You must answer yes to proceed to next question.

- Can you provide a detailed project plan and budget with your application?

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.   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.

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. Blockchain product description

Which blockchain pilot are you applying for?

You can only be a lead applicant on one application for funding. You must choose to submit an application for Pilot 1 - Critical Minerals (National Ethical Certification Scheme) or Pilot 2 - Food and Beverage Provenance (Excise Tax on Spirit Production). You may be a partner in one or more joint applications, but may only be the lead applicant in one application.

Provide a detailed description of the blockchain product you will develop and test.

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

E.5.   Project duration

Your project must be completed before 30 April 2022

- 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 be no longer than 9 months.

E.6.   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 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

E.7.   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.

You will also be required to attach a detailed project budget later in the application form.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Labour		$
		20xx/xx	$
		20xx/xx	$
		20xx/xx	$
	Labour on-costs (up to 30% labour costs)		$
		20xx/xx	$
		20xx/xx	$
		20xx/xx	$
	Staff training		$
		20xx/xx	$
		20xx/xx	$
		20xx/xx	$
	Software		$
		20xx/xx	$
		20xx/xx	$
		20xx/xx	$
	Contract expenditure		$
		20xx/xx	$
		20xx/xx	$

Type of expenditure	Head of expenditure	Financial Year	Cost
		20xx/xx	$
	Domestic travel		$
		20xx/xx	$
		20xx/xx	$
		20xx/xx	$
	Independent audit costs (up to 1% of eligible project expenditure)		$
		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.

Your project partners' contribution will be recorded later in the application.

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

o *Your contribution*
o *Other Commonwealth government grants*

- o *Other non-Commonwealth government grants*
  - o *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

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

Where you are receiving other government funding you will need to provide details.

G. 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.

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

G.1. Assessment criterion 1 (40 points)

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

How your project will achieve Blockchain Pilot objectives (40 points)

You should demonstrate this by describing:

- how your project will address the objectives of your chosen pilot
- how your project will demonstrate the ability of blockchain product to meet the needs of industry regulators and reduce regulatory compliance burden for businesses
- how your blockchain product will be unique, add value and not duplicate products already in the market
- how you will promote and support Australia's blockchain start-up community.

G.2. Assessment criterion 2 (20 points)

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

The viability and security of your blockchain solution (20 points)

You should demonstrate this by describing:

- the blockchain protocol(s) and/or system(s) you expect to use
- the transparency and security of those protocols, including:
  - whether your blockchain ever has been the subject of a successful hack, such as a 51 per cent attack or other security failure
  - how your blockchain will verify real world-data and prevent the input of fraudulent data, for example by using oracles and/or authentication techniques
- whether your blockchain solution features one or more cryptocurrencies, and if so, why these are necessary for the functioning of your protocol
- any regulatory licenses that are required and, if not already obtained, how you plan to obtain appropriate licenses.

G.3. Assessment criterion 3 (25 points)

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

Capacity, capability and resources to deliver your project (25 points)

You should demonstrate this by describing:

- you, or your partners, track record managing similar projects and access to personnel with the right skills and experience, including management and technical staff
- the extent that your project involves Australian blockchain (or similar technology) industry partners and Australian business in relevant industry sectors
- how your solution will solve known technical challenges such as legacy system interoperability
- your plan to manage the project, addressing scope, implementation plan, timeframes, budget and risk (including how you will mitigate security risks).

You must attach a separate project plan, including a detailed budget, with your application.

G.4. Assessment criterion 4 (15 Points)

The impact of grant funding (15 points)

You should demonstrate this by describing:

- any additional investment or contributions your project will leverage, including support from partners or investors in your new product, technology, service or mode
- your strategy to maintain the blockchain solution beyond the duration of the grant
- the broader value of your project, how it will benefit Australian businesses, including spill over effects into other industry sectors, support for start-ups and SMEs.

H. Project partners

You must provide details about your project partners.

For details about project partner contributions refer to the grant opportunity guidelines.

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Details of contribution to the project
- Project partner letter of support attached

I. Application finalisation

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

I.1. Conflict of interest

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

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

If yes, describe the perceived or existing conflicts of interest.

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

If yes, describe how you anticipate managing this conflict.

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

I.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Supporting documentation

You must attach the following supporting documentation.

- project plan

A project plan including a detailed budget

I.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).

I.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.

J.   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

K.   Application declaration

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

K.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
- 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.

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

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

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

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.