



Australian Government  
Department of Industry,  
Science and Resources

**AusIndustry**

## Sample application form

# Cooperative Research Centres Program – Cooperative Research Centres Projects (CRC-P) Grant Round 14

Version December 2022

This document shows the questions included in the online application form for Cooperative Research Centres Projects (CRC-P) Round 14. 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 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.

### 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 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, 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.

Sample

## 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
- 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 - Cooperative Research Centres Projects Round 14
- Field 2 select - Cooperative Research Centres Projects Round 14

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

The Australian Government has announced a total of \$806 million over four years for the program from 2022-23 to 2025-26. CRCs and CRC Projects are funded by the same appropriation. There is no specific amount allocated to each of the two funding streams.

The Cooperative Research Centres Program (the program) supports industry-led collaborations between industry, researchers and the community. The program is a proven model for linking

researchers with industry to focus on research and development towards use and commercialisation.

The objectives of the program are to:

- improve the competitiveness, productivity and sustainability of Australian industries, especially where Australia has a competitive strength, and in line with government priorities
- foster high quality research to solve industry-identified problems through industry-led and outcome-focused collaborative research partnerships between industry entities and research organisations
- encourage and facilitate small and medium enterprise (SME) participation in collaborative research.

The intended outcomes of the program are:

- establishing industry-research sector collaborations
- SME participation in collaborative research
- collaborative research results
- research results relevant to government priorities
- increased research skills in industry and increased industry capability in research
- improved competitiveness and productivity for industry participating in CRCs and CRC-Ps
- industry, research and other users valuing the program.

The program consists of two elements:

- CRC Grants to support medium to long term, industry-led collaborations; and
- CRC-P Grants to support short term, industry-led collaborative research.

The maximum project period is 3 years.

The maximum grant amount is \$3 million and the minimum is \$100,000.

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 March 2023. Take account of time zone differences when submitting your application.

## B. Eligibility

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We will ask you the following questions to establish your eligibility for the Cooperative Research Centres Projects Round 14 grant opportunity. Refer to the glossary in the Guidelines for CRC Projects Program specific eligibility definitions.

*Questions marked with an asterisk are mandatory.*

Are you one of the following:\*

- an entity incorporated in Australia and a trading corporation, where your trading activities:
  - form a sufficiently significant proportion of the corporation's overall activities as to merit it being described as a trading corporation; or
  - are a substantial, and not merely peripheral activity of the corporation?
- an Incorporated Trustee on behalf of a trust, where the trust's trading activities: \*
  - form a sufficiently significant proportion of the trust's overall activities as to merit it being described as a trading trust; or
  - are a substantial and not merely peripheral activity of the trust?

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

- Will your CRC Project maintain amongst its project partners at least two Australian industry entities including at least one SME (small and medium enterprise), and one Australian research organisation for the duration of the project? \*

*Partners from existing or former CRCs or CRC-Ps can be partners in other CRCs or CRC-Ps.*

*Partners do not need to commit resources for the entire project period.*

*All partners must make cash and/or in-kind contributions to the CRC-P. We treat partners' proposed cash and in-kind contributions equally for the purposes of calculating the maximum grant amount.*

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

- Are you able to provide a declaration from each partner on the template provided on [business.gov.au](https://business.gov.au)?\*

*You must provide a declaration from each partner, including the lead applicant, later in this form.*

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

- Does your project have at least \$200,000 in total eligible project value?\*

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

## 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.*

*To progress to the next section, it is strongly recommended to click Save and Continue to validate your work.*

Sample

## D. About your organisation

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*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.*

### D.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 the applicant existed for a complete financial year?
- What was the latest complete financial year?
- If no, enter the number of months completed in the financial year to date.

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

*To progress to the next section, it is strongly recommended to click Save and Continue to validate your work.*

### D.2. 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](#)).

### **D.3. 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.*

*To progress to the next section, it is strongly recommended to click Save and Continue to validate your work.*

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## E. Project partners

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You must list all the project partners, **including the lead applicant**, that are in the collaboration and making contributions (cash and/or in-kind).

Each CRC-P must include and maintain for the duration of the project, amongst its project partners at least:

- two Australian industry entities including at least one SME; and
- one Australian research organisation.

Partners from existing or former CRCs or CRC-Ps can be partners in other CRCs or CRC-Ps.

Partners do not need to commit resources for the entire project period.

All partners must make cash and/or in-kind contributions to the CRC-P. We treat partners' proposed cash and in-kind contributions equally for the purposes of calculating the maximum grant amount.

For each partner, including your organisation, enter their ABN and click the **'Validate'** button to retrieve the project partner's details.

If a project partner other than the lead applicant is Australian, but does not have an ABN, [contact us](#).

### E.1. Legal or Registered Entity Name

Entity name refers to the name that appears on all official documents or legal papers. The entity name may be different from the business name.

### E.2. New Organisation

You must provide:

- ABN details
- business address
- postal address
- contact details
- details of contribution to the project
- partner declaration (attached)
- partner type (large industry, SME, research organisation or other)
- Partner's involvement in the CRC-P.
  - describe the partner's role and involvement in the CRC-P, and how the partner will provide their contributions.
  - describe the project partner's company structure and relationships with the other project partners (This may include related entities, entities with the same ultimate holding company, entities with common directorship, entities with common major shareholders.).

*Your partner involvement response is limited to 1000 characters including spaces and does not support formatting.*

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

- is the project partner Indigenous owned?\*

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

- is the project partner Indigenous controlled?\*

### E.3. Contributions

The project partners are required to contribute cash and/or in-kind resources which, combined, at least equal the grant funding sought. See Appendix C in the [grant opportunity guidelines](#) for details of in-kind contributions.

Not all the project partners' share of funding needs to be available at the time of application. However, the project partners must be able to match the grant progressively at the rate eligible expenditure is to be incurred on the project, and be able to fund ineligible expenditure if required.

*As all partners must contribute resources to the CRC-P, you should not select 'No'. If you have \$0 contributions for a particular field, you still need to enter a 0, otherwise you get an error message alerting that no value has been entered.*

### E.4. Financial workbook and partner information

The department has developed an Excel template designed specifically for a CRC-P to develop the project finances prior to inputting data to the online application. You are **strongly advised** to use this workbook to ensure your budget is eligible.

The workbook (*CRC Project Application Financial Workbook – funds, contributions and budget*) includes grant request, project partner contributions, and expenditure on a year by year basis. It automatically calculates totals and incorporates a range of checks to ensure the finances are internally consistent and that amounts received for the project balance with expenditure. The workbook values can then be copied to the *Project Partner* and *Project Funding Information* pages of the application.

The template can be downloaded from the key documents listing at [business.gov.au](http://business.gov.au)

Contribution Type	Financial Year	Amount	Description
Cash		\$	
	2023/24	\$	
	2024/25	\$	
	2025/26	\$	
	2026/27	\$	
In-kind		\$	
	2023/24	\$	
	2024/25	\$	
	2025/26	\$	

<b>Contribution Type</b>	<b>Financial Year</b>	<b>Amount</b>	<b>Description</b>
	2026/27	\$	
<b>Total</b>			

*To progress to the next section, it is strongly recommended to click Save and Continue to validate your work.*

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.

*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.*

### 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. Industry context

What is the national and international state of play in the research area that is contributing to solve the identified industry problem or opportunity?

*Your response is limited to 2000 characters including spaces and does not support formatting.*

Provide a description of the research landscape relating to the identified industry problem and how this relates to or complements your proposed project.

### F.5. Technology Readiness Level

Technology Readiness Levels (TRLs) track progress of the development of an innovation. There are nine TRL levels ranging from TRL 1 to TRL 9. The TRL for a project may be determined using a generalised TRL scale or a TRL scale aligned to a specific sector. For example, there are TRL

scales specifically designed for crop research, emerging renewables technologies and the development of software.

Indicate below the starting and target TRLs for your CRC Project. Note that different projects will move through the TRL scale at different rates and with different funding requirements. Depending on the complexity of your project, it may even be appropriate to nominate the same TRL for your starting and target levels.

What is the estimated TRL for your project at the commencement date?\*

*Enter number*

What is the expected TRL for your project at the completion date?\*

*Enter number*

## **F.6. Project duration**

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

- Estimated project start date (*not before 1 Jan 2023*)
- Estimated project end date
- Estimated project length (in months)

*Your project can be no longer than 36 months.*

## **F.7. Project milestones**

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

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

- 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

## **F.8. 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.9. Disclosure of financial penalties**

Have any of your companies, corporations, 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.*

## **F.10. Foreign affiliations**

Does your project receive any funding or non-financial support from a foreign source?

If yes, provide details of the foreign financial support.

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

Do any entities or key personnel involved with the project receive financial support or benefits from a foreign source?

If yes, provide details of the arrangement.

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

Do any entities or key personnel involved with the project have any current or former association with a foreign talent program?

If yes, provide details of the foreign talent program.

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

Do any entities or key personnel involved with the project have any ties to a foreign government, military or state-owned enterprise?

If yes, provide details of the affiliations or associations.

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

## **F.11. National security plan**

Does your organisation have a plan or framework in place to manage any potential security risks associated with the project and your organisation more broadly?

*This includes protecting your organisation from potential national security risks including cyber security threats and the secure handling of data. We may ask for a copy of your plan or framework at a later stage.*

*To progress to the next section, it is strongly recommended to click Save and Continue to validate your work.*

## G. Project budget

### G.1. Project budget summary

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

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

*The financial years below are derived from the project start and end dates you entered on the previous page. If incorrect, you must ensure all amounts are zero before going back to the previous page to update your project duration.*

*The minimum project expenditure for this grant opportunity is \$200,000.*

*Ensure when entering 'Head of Expenditure Table' figures, you conform with the following two validations:*

*Total cash expenditure must equal the combined partner cash contributions plus grant amount requested.*

*The "Non-cash in-kind contributions" at the end of the Heads of Expenditure table must equal the combined partner in-kind contributions for each year as indicated in the partner contributions screens.*

*You are strongly advised to use the CRC Project Application Financial Workbook – funds, contributions and budget Excel workbook to help determine these values and ensure the figures entered into the application are correct. The workbook template can be downloaded from the key documents listing at [business.gov.au](https://business.gov.au).*

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour including on-costs		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Contractors		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$



Type of expenditure	Head of expenditure	Financial Year	Cost
	Consumables		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	IP & Technology		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Capital		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Overseas		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Travel		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Other expenditure		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Audit costs		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
In-kind expenditure			\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
<b>Total</b>			

## G.2. Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

*The minimum grant amount under this grant opportunity is \$100,000. The maximum grant amount under this grant opportunity is \$3 million.*

*To progress to the next section, it is strongly recommended to click Save and Continue to validate your work.*

## H. 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 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.*

### H.1. Assessment criterion 1 (25 points)

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

#### **Project alignment with the program objectives**

You should demonstrate this by describing:

- a. how your project will address an industry-identified problem and improve the competitiveness, productivity and sustainability of Australian industries in line with government priorities (refer to Appendix E of the guidelines for further information) (10 points)
- b. how your project will foster high quality research through industry-led and outcome-focused collaborative industry-research partnerships (8 points)
- c. how your project will encourage and facilitate SME participation (7 points).

### H.2. Assessment criterion 2 (25 points)

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

#### **The quality of your project**

You should demonstrate this by describing:

- a. the research you will do and the methodologies you will use, including describing the role of your partners in the project (10 points)
- b. how your research will address the identified problem, build on the current body of knowledge and enhance the adoption of new technologies (8 points)
- c. the education and training opportunities your project will provide to build capability and capacity in the industry and research sectors (7 points).

### H.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**

You should demonstrate this by describing:

- a. how you will manage and monitor your project, explaining the governance and planning arrangements, including security (8 points)
- b. how you will manage risks, including but not limited to security (in particular any associated national security issues), involvement of international partners and intellectual property protection (7 points)

- c. your access to required resources including personnel with the right skills and experience, funding, security, infrastructure, technology and intellectual property (10 points).

#### **H.4. Assessment criterion 4 (25 points)**

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

##### **Impact of the grant funding on your project**

You should demonstrate this by describing:

- a. what difference the grant will make to the project, particularly in terms of scale and timing (5 points)
- b. the total investment the grant will leverage and why the Australian Government should invest in your project, including how grant benefits will be substantially retained in Australia (10 points)
- c. the commercial potential of your project, including the expected commercial outputs such as new products, processes or services, any expected spill over benefits and plans at the end of the project (10 points).

*To progress to the next section, it is strongly recommended to click Save and Continue to validate your work.*

# I. Government priorities

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

## I.1. National Reconstruction Fund priority areas

Indicate the priority areas of the National Reconstruction Fund the CRC-P will contribute to.

*Further information on the National Reconstruction Fund priority areas is available at [www.industry.gov.au](http://www.industry.gov.au).*

Primary alignment:

*Enter priority*

Secondary alignment:

*Enter priority*

## I.2. Science and research priorities

*Select the primary, and if applicable secondary, priority that best fits your project proposal.*

*Under assessment criterion 1 of the Assessment Criteria, you will need to specifically address how and to what extent your proposal aligns with the Science and Research Priorities you select here. At assessment criterion 1 you can also describe how your project aligns with any other science and research priorities.*

Which science and research priorities does your project align with? \*

Primary alignment:

*Enter priority*

Secondary alignment:

*Enter priority*

Further details are available [www.industry.gov.au](http://www.industry.gov.au).

## I.3. Other government priorities

There may be other government priorities that the CRC Project addresses. List up to three of these below.

*Your response is limited to 300 characters including spaces and does not support formatting.*

Basis for Government Priority (report, statement, etc.)

*Your response is limited to 300 characters including spaces and does not support formatting.*

## I.4. Other government assistance

Have any of the project partners received any Commonwealth, State and/or Territory government assistance during the past five years that has assisted in the development of this project?

*Yes or No response*

Assistance Source (Agency and Program)

*Your response is limited to 500 characters including spaces and does not support formatting.*

- start date
- end date
- amount
- details

*Discuss the results of any government assistance received in the last five years, specifically what the assistance was used for, what results were achieved and how this has contributed to the proposed project. Your response is limited to 500 characters including spaces and does not support formatting.*

## **I.5. Intellectual property**

- If the project depends on access to protected IP, select the relevant category:

*Select Applicant developed and owns IP, Applicant has licensed IP from a third party, Third party will license or assign IP to the applicant or Not applicable to project.*

*To progress to the next section, it is strongly recommended to click Save and Continue to validate your work.*

## **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**

Account name

BSB

Account number

### **J.3. Payment contact**

Given name

Family name

Email address

Phone number

*To progress to the next section, it is strongly recommended to click Save and Continue to validate your work.*

## 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. Program feedback

How did you hear about the grant opportunity?

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

### K.3. Additional information

You must attach the following supporting documentation. You should only attach documents we have requested.

*The total of all attachments cannot exceed 20 MB.*

*Individual files must be smaller than 2.0mb, and be one of the following types: 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.*

- Trust documents (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.*

*To progress to the next section, it is strongly recommended to click Save and Continue to validate your work.*

## L. Primary contact

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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. We consider them our primary contact point for all aspects of this application. We will send all email correspondence to this person. If these details change, you must inform us as soon as possible so automated emails can be redirected. The details include*

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

*To progress to the next section, it is strongly recommended to click Save and Continue to validate your work.*

Sample



## M. Application declaration

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

### M.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 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.

### M.2. Applicant declaration

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

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

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

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

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

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

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

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

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

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

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this program, 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.