



## Sample application form

# Cyber Security Business Connect and Protect

Version 26 October 2020

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

# Instructions

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

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

## Completing your application

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

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

A red asterisk \* indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

You can save your changes at any time by using the Save button. To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

## Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

## Submitting your application

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

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

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

## Internet browsers supported by the portal

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

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

## Getting help

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

## A. Program selection

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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.

- Field 1 select – Cyber Security Business Connect and Protect
- Field 2 select – Cyber Security Business Connect and Protect

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

Cyber Security Business Connect and Protect provides funding to trusted organisations that provide business advice to Small and Medium Enterprises (SMEs) and have a demonstrated reach and influence over a large number of SMEs across regional and metropolitan Australia.

Funding will support projects that raise the awareness of cyber security risks amongst SMEs, promote action to address these risks and support and uplift the capability of SMEs to meet best practice in cyber security.

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 30 November 2020. 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

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We will ask you the following questions to establish your eligibility for the Cyber Security Business Connect and Protect grant opportunity.

*Questions marked with an asterisk are mandatory.*

Select your entity type\*

- an entity, incorporated in Australia
- an incorporated association
- none of the above

*You must be an eligible entity to proceed. Refer to the guidelines.*

Do you certify that you are an organisation that provides business advisory services?\*

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

Can you provide a letter from your board (or chief executive officer or equivalent) that includes the following?\*

- details of the types of SMEs that you provide advice to, the location of these SMEs and a quantification of the number of SMEs you regularly advise
- confirmation that the project is supported, and that you can complete the project within the timeframes outlined in the grant opportunity guidelines and meet the costs of the project not covered by grant funding.

*You will be required to provide this letter later in your application. The template for this letter is available on [business.gov.au](https://business.gov.au).*

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

## C. Applicant address

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### C.1. Applicant street address

You must provide your street address

*When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.*

### C.2. Applicant postal address

You must provide your postal address

*When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.*

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## D. Applicant financials

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### D.1. Latest Financial Year Figures

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

### D.2. Recent trading performance

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

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

*All amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.*

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

- Sales Revenue (Turnover)

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

- Export revenue

*Total revenue from export sales, as reported in your organisation's BAS.*

- R&D expenditure

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

- Taxable income

*Taxable income or loss as per the applicant's Business Income Company Tax Return form.*

- Number of employees (headcount)

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

- Number of independent contractors (headcount)

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

## E. Project information

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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.*

### E.1. Project title and description

Provide a project title.

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

Provide a brief project description.

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

*Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your organisation.*

### E.2. Detailed project description and key activities

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

Provide a detailed description of your project including the project scope and key activities.

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

You must also provide a project plan which you should attach later in your application.

### E.3. Project outcomes

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

Provide a summary of the expected project outcomes.

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

### E.4. Project reach

How many SMEs will your project reach (including those beyond current membership of your organisation) either directly or via SME advisers?

*Provide an estimate of how many SMEs you will reach as part of this project. Your response is limited to 75 characters including spaces and does not support formatting.*

### E.5. Project duration

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

- Estimated project start date



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

*The project length will be calculated by the start and end dates you enter. Your project can be no longer than 12 months.*

## **E.6. Project milestones**

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can enter a maximum ten (10) milestones.

- Milestone title

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

- Description

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

- Estimated start date
- Estimated end date

## **E.7. Project location**

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

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

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

## F. Project budget

### F.1. Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

*The minimum project expenditure for this grant opportunity is \$100,000. The grant amount will be up to 100 per cent of eligible project expenditure (grant percentage).*

- *The minimum grant amount is \$100,000.*
- *The maximum grant amount is \$750,000.*

*You are responsible for any remaining eligible project expenditure plus any ineligible expenditure.*

*You must attach a project plan including detailed budget later in the application form.*

*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.*

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour and on-costs		\$
		2020/21	\$
		2021/22	\$
	Contract costs		\$
		2020/21	\$
		2021/22	\$
	Recruitment costs		\$
		2020/21	\$
		2021/22	\$
	Computing equipment and software		\$
		2020/21	\$
		2021/22	\$
	Training events and workshops		\$
		2020/21	\$
		2021/22	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Travel costs		\$
		2020/21	\$
		2021/22	\$
	Audit		\$
		2020/21	\$
		2021/22	\$
			\$
	Other	2020/21	\$
		2021/22	\$
Total			

### Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

## G. Assessment criteria

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

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

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

### G.1. How your project will improve the cyber security of SMEs (50 points)

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

You should demonstrate this by identifying

- how your project will raise cyber security awareness and lift capability through transfer of skills and knowledge to a wide range of SMEs, including how your project will meet diverse needs
- how your approach will result in SMEs taking direct action to address cyber security risks
- the number of SMEs your project will reach, including those beyond your current membership or customer base either directly or via SME advisers
- your strategy to maintain the project outcomes beyond the term of the grant funding.

## **G.2. Capacity, capability and resources to deliver your project (25 points)**

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

You should 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
- how you will leverage partnerships with industry, cyber security bodies and other experts to ensure that guidance provided meets the needs of the SMEs you will advise
- your plan to manage the project, addressing scope, implementation plan, timeframes, budget and risk.

You must also attach project plan to support your response later in the application.

## **G.3. Impact of the grant funding on your project (25 points)**

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

You should demonstrate this by identifying

- how the funding amount requested is justified with respect to the scale of the project and intended outcomes
- the likelihood that your project would not proceed without the grant. Explain how the grant will positively impact your project, for instance in terms of size, scale and timing
- any additional investment the grant will leverage.

## **H. Project partners**

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You must provide details about your project partners.

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

You must provide

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

## **I. Application finalisation**

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

### **I.1. Conflict of interest**

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

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

If yes, describe the perceived or existing conflicts of interest and how you anticipate managing them.

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

## I.2. Program feedback

How did you hear about the grant opportunity?

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

## I.3. Supporting documentation

You must attach the following supporting documentation.

- Project plan

*You must attach a project plan outlining all the project activities including a budget. Your project plan must be limited to a maximum 10 pages.*

- Evidence of support from your board

*You must provide a letter from your board (or chief executive officer or equivalent if there is no board) that your project is supported and that you can complete and meet the costs of the project not covered by grant funding. The letter must detail of the types, location and number of SMEs that you regularly advise. You must use the template provided on [business.gov.au](https://business.gov.au) for this letter.*

- 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.*

## I.4. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

## I.5. Indigenous organisation

Is your organisation Indigenous owned?

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

Is your organisation Indigenous controlled?

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

## J. Primary contact page

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

- Given name

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

## K. Application declaration

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

### K.1. Privacy and confidentiality provisions

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

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws

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

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

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

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

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

### K.2. Applicant declaration

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

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

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

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

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

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

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

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