



**Australian Government**

**Department of Industry, Science and Resources**

**Defence**

## Sample application form

# Defence Industry Development Grants Program Skilling Stream

Version May 2024

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

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Before you start your application, we need to first identify what type of entity is applying.

*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 – Skilling Stream
- Field 2 select - Defence Industry Development Grants Program – Skilling Stream

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

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

The grant opportunity was announced as part of the [Defence Industry Development Strategy](#) . Approximately \$20 million (approximately \$5 million per year) is available for this grant opportunity.

The objectives of the program are:

- reduce barriers faced by small to medium enterprises (SMEs) in the defence sector when upskilling or retraining staff
- develop skills within SMEs in the defence sector relevant to defence capability priority areas as identified by the [Sovereign Defence Industrial Priorities \(SDIPs\)](#).

The maximum grant amount is \$250,000 and the minimum is \$5,000.

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 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

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We will ask you the following questions to establish your eligibility for the Defence Industry Development Grants Program – Skilling Stream grant opportunity.

*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 or a Defence Industry Association (DIA) (as defined in the Grant Opportunity Guidelines Glossary)?\*

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

- Are you registered for Goods and Services tax (GST)?\*

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

- Do you have an account with an Australian financial institution?\*

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

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

*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 aim to increase Defence related technical skills capacity or capability within an eligible SME that is required to meet current or future priority defence capability needs?\*

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

- Will your project be delivered by a registered training organisation (RTO), a tertiary education provider (University or TAFE), a professional training provider, an appropriately qualified employee in your business or an original equipment manufacturer (OEM)?\*

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

- Does your project include at least \$10,000 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](https://business.gov.au) and GrantConnect.*

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

Have you already received \$250,000 of Skilling Stream grant funding within a three-year period?\*

*You must answer to proceed to next section.*

Sample

## 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.*

Sample

## D. Key contacts

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



## E. About your organisation

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*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

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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 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 develop the defence industry sector's skills.*

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

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

*You must not start your project, including incurring any costs, until you are notified 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.*

*If your total project costs exceed \$100,000 or where you have more than 10 proposed participants, you must also provide a project plan and risk management plan which you should attach later in your application. Refer to the grant opportunity guidelines for the requirements of the project plan.*

Are you a DIA applying on behalf of a SME?

- Yes
- No

*We will accept applications from defence industry associations for facilitating training to businesses they are representing. A Defence Association is a connection or cooperative link between people or organisations.*

### F.3. Project outcomes

Provide a summary of the expected project outcomes.

*What result do you anticipate in undertaking this project? Explain how this will help your organisation, referencing the objectives of the grant opportunity. Your response is limited to 5000 characters including spaces and does not support formatting.*

## F.4. Project duration

*Your project can be no longer than 24 months. Your project must be completed by 31 March 2028.*

*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.5. 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 8 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.6. Project location

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

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

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

# G. Training and supervision support

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### F.2.1. Training Activities

Are you delivering training activities?

- Yes
- No

If yes, nominate your training area.

*Select the training area type from the list below. You can select multiple training areas.*

- Technical and trade skills training

- Micro-credentials courses
- Original Equipment Manufacturing training

Estimate your number of technical and trade skills trainees

- Number

Estimate your number of micro-credentials trainees

- Number

Estimate your number of original equipment manufacturing trainees

- Number

*For OEM training, there is a limit of three trainees.*

Is your project delivering **Technical and Trade Skills Training**?

- Yes
- No

*Select the upskilling areas provided by the course*

- Design
- Engineering
- Project/program management
- Logistics
- information technology
- cyber security
- Other

### **F.2.2. Apprenticeship Supervision Support**

Are you providing apprenticeship supervision support?

- Yes
- No

Number of first year apprentices

- Number

Number of semesters support is provided to first year apprentices

- Number

Total first year apprentice costs

*You can claim up to \$4,000 per first year apprentice per semester towards the cost of supervision*

- \$value

Number of second year apprentices

- Number

Number of semesters support is provided to second year apprentices

- Number

Total second year apprentice costs

*You can claim up to \$3,000 per second year apprentice per semester towards the cost of supervision*

- \$value

Number of third year apprentices

- Number

Number of semesters support is provided to third year apprentices

- Number

Total third year apprentice costs

*You can claim up to \$2,000 per third year apprentice per semester towards the cost of supervision*

- \$value

Number of fourth year apprentices

- Number

Number of semesters support is provided to fourth year apprentices

- Number

Total fourth year apprentice costs

*You can claim up to \$1,000 per fourth year apprentice per semester towards the cost of supervision*

- \$value

### **F.2.3. On the Job Training Supervision Support**

Are you providing on the job training supervision support?

- Yes
- No

Estimate your number of trainees you will be supervising on the job

- Number

*Only include trainees who are not apprentices*

Estimate the total number of hours to complete on the job training supervision support

- Number

Estimate the total cost

- \$value

*Support may be funded at an hourly rate of \$80.00 (funding caps may apply)*

Are the supervisor/s providing the training, appropriately qualified employee/s in your business?

- Yes
- No

Will the on the job training be purely technical in nature and will it directly support Defence projects?

- Yes
- No

Do you declare that the training:

- is being supervised by a suitably qualified employee in your business
- is of a purely technical nature (e.g. machine use)
- is directly in support of a Defence contract or contracts
- the level of competency attained can be verified
- the trainee is not an apprentice
- the training activity is not classroom based.

## H. 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.

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

*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 eligible project expenditure for this grant opportunity is \$10,000.*

*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.*

### I.1. Eligible expenditure

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour including internal instructors		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2027/28	\$
	Labour on-costs and administrative overhead (up to 30% of eligible salary costs)		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
		2027/28	\$
	Contract including external instructors		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
		2027/28	\$
	Travel		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
		2027/28	\$
	Staff training costs and training fees		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
		2027/28	\$
	Training materials		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
		2027/28	\$



Type of expenditure	Head of expenditure	Financial Year	Cost
	Venue and equipment hire		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
		2027/28	\$
	10% project administration costs (DIA applicants only)		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
		2027/28	\$
	Other eligible expenditure		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
		2027/28	\$
<b>Total</b>			\$

Provide details of 'Other eligible expenditure.'

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

## I.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*

## I.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 \$5,000.*

*The maximum grant amount under this grant opportunity is \$250,000.*

#### **I.4. Contributions**

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contribution

*Contributors are divided into the following types*

- *Your contribution*
- *Other non-government contribution*
- Type of contribution
- Contribution in cash
- Value of contribution
- 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.*

Sample

## J. 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 65 per cent against each criterion 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.*

### J.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 develops the industrial workforce capacity and capability to service the defence industry sector in priority areas**

You should demonstrate this through identifying:

##### **For SME and DIA applicants:**

- a. the technical skills your grant project will develop in accordance with section 5.1 and why these skills are required to support and service the defence industry sector. Include detail on your current challenges with regard to upskilling staff in the defence industry sector.

##### **For SME applicants only:**

- b. details of the defence opportunities that you are currently supplying, actively tendering, or being subcontracted to perform. Describe the maturity of your commercial participation in the defence sector and how your grant project assists by increasing Australia's capacity in defence capability priority areas as identified by the [Sovereign Defence Industrial Priorities](#).

##### **For DIA applicants only**

- c. what primary research has been conducted to validate market need and likely uptake by participants for the proposed training activity. Provide details of the minimum-viable (to proceed), target and maximum number of training participants, cost per participant under each scenario, and how this affects your budget. Describe how an appropriate spread of training participants across industry will be achieved to demonstrate value for money. Describe what entry criteria will be used to ensure that training is undertaken only by appropriate defence industry sector personnel who are employed by eligible defence sector SMEs, how this will be documented and reported, and how training completion will be verified and reported listing all successful participants.

DIA applicants should note that eligible projects must achieve and demonstrate training completion by the minimum-viable number of appropriate project participants which you propose.

### J.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

- a. your plan to manage the grant project. Include detail on the key risks and how these will be managed and timeframes for key deliverables:

- you must attach a Project and Risk Management Plan if your grant project's total costs exceeds \$100,000 or where there are more than 10 proposed participants, that details your grant project scope, outcomes, implementation methodology, implementation timeframes (milestones), risk assessment and risk management
- you must attach a project budget commensurate with the grant amount requested, clearly outlining your project expenditure, using the template provided.

DIA applicants should budget for the maximum participation level but also clearly describe how the budget will be affected by minimum-viable and target participation levels

- b. your access to resources to deliver the grant project. Include detail on:
- the relevant qualifications, skills and experience of your training provider(s)
  - 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

You must present a strong case that you are using appropriately skilled and experienced training providers to score 65 per cent or greater against this criterion.

- c. your strategy to measure the grant project's success, including any targets and metrics
- d. if you have previously received a grant under either the Skilling Australia's Defence Industry (SADI) grant program or the Defence Industry Development Program – Skilling Stream, explain what value was created, how the purpose of this grant project is different and why you need additional funding

## K. Bank account details

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### K.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.*

### K.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

### K.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

## L. Application finalisation

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

### L.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.*

### L.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.*

Training Activity Quotes (where applicable)

*You must attach itemised quotes that have been obtained in the last 12 months for proposed training activities*

*OEM training is limited to a maximum of three staff employed by the applicant.*

Travel Quotes (where applicable)

*You must attach itemised quotes that have been obtained in the last 6 months for domestic and international travel*

Training Plan/syllabus (where applicable)

*You must attach your training plan/syllabus (OEM and internal training)*

Letter/email from the OEM provider (where applicable)

*You must attach a letter/email from the OEM provider (OEM training) where the OEM clearly states that the training costs were not incorporated in the product purchase price; and if applying for training to be undertaken overseas, confirmation from the OEM that clearly states that the training is not available in Australia*

Project Budget

*You must attach a project budget commensurate with the grant amount requested, clearly outlining your project expenditure on the template provided on [business.gov.au](https://business.gov.au) and GrantConnect and submit in xlsx file format*

Accountant Declaration (where applicable)

*If your application for funding exceeds \$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](https://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) (where applicable)

*For projects where total project costs exceed \$100,000 or where there is more than 10 proposed participants you must attach a project and risk management plan that details your grant project scope, outcomes, implementation methodology, implementation timeframes (milestones), risk assessment and risk management. The plan should also support your response to the merit criteria*

### **L.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.*

## M. 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 grant opportunity, 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.

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