



**Australian Government**

**Department of Industry, Science and Resources**

**Department of Employment and Workplace Relations**

## Sample application form

### Building Women's Careers Program: Stream Two (Community)

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

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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.

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

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. 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.

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

## 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 your 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, Google Chrome and Microsoft Edge
- 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

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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
- Aboriginal Community-Controlled Organisations (ACCO)
- 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 – Building Women’s Careers Program: Stream Two
- Field 2 select – Building Women’s Careers Program: Stream Two

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

This grant opportunity will run over four years from 2024-25 to 2027-28.

The grant opportunity was announced as part of the Future Made in Australia Initiative. Up to \$54.5 million is available for this grant opportunity with \$9.5 million available for Stream Two.

The objectives of the program are:

- to increase women’s skilled participation in the construction, clean energy, advanced manufacturing, and digital and technology industries and sectors by building partnerships that drive structural and cultural change
- to encourage and increase the availability of high-quality flexible training and employment conditions for women by addressing workplace safety and culture, gender-based discrimination and ensuring smooth transitions between training and employment

For Stream Two a total of up to \$9.5 million is available. The maximum grant amount is \$1 million and the minimum is \$500,000.

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 AEDT on 2 December 2024 the applications closing date. 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.*

Sample

## B. Eligibility

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We will ask you the following questions to establish your eligibility for the Building Women's Careers Program grant opportunity.

*Questions marked with an asterisk are mandatory.*

Select which type of entity your organisation is:

- place-based community organisation
- registered charity
- not-for profit organisation
- none of the above.

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

Do you have an Australian Business Number (ABN)?

- Yes
- No

*You must answer yes to proceed to next question.*

Are you located in Australia?

- Yes
- No

*You must answer yes to proceed to next question.*

Do you have an account with an Australian financial institution?

- Yes
- No

*You must answer yes to proceed to next question.*

Are you registered for Goods and Services Tax (GST)?

- Yes
- No

*You must answer yes to proceed to next question.*

Do you have letters of support from each of your proposed project partners?

- Yes
- No

*You must answer yes to proceed to next question.*

Do you have direct links to women in the construction, clean energy, advanced manufacturing, digital and/or technology industries?

- Yes
- No

*You must answer yes to proceed to next question.*

Will you establish a formal partnership with each of the required project partners prior to entering into a commonwealth grant agreement?

- Yes
- No

*You must answer yes to proceed to next question.*

Are you a legal entity with the capacity to enter into a legally binding agreement or contract?

- Yes
- No

*You must answer yes to proceed to next question*

Including the lead applicant, does your partnership contain each of the following 3 organisation types?

- 1) a place-based community organisation, registered charity, or not-for-profit organisation (must be the lead applicant)
  - 2) an industry-based employer within the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors
  - 3) and one of the following:
    - an industry-based employer/s within the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors
    - an industry body within the construction, clean energy, advanced manufacturing, digital or technologies industries
    - a registered union
    - a TAFE or not-for-profit RTO
    - a not-for-profit organisation
    - a GTO
    - a local government body
    - a community organisation
    - a registered charity
    - an Aboriginal and Torres Strait Islander Corporation registered under the Corporations (Aboriginal and /or Torres Strait Islander) Act 2006
    - an ACCO.
- Yes
  - No

*You must answer yes to proceed to next question.*

## **C. Applicant address**

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### **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

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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.*

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

### Authorised signatory

- Title
- Given name
- Family name
- Phone number
- Email address

## E. About your organisation

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*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

*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 complete financial year?
- 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.

*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.
- 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 (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.*

Sample

## F. Project information

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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 it will drive structural and cultural change to increase women's skilled participation in the construction, clean energy, advanced manufacturing, and digital and technology industries and sectors.*

### 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 including the project scope and key activities.

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

### 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.*

### F.4. Project duration

*Your project must be completed in line with the dates provided in the grant opportunity guidelines.*

*If you are successful, we expect you will be able to commence your project around February 2025. Your project must be completed within 36 months from the project start date and no later than 31 March 2028.*

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

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

- Estimated project start date

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

## **F.5. Project milestones**

Provide details on the project milestones including the key activities occurring at each milestone.

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

## **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. Disclosure of financial penalties**

Have any of your board members, management or persons of authority been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, state, or territory court or a Commonwealth, state, or territory entity?

If yes, provide details of the penalty.

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

## G. Project partners

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Provide details about all project partners.

*For details about project partner requirements please refer to section 4 of the grant opportunity guidelines.*

*For details about joint applications, please refer to 7.2.*

You must provide:

- Australian Business Number (ABN)
- Other registration number where applicable
- Australian Business address
- Project partner letter of commitment attached. Each letter of commitment should include:
  - details of the project partner and their ABN (or ACN)
  - declaration that the project partner is eligible (see Section 4)
  - 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.

## H. Project budget

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

- Registered for GST, enter the GST exclusive amount.
- 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 financial years displayed are determined by the project start and end dates you entered on the previous page. You should confirm the project duration before providing your eligible expenditure.*

*You must attach an indicative 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   |                | \$   |
|                     |  | 2024/25        | \$   |
|                     |  | 2025/26        | \$   |
|                     |  | 2026/27        | \$   |
|                     |  | 2027/28        | \$   |
|                     | Labour on costs and administrative overhead<br>(up to 30% of Labour costs) |                | \$   |
|                     |  | 2024/25        | \$   |
|                     |  | 2025/26        | \$   |
|                     |  | 2026/27        | \$   |
|                     |  | 2027/28        | \$   |
|                     | Contract   |                | \$   |
|                     |  | 2024/25        | \$   |
|                     |  | 2025/26        | \$   |
|                     |  | 2026/27        | \$   |
|                     |  | 2027/28        | \$   |
|                     | Domestic Travel  |                | \$   |
|                     |  | 2024/25        | \$   |

| Type of expenditure | Head of expenditure  | Financial Year | Cost |
|---------------------|--|----------------|------|
|                     |  | 2025/26        | \$   |
|                     |  | 2026/27        | \$   |
|                     |  | 2027/28        | \$   |
|                     | Independent audit costs<br>(up to 1% of total eligible<br>expenditure) |                |      |
|                     |  | 2024/25        | \$   |
|                     |  | 2025/26        | \$   |
|                     |  | 2026/27        | \$   |
|                     |  | 2027/28        | \$   |
|                     | Other expenditure  |                |      |
|                     |  | 2024/25        | \$   |
|                     |  | 2025/26        | \$   |
|                     |  | 2026/27        | \$   |
|                     |  | 2027/28        | \$   |
| Total               |  |                |      |

Provide details of 'Other eligible expenditure.'

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

## H.1. Source of funding

In this section you must provide details of how you will fund the project.

*The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:*

- *grant amount sought*
- *your contribution*
- *other contributions as allowed in the grant opportunity guidelines*

## H.2. Grant amount sought

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

*The minimum grant amount for Stream Two is \$500,000*

*The maximum grant amount for Stream Two is \$1 million.*

## I. Assessment criteria

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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. Only meritorious applications will be considered for funding.

*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 (30 points) Alignment with project objectives and outcomes

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

*Workplace discrimination, harassment and gender attitudes and stereotypes play a large part in explaining the gender imbalance in certain industries. Structural and cultural barriers to women's participation in the identified industries are driving gendered economic inequality, for example: poor compliance with basic requirements i.e. poor availability of flexible training and employment arrangements; a lack of job security; limited access to career development; and workplaces and supervisors that are not respectful and inclusive. Flexibility in employment and training structures are needed to enable women to enter male-dominated industries.*

#### **What is your innovative partnership project and how does it align with the BWC Program's objectives and intended outcomes?**

You **must demonstrate** this by providing a brief summary **and** describing:

- a. the specific objectives and intended outcomes of your project, including how these will drive structural and/or cultural change within partner organisations and/or the broader industry/sector
- b. the benefits of your project for women and your industry/sector, including:
  - the specific benefits to women
  - the estimated number of individuals that will participate in your project
  - how your project will support women to:
    - participate in and complete VET
    - gain and maintain skilled employment.
  - the specific benefits to your industry/sector
- c. the maximum potential benefit of your project, including:
  - how your project will continue to support structural and cultural change beyond the funding period
  - how your project could be scaled up in the future
  - the estimated reach of your project beyond those participating in it. Consider the number of women, employers, employees and industries/sectors your project could positively impact over time
  - why this project cannot proceed without this grant funding. What is holding this project back from going ahead right now?

## **I.2. Assessment criterion 2 (10 points) Which specific barriers to women's participation will your project focus on?**

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

*We know women face barriers to working the hours and jobs they want for a range of reasons. These barriers may be structural and/or cultural. Specific groups of women experience additional barriers that often compound disadvantage. It is important for projects and partnerships to recognise and address this complexity to support women to participate in VET and work.*

*Women will be the primary participants in your project. The department is interested to know the different characteristics or groups of women your project will focus on and understand the specialisation, knowledge and experience (including impact and outcomes) of working with these groups of women. For example, this could be First Nations women, women who are already employed in your industry/sector, women who have experienced family and domestic violence, women in a particular geographic region.*

### **What specific barriers to women's participation will be addressed by your project?**

You **must demonstrate** this by describing:

- a. the characteristics of the women your project will prioritise including:
  - why you are intending to focus on this group/s of women
  - whether there are any specific barriers these women face? What are these barriers?
  - whether there are specific barriers these women face in relation to gender segregation and your projects industry/sector focus?
  - how your project will address specific barriers these individual women face
  - how you intend to engage and recruit women to participate in your project
- b. the knowledge and expertise possessed by you and your partnership members to address barriers in:
  - understanding the intersecting forms of disadvantage and discrimination women can experience
  - working with women who have experienced and/or survived domestic family violence and/or sexual assault
  - the impact of inter-generational trauma on learning, transitions and adapting to new environments
  - the impact of women's mental and physical health and caring responsibilities on their ability to participate in the workplace, for instance women who are breastfeeding, women with chronic conditions, and women experiencing reproductive health issues
  - working and/or living on-site and in remote locations and the additional barriers this can present for women
  - managing risks, including how you will ensure safety for participants and the expectations and accountabilities for host training organisations and/or employers to support success.
- c. the direct experience you or your partnership members have working with women with complex barriers and the impact and outcomes of your work for these women
- d. evidence of expertise may include current certifications, previous programs and creation of a diverse and inclusive workforce, including any gender equality achievements to date.



### **I.3. Assessment criterion 3 (30 points) Capacity and capability to successfully deliver the project**

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

*Strong and collaborative partnerships between industry, peak bodies, employers, registered unions, community organisations and women's services, and training providers are key, including with small and medium enterprises. Partnerships provide a larger reach and sphere of influence to amplify outcomes. Partnerships will leverage and benefit from shared leadership, expertise, networks, ideas and values to drive structural and cultural change within the target industries and sectors.*

#### **How will your project partnership ensure successful delivery of the project?**

You **must demonstrate** this by:

- a. describing your project partnership's connection to, involvement in and/or leadership in one or more of the following: the construction, clean energy, advanced manufacturing, or digital and technology industries
- b. describing your experience and record of delivering and managing similar projects, including example/s and the relevant outcomes of these projects
- c. describing any contributions such as a resourcing, financial or in-kind support provided by project partners or other stakeholders
- d. completing the partnership governance template, including listing and describing the relevant skills, qualifications and experience of project partners and key personnel including:
  - how their roles and responsibilities will contribute to the delivery of the project
  - how the project partners will collaborate and work together to deliver the project
- e. the commitment, leadership, accountability and action within the project partnership that will embed change/relative outcomes.

### **I.4. Assessment criterion 4 (15 points) Compliance**

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

*It is important to have arrangements in place to not only meet legislative requirements, but also expectations related to your management of the grant and project. You must ensure the physical and psycho-social health and safety of your employees and project participants.*

#### **How will your project ensure the project and the grant is managed effectively?**

You **must outline** the arrangements you will use to **ensure**:

- a. the identification, mitigation, management and monitoring of partnership, project and project participant risks
- b. all organisations and workplaces involved in the project are compliant with relevant occupational health and safety (OHS) requirements (legislation, industry-specific requirements and certifications, codes of practice and any instructions from a regulator that administers OHS requirements)
- c. you provide and maintain adequate facilities for all project participants to use
- d. you effectively and efficiently fulfil your delivery requirements, including:

- reporting is accurate
  - recordkeeping is available to justify decisions
  - strong financial management processes.
- e. effective communication with project participants by partners and key personnel.

## **I.5. Assessment criterion 5 (15 points) Project performance and evaluation**

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

*To drive genuine structural and cultural change, the findings from your project and this BWC Program will form an evidence base of practical changes that can be implemented across the broader economy. To achieve sustained, long-term change, sharing of lessons learned and new practices will be essential to drive structural and cultural change beyond the life of the BWC Program.*

### **How will you measure the impact and success of your project?**

You **must describe**:

- a. the suite of measures you propose to use to report on **the success of your project** including:
- how your measures align with your project outcomes (rationale of measures)
  - whether you intend to use benchmarks and/or targets to measure project success and what these are
  - the information and data you will use to calculate the project measures and how this data will be gathered and recorded.
- As an example, measures may include an estimate of the number of women who will:
- participate in the project/or be positively impacted
  - participate in vocational education during the life of the project (commencements and completions)
  - achieve new or higher paying employment outcomes over the life of the project.
- b. how you intend to measure **the impact of the project** on your overall organisation and workforce, other employees, and the project participants themselves
- c. how you intend to produce data, insights and practical lessons learned for sharing with stakeholders across your industry/sector and community.

## J. Bank account details

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### 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 whose details you provide on the last page of this application.*

Given name

Family name

Email address

Phone number

## K. Application finalisation

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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

*The total of all attachments cannot exceed 20 MB. Filenames should only include letters or numbers and should be fewer than 40 characters.*

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

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

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

Evidence to demonstrate your lead entity type

*You must attach evidence to demonstrate your lead entity type, limited to 400 characters including spaces*

Indicative project budget (excel template provided)

*You must attach a detailed budget that reflects the expenditure listed in your project budget summary, limited to 400 characters including spaces*

Governance document outlining roles and responsibilities of each member of the project partnership (template provided)

*You must attach a governance document outlining roles and responsibilities of each member of the consortia, limited to 400 characters including spaces*

Trust deed (where applicable)

*You must attach trust deed where applicable, limited to 400 characters including spaces*

### 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 the 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.*

How useful were the guidelines in completing your application?

*You must select from a drop-down menu.*

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.*

Sample

## L. Declaration

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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 Principals](#)
- 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.

### 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 and any project partners are 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