



Australian Government

Department of Industry, Science and Resources

Sample application form

Critical Technologies Challenge Program: Round 1 – Stage 1 Feasibility

Version April 2024

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. You can navigate between pages using the menu or buttons at the bottom of each page.

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.

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.

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.

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 – Critical Technologies Challenge Program Round 1 – Stage 1 Feasibility
- Field 2 select – Critical Technologies Challenge Program Round 1 – Stage 1 Feasibility

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

The Critical Technologies Challenge Program (the program) will run from 2024-25 to 2026-27. The program commences delivery of Action 1.1 of the National Quantum Strategy and is an element of the Growing Australia's Critical Technologies Industries budget measure announced in the 2023-2024 budget.

There will be two grant opportunities as part of this program, the Stage 1 Feasibility grant opportunity and the Stage 2 Demonstrator grant opportunity. You can only apply for the Stage 2 Demonstrator grant opportunity if you are invited to do so following completion of a Stage 1 Feasibility grant.

Up to \$5.25 million is available for the Stage 1 Feasibility grant opportunity.

The objectives of the program are:

- build productive collaboration between researchers and businesses by supporting co-designed projects that focus on market-led challenges that can be solved by quantum technologies

- accelerate the commercialisation of quantum technologies by supporting promising projects in the early stages of technological readiness when private investment is difficult to source
- de-risk the adoption of quantum technologies to solve nationally significant challenges across the economy (including sectors as diverse as manufacturing, healthcare, environment and agriculture)
- foster gender equity and First Nations Peoples' participation in the quantum industry.

The maximum grant amount is \$500,000 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 AEST on 2 July 2024. 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.

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B. Eligibility

We will ask you the following questions to establish your eligibility for the Critical Technologies Challenge Program Round 1 – Stage 1 Feasibility grant opportunity.

All fields are required unless marked optional.

- Is your organisation an entity incorporated in Australia?

You must answer yes to proceed to next question.

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

You must answer yes to proceed to next question.

- Is your organisation any of the following entity types:

- incorporated trustee on behalf of a trust
- Commonwealth, state, territory or local government body (including a government business enterprise)
- corporate Commonwealth entity
- non-corporate Commonwealth entity?

If your organisation is one of the listed entity types, you are not eligible to apply as the lead applicant for this grant opportunity, but may participate as a project partner.

You must answer no to proceed to next question.

- Are you applying as the lead applicant on behalf of a consortia consisting of a minimum of two project participants, inclusive of the lead applicant?

You must answer yes to proceed to next question.

- Do you certify your consortia will maintain amongst its project participants at least one Australian industry-based partner and one Australian research organisation for the duration of the project?

You must answer yes to proceed to next question.

- Are you able to provide a letter of support for each project partner in your consortia?

Letters of support from project partners must be provided using the template provided on business.gov.au and [GrantConnect](#).

You must answer yes to proceed to next section.

C. Applicant address

All fields are required unless marked optional.

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

All fields are required unless marked optional.

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 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.

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

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

E. About your organisation

All fields are required unless marked optional.

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 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](#)).

E.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.

Sample

F. Project information

All fields are required unless marked optional.

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

F.1. Project title and description

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.*

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 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.

Provide a description of your proposed solution or component(s) that contributes to a solution. Also describe the current state of development of your solution or component(s).

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

You must also provide a project plan which you should attach later in your application. Your project plan must use the template provided on [business.gov.au](#) and [GrantConnect](#). 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.

F.4. Challenges and Feasibility project details

You can apply for multiple challenges in this round, however you can only receive grant funding for one challenge project. You must submit a separate application for each challenge for which you wish to apply.

Select which challenge you are addressing.

Further information on each challenge can be found at business.gov.au.

- Optimise the performance, sustainability, and security of energy networks.
- Improve medical imaging and medical sensors to support diagnosis, treatment of disease and monitoring activities inside the human body.
- Enhance communication with autonomous systems in varying environments.
- Optimise and reduce the impact of resource exploration, extraction, and mineral processing.

F.5. Technology Readiness Level

The use of Technology Readiness Levels (TRLs) enables consistent, uniform discussions of technical maturity across different types of technology. TRLs are based on a scale from 1 to 9 with 9 being the most mature technology. The TRLs also apply to component(s) that contribute to solving a challenge.

A description of each TRL from level 1 to 9 is provided in Appendix C of the grant opportunity guidelines.

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

Stage 1 Feasibility project proposals with technologies commencing at TRL 4 are required.

Enter number

What is the expected TRL for your project at the completion date for Stage 1 Feasibility?

Stage 1 Feasibility project proposals with technologies aiming to achieve TRL 5 are required.

Enter number

F.6. Project duration

Your project must be completed by 9 May 2025.

Your project can be no longer than 6 months and your earliest start date is 1 November 2024.

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

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

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 within the project start and end dates.

You can have up to 5 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

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 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.9. 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.

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.

Sample

G. Project budget

All fields are required unless marked optional.

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 below are zero before going back to the previous page to update your project duration.

The minimum project expenditure for this grant opportunity is \$100,000.

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.

Labour on-costs are limited to 30 per cent of total eligible labour expenditure.

Eligible domestic and overseas travel or overseas costs is limited to 10 per cent of total eligible expenditure.

G.1. Eligible expenditure

Type of expenditure	Financial Year	Cost
Labour		\$
	2024/25	\$
Labour on-costs		\$
	2024/25	\$
Contract		\$
	2024/25	\$
Domestic travel		\$
	2024/25	\$
Overseas travel and costs		\$
	2024/25	\$
Other		\$
	2024/25	\$
Total		

If you have any 'Other expenditure' describe what this will be used for. (optional)

G.2. 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.*

G.3. Grant amount sought

Enter the grant amount sought. 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 \$500,000.

G.4. Contributions

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*
- Value of contribution
- Date due of contribution
- Description

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

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

H. Assessment criteria

All fields are required unless marked optional.

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 (30 points)

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

Project alignment with the selected challenge and pathway to market

You should demonstrate this by describing

- a. how your project will use quantum technologies to address the challenge. If your proposal is for a component(s), you must identify how its development will achieve progress towards the overall solution to the identified challenge and to what degree the component(s) contributes to the overall solution
- b. how your proposal is superior to what is already in the market (if a marketed solution already exists)
- c. the current TRL of your technology and the anticipated TRL at Stage 1 Feasibility project completion.

H.2. Assessment criterion 2 (30 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 and development you will do and the methodologies you will use, including describing the role of your partners in the project
- b. how your research and development will build on the current body of knowledge and enhance the adoption of new technologies
- c. the types of customers, competitors and partners that you foresee as your project progresses
- d. the expected next steps for your project at completion of a Stage 2 Demonstrator project to demonstrate a path to market
- e. how your consortia will support positive impacts on diversity, gender equity, and the participation of First Nations Australians in the quantum industry.

H.3. Assessment criterion 3 (40 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. your track record managing similar projects and access to personnel with the right skills and experience, including technology end-user identification and engagement
- b. your access, or future access to, any infrastructure, capital equipment, technology and intellectual property
- c. the resources and capability expected to be required to progress your project beyond the Feasibility stage and through to conclusion of the Demonstrator stage
- d. your plan to manage and monitor the project and risks (including national security risks and cyber security risks).

Sample

I. Project partners

All fields are required unless marked optional.

Provide details about all project partners involved in your consortia.

Your consortia must have a minimum of two project participants, inclusive of the lead applicant. You must have at least one Australian industry-based partner and one Australian research organisation included within your consortia.

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)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Type of project partner (Australian industry-based partner, Australian research organisation or other)
- Project partner letter of support attached. Letter to include details of partner contributions.

The letter of support for each project partner must be completed using the template provided at business.gov.au and include details of intellectual property arrangements. Refer to section 8.2 of the grant opportunity guidelines for more details on letter of support requirements.

Files must be smaller than 2.0 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.

J. Bank account details

All fields are required unless marked optional.

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.1. Account details

All payments are in A\$ and must be made into an Australian account.

Account name

BSB

Account number

J.2. Payment contact

We will send the payment remittance advice to this person. All other notifications are sent to the primary contact whose details you provided on the "Key contacts" page of this application.

Given name

Family name

Email address

Phone number

K. Application finalisation

All fields are required unless marked optional.

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

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

- Project plan

Your project plan should include the scope, implementation methodology and timeframes for your proposed project and use the template provided on business.gov.au and [GrantConnect](#).

- Project budget

You must use the template provided on business.gov.au and [GrantConnect](#).

K.3. Program feedback

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

You must select from a drop-down menu.

We welcome any additional feedback on the guidelines. (optional)

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. (optional)

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

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L. Application 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 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.

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 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.