



Australian Government

Department of Industry, Science and Resources

Defence

Sample application form

Defence Industry Development Grants Program- Security Stream

Version May 2024

This document shows the questions included in the online application form for the Defence Industry Development Grants Program – Security Stream. 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.

Completing your application

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

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

Saving your responses

You can save your changes at any time by using the Save button.

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

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

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

Participants

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

- Select the Participants button
- Enter the details

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

Submitting your application

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

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

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

Internet browsers supported by the portal

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

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

Getting help

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

A. Program selection

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

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 - Defence Industry Development Grants Program - Security Stream
- Field 2 select - Defence Industry Development Grants Program - Security Stream

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

This grant opportunity will run over 4 years from 2024-25 to 2027-28.

The grant opportunity was announced as part of the [Defence Industry Development Strategy](#). Approximately \$12 million (approximately \$3 million per year) is available for this grant opportunity.

The objectives of the grant opportunity are to:

- uplift the security of the Australian defence industrial base to address the challenging strategic environment
- assist eligible small to medium enterprises (SMEs) to establish and maintain security accreditation / controls, in line with the Defence Industry Security Program (DISP) and in accordance with the Defence Security Protection Framework available at <https://www.defence.gov.au/security>

- help Australian defence industry improve and maintain security in priority areas as identified by the [Sovereign Defence Industrial Priorities](#) (SDIPs).

The maximum grant amount is \$100,000 and the minimum is \$10,000.

You should read the [grant opportunity guidelines](#) and [sample grant agreement](#) 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 an application at any time over the life of the grant opportunity.

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

Sample

B. Eligibility

We will ask you the following questions to establish your eligibility for the Defence Industry Development Grants Program - Security Stream.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is. *

 - an entity incorporated in Australia
 - a company limited by guarantee
 - an incorporated trustee on behalf of a trust
 - none of the above.

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

- Are you an SME with less than 200 employees as defined in the glossary of the grant opportunity guidelines? *

You must answer yes to proceed to next question.

- Are you non-income-tax-exempt? *

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.

- Will your project be undertaken in Australia? *

You must answer yes to proceed to next question.

- Does your project include eligible activities as outlined in the grant opportunity guidelines? *

You must answer yes to proceed to next question .

- Does your project include at least \$20,000 in eligible expenditure? *

You must answer yes to proceed to next question.

- Can you meet your share of the project costs including all eligible and ineligible expenditure not covered by the grant funding?*

You must answer yes to proceed to next question.

- If your application for funding is over \$50,000, can you provide an accountant declaration that confirms you can fund your share of the project costs, including any ineligible expenditure?

You will be asked to attach the accountant declaration later in the application form. You must use the accountant declaration template form provided on business.gov.au and GrantConnect.

- You must answer to proceed to next question. Have you already received \$200,000 of Security Stream grant funding within a three-year period? *

You must answer to proceed to next section.

C. Applicant address

C.1. Applicant street address

You must provide your street address.

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

C.2. Applicant postal address

You must provide your postal address.

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

Sample

D. Key contacts

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

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

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

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

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

E. About your organisation

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

E.1. Latest financial year figures

All values must be whole numbers. For example:

6.5 months should be presented as 7 months

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

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

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

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

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

- Sales revenue (turnover)

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

- Export revenue

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

- R&D expenditure

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

- Taxable income

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

- Number of employees (headcount)

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

- Number of independent contractors (headcount)

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

E.2. ANZSIC code

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

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

E.3. Indigenous organisations

Is your organisation Indigenous owned?

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

Is your organisation Indigenous controlled?

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

Sample

F. Project information

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

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

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

F.1. Project title and description

Provide a project title.

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

Provide a brief project description for publication.

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

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will support national security through the provision of Defence capability.

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. Capital Projects

Does this application involve a capital project?

- Yes
- No

F.5. Project duration

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

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

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

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

F.6. Project milestones

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

The milestone start and end dates must be within the project start and end dates. You can add up to 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.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 location must be a street address. Do not provide a postal address, institution or building name.

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

G. Project partners

Provide details about all project partners.

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

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

You must provide:

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached. Letter to include details of partner contributions and other information as specified in the grant opportunity guidelines.

Sample

H. Project budget

Provide a summary of your eligible project expenditure over the life of the project. The budget includes cash items only (**not in-kind contributions**).

Enter the GST exclusive amount. We only provide grant funding based on eligible expenditure.

The minimum eligible project expenditure for this grant opportunity is \$20,000.

Refer to the guidelines for guidance on eligible expenditure, including limits on certain eligible expenditure items.

You will also be required to attach a detailed project budget later in the application form.

H.1. Eligible expenditure

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Security specific expenditure		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
		2027/28	\$
	Labour		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
		2027/28	\$
	Labour on-costs		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
		2027/28	\$
	Contract expenditure		\$
		2024/25	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2025/26	\$
		2026/27	\$
		2027/28	\$
	Travel and overseas expenditure		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
		2027/28	\$
	Contingency		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
		2027/28	\$
	Audit		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
		2027/28	\$
	Other Eligible Expenditure		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
		2027/28	\$
Total			

Provide details of 'Other eligible expenditure.'

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

H.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 (cash only)*
- *other contributions as allowed in the grant opportunity guidelines*

H.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 \$10,000.

The maximum grant amount under this grant opportunity is \$100,000.

H.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-government contribution*
- Value of contribution (cash only)
- Due date of contribution
- Description

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

I. Assessment criteria

We will assess each criterion against the indicators listed beneath each criterion. Applications must score at least 65 per cent against each of the assessment criteria to be considered meritorious. Meritorious applications will then be ranked competitively according to the score for assessment criterion 1, as these represent best value with relevant money.

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

I.1. Assessment criterion 1

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

The extent to which your grant project will help your business uplift or maintain the security controls needed to build defence industry capability in priority areas

You should demonstrate this through identifying:

- how your grant project will contribute to uplift or maintenance of the security controls for your business. Include detail on current methods and proposed improvements to secure your intellectual property, equipment and technology against physical and cyber threats and how Defence Industry Security Program (DISP) requirements will be addressed
 - if applicable, describe how your grant project aligns to your DISP Maturity Action Plan or DISP Audit Report that has been developed between your business and DISP officers and which is attached to your application.
- the defence opportunities the grant project will open up for your business and how you will take advantage of these opportunities. Include details on customers, collaboration, maturity of commercial negotiations, timing and size of the opportunity
 - if required by Appendix A section A.2, provide clear description of a relevant defence contractual requirement which justifies the eligible project activities in your proposal.
- how the grant project aligns with the [Sovereign Defence Industrial Priorities](#) to meet Defence's capability needs
- the degree of support for the opportunity that you have described, as demonstrated within a Letter of Support from Defence or your defence industry customer.

You must attach the Letter of Support from the Department of Defence or your defence industry customer later in the application.

I.2. Assessment criterion 2)

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

Your capacity, capability and resources to deliver the grant project

You should demonstrate this through identifying:

- your current DISP membership status for governance, personnel, physical and ICT and cyber security domains. If you do not currently hold DISP membership, describe how you intend to meet each of the requirements of the [DISP eligibility criteria](#).

- your plan to manage the grant project. Include detail on key risks and how these will be managed as well as timeframes for key deliverables
- your project budget commensurate with the grant amount requested (clearly outline your project expenditure) on the template provided at business.gov.au. You must attach the project budget later in the application.
- your access to resources to deliver the grant project. Include detail on personnel with right skills and experience, both management and technical staff within your business, with track record for delivering similar projects on time and on budget
 - If you are seeking grant support for appointment of an inaugural Security Officer, provide details of how security has previously been managed within your business, specifics of the intended appointment that will be offered and how the employee has been (or will be) identified.
 - If you are seeking grant support for security clearances, provide names of all Employees and detail their role within your business.
 - If required by Appendix A section A.2, provide detail of the professional qualifications and experience to justify your selected provider of analysis, training or certification services
- if you have already received a grant from the Defence Industry Development Program – Security Stream, explain what value was created, how the purpose of this grant project is different and why you need additional funding.

J. Bank account details

J.1. Bank account details

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

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

J.2. Account details

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

Account name

BSB

Account number

J.3. Payment contact

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

Given name

Family name

Email address

Phone number

Sample

K. Application finalisation

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

K.1. Conflict of interest

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

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

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

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

If yes, describe how you anticipate managing this conflict.

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

K.2. Additional information

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

You should attach additional supporting documentation here. You should only attach documents that we have requested.

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.

Letter of support from Defence or your defence industry customer

You must provide evidence from the Department of Defence or your defence industry customer that your grant project is supported.

DISP Maturity Action Plan or DISP Audit Report

If applicable, you must attach your DISP Maturity Action Plan or DISP Audit Report issued by DISP officers to support your response to the merit criteria.

Project budget

You must provide a detailed and itemised project budget across financial years commensurate with the grant amount requested to clearly outline your project expenditure. You must use the template provided on business.gov.au and GrantConnect and submit in xlsx file format.

Accountant declaration

For applications for funding over \$50,000, you must provide an accountant declaration, which confirms you can fund your share of the project costs, including any ineligible expenditure. You must use the template provided on business.gov.au and GrantConnect.

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.]

Project and Risk Management Plan (limited to 4 pages)

For projects where total project costs exceed \$100,000, you must provide a project plan that supports your response to the merit criteria.

K.3. Program feedback

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

How did you hear about the grant opportunity?

You must select from a drop-down menu.

Did you read the grant opportunity guidelines?

You must select from a drop-down menu.

How useful were the guidelines in completing your application?

We welcome any additional feedback on the guidelines.

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

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

You must select from a drop-down menu.

We welcome any additional feedback on the application process

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

L. Declaration

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

L.1. Privacy and confidentiality provisions

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

- [Australian Government 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.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true