

OFFICIAL



Australian Government
**Department of Industry,
Science and Resources**

Business Grants Hub

Sample application form

Carbon Capture Technologies Program – Round 2

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Internet browsers supported by the portal

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

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

Selecting a program

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

Are you eligible to apply?

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

Completing your application

The application consists of separate pages, shown in a navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered. If a question is not mandatory it will be clearly marked – Optional.

Saving your responses

Once you start your application, you can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. A tick indicates a validated page.

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

Participants

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

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

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

Saving with multiple participants

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

Submitting your application

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

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

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

Getting help

If you require further assistance completing your application, [contact us](#) by email or web chat or on 13 28 46.

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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. 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 – Carbon Capture Technologies Program - Round 2
- Field 2 select – Carbon Capture Technologies Program - Round 2

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

This grant opportunity will run over 5 years from 2026-27 to 2030-31.

Approximately \$32.618 million is available for this grant opportunity.

The objectives of the program are to:

- accelerate the development of emerging priority CO₂ capture, utilisation, and removal technologies
- support research, development and demonstration to advance technological and commercial readiness of novel or emerging carbon capture, utilisation and removal technologies in hard-to-abate industries such as cement, chemicals and steel
- demonstrate verifiable permanence of CO₂ sequestered via a range of utilisation applications
- support capability development in novel or emerging carbon removal technologies.

The minimum grant amount is \$1 million and the maximum is \$10 million.

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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 on the date that applications close. Please take account of time zone differences when submitting your application.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

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

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B. Eligibility

We will ask you the following questions to establish your eligibility for the Carbon Capture Technologies Program – Round 2 grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is.
 - an entity incorporated in Australia
 - an incorporated trustee on behalf of a trust 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
 - an Australian state/territory Government agency or body
 - a corporate Commonwealth entity
 - none of the above.

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

Are you able to declare that your project does not involve conventional or land-based approaches that solely leverage natural biological systems, and which do not have a technological component or use engineered processes?

You must answer yes to proceed to next question.

Refer to section 4.2 of the grant opportunity guidelines for additional eligibility requirements.

Are you able to declare that your project does not involve supporting fossil fuel production or fossil fuel energy generation?

You must answer yes to proceed to next question.

Are you able to declare that your project does not involve supporting the extraction of coal or natural gas, including via enhanced petroleum recovery or other means?

You must answer yes to proceed to next question.

Are you able to provide an accountant declaration as evidence of how you will provide your share of project costs?

You must answer yes to proceed to next question.

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.

Will you provide a final project report for publication on the outcomes of your project, to increase knowledge sharing across industry?

You must answer yes to proceed to next section.

If you are currently being funded under Round 1 of this Program, is your proposed project for Round 2 substantially different from your currently funded project in Round 1?

You must answer yes, no or N/A. If you are not currently funded under Round 1 of this program, select N/A.

Substantially different means the project must have a distinct scope, objectives, or deliverables and not duplicate, extend or continue activities funded under Round 1 of the Program. Refer to section 4.2 of the grant opportunity guidelines.

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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.

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D. Key contacts

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

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

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

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

Primary contact

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

Authorised signatory

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

E. About your organisation

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

E.1. Latest financial year figures

Values must be that of the entity applying (the ‘applicant’), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

All values must be whole numbers. For example:

6.5 months should be presented as 7 months

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

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

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

- Sales revenue (turnover)

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

- Export revenue

Total revenue from export sales, as reported in your organisation’s Business Activity Statement (BAS).

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humankind, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

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

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

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

- Number of independent contractors (headcount)

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

E.2. ANZSIC code

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

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

E.3. Indigenous organisations

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

Sample

F. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

F.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description for publication.

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

Ensure your project description focuses on your project's key activities and outcomes.

Outline what it is you are going to do and how these activities will benefit your organisation.

F.2. Detailed project description and key activities

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

Provide a detailed description of your project and key activities.

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

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

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

F.3. Project outcomes

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

Provide a summary of the expected project outcomes.

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

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

F.4. Project duration

Your project must be completed by 31 March 2031.

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

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

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

F.5. Project milestones

Provide measurable milestones you will reach while undertaking your project. You may add up to 20 milestones.

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

- Milestone title

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

- Milestone description

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

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

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

- Estimated start date
- Estimated end date

F.6. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

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

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

G. Project partners

Provide details about all project partners.

For details about project partners and their contributions refer to the grant opportunity guidelines.

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

You must provide:

- Australian Business Number (ABN) where applicable
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached.

Details required in the letter of support are outlined at section 7.2 of the grant opportunity guidelines.

Sample

H. Project budget

H.1. Eligible expenditure

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

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

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

In order to achieve the minimum grant amount, your expenditure must be at least \$2 million. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

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

Eligible overseas activities expenditure is generally limited to 5 per cent of total eligible 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.

Head of expenditure	Financial Year	Total
		\$
Labour		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$
Labour on-costs (up to an additional 30 per cent)		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$

Head of expenditure	Financial Year	Total
Contract		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$
Overseas Expenditure (limited to 5 per cent of total eligible expenditure)		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$
Travel		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$
Building modifications		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$

Head of expenditure	Financial Year	Total
Staff training		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$
Financial audit (up to 1% of total eligible expenditure)		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$
Planning, environmental or other regulatory approvals		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$
Contingency costs (up to 10% of total eligible expenditure)		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
	2029/30	\$

Head of expenditure	Financial Year	Total
	2030/31	\$
Other		
	2026/27	\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$
Total project expenditure		\$

Details of 'Other' eligible expenditure.

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

H.2. Grant amount sought

Enter grant amount sought \$

H.3. Contributions

You are required to contribute towards the project. The grant amount will be up to 50 per cent of eligible project expenditure (grant percentage).

You must provide a description for all contributions. You should detail whether your contribution is sourced from cash flow, loans, equity etc. Contributions to your project must be cash.

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*
- *Other non-Commonwealth government grants*
- *Other non-government contribution*
- Type of contribution
 - *Cash*
- Value of contribution
- Due date of contribution

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- 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 non-Commonwealth government funding you will need to provide details.

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I. Assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

I.1. Assessment criterion 1 (50 points)

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

Alignment with program objectives

You must describe the activity, and provide information that demonstrates this by identifying:

- how your project will contribute to the research, development and demonstration of novel or emerging technologies capable of addressing emissions from hard-to-abate sources or removing atmospheric CO₂
- the novelty of your technology and its scalability by 2050
- how your project will increase Australia's knowledge and capabilities in novel or emerging carbon capture, utilisation and removal technologies
- the extent to which the proposed technology can drive deployment of carbon management technologies across a range of industrial applications and be replicated more broadly.
- the amount of abatement resulting from your project, both in absolute terms and as a proportion of emissions captured or removed from the carbon source¹
- the durability of that abatement, being the expected length of time captured CO₂ will remain out of the atmosphere².

I.2. Assessment criterion 2 (30 points)

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

Capacity, capability and resources to deliver the project

You must demonstrate this by identifying:

- your track record in managing similar projects and access to personnel with the right skills and experience, including management and technical staff

¹ For capture projects, this may include any offtake arrangements with utilisation or storage project partners.

² CSIRO, *Australian Carbon Dioxide Removal Roadmap*, p 16.

- the involvement of any domestic or international project partners, including their track record and the capability they will add to your project
- how your partnerships will work together to achieve your project outcomes
- how you will ensure safe and sustainable operations, apply industry best practices, ensure regulatory compliance and public assurance
- your plan to manage the project, including governance, scope of activities, implementation plan, monitoring, timeframes, risks and contingencies
- your access, or future plans to access, any infrastructure, capital equipment, technology, intellectual property and required regulatory or other approvals
- your ability to extend or expand the project beyond the grant funding, if needed.

I.3. Assessment criterion 3 (20 points)

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

Impact of grant funding on your project

You must demonstrate this by identifying:

- how the grant will impact your project scope
- the likelihood your project would proceed without the grant
- any additional Australian investment the grant will leverage, including any co-investment from your entity, other levels of government or project partners
- any international investment the grant will leverage, including any co-investment from international governments or international project partners.

J. Bank account details

J.1. Bank account details

If your application is successful, we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

J.2. Account details

All payments are in AU\$ and must be made into an account with an Australian financial institution.

Account name

BSB

Account number

J.3. Payment contact

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

Title (optional)

Given name

Family name

Email address

Phone number

K. Application finalisation

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

K.1. Conflict of interest

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

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

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

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

If yes, describe how you anticipate managing this conflict.

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

K.2. Additional information

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

The total of all attachments cannot exceed 50 MB.

Individual files must be smaller than 25 MB, and be one of the following types: docx, rtf, pdf, xlsx, csv, jpg, jpeg, png, gif.

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

Project plan

You must provide a detailed project plan which includes a risk management plan.

Project budget

You must provide an itemised budget outlining expenditure

Detailed evidence that supports assessment criteria responses (where applicable)

Attach any additional supporting information or evidence to support your application.

Accountant declaration

You must provide an accountant declaration as evidence of how you will provide your share of project costs. 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.

Trust deed (where applicable)

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

K.3. Program feedback

Your responses help us improve the design and delivery of programs. They will not affect the assessment or outcome of this application.

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How did you hear about this grant opportunity?

You must select from a drop-down menu.

Did you read the grant opportunity guidelines?

You must select from a drop-down menu.

If yes, how useful were the guidelines in completing your application?

We welcome any additional feedback on the guidelines.

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

How satisfied were you with the process of applying for this grant?

You must select from a drop-down menu.

We welcome any additional feedback on the application process

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

Sample

L. Declaration

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

L.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Data and Digital Strategy](#)
- [Commonwealth Grants Rules and Principles](#)
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may collect, use and share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities
- c. for the purposes of due diligence, preventing, detecting, investigating or dealing with suspected fraud in grant applications and related processes

unless otherwise prohibited by law

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

L.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

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I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995 (Cth)*.

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

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

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

I 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