



Australian Government
Department of Industry, Science and Resources
Department of Climate Change, Energy,
the Environment and Water

Business Grants Hub

Sample application form

First Nations Clean Energy Advice Grants Round 1

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.

Sample

Instructions

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

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

Internet browsers supported by the portal

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

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

Selecting a program

On the following page you must enter your details and then select the program you are applying for.

Are you eligible to apply?

Before you start your application, you must answer some questions to self-assess whether you are eligible to apply.

Completing your application

The application consists of separate pages, shown in a navigation menu on the left hand side 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

Once you start your application, you can save your changes at any time by using the Save button.

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

You must use the Save and Continue button to validate the information on each page. A tick indicates a validated page.

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

Participants

Once you start your application, you may invite others to assist, via the application summary page. To do this:

- select the Application summary link at the top of the page
- select the Participants button
- enter the details.

An email will be sent to the participant inviting them to access the application.

Saving with multiple participants

If more than one participant is working on your application at the same time you cannot save simultaneously. You should coordinate your entries to prevent losing your work.

Submitting your application

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

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

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

Getting help

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

Sample

A. Program selection

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

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 - First Nations Clean Energy Advice Grants Round 1
- Field 2 select - First Nations Clean Energy Advice Grants Round 1

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

This grant opportunity will run from 2025-26 to 2026-27.

The grant opportunity was announced as part of the Government's First Nations Clean Energy Strategy. Up to \$8.640 million is available for this grant opportunity.

The objectives of the program are to support First Nations communities to participate in clean energy development (for definition see section 13 of the Guidelines) and:

- build clean energy project skills and knowledge
- access technical and professional support
- make informed decisions as per principles of Free, Prior and Informed Consent (FPIC).

The maximum grant amount is \$80,000 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 your application at any time up until 5.00pm AEST on 3 August 2026. Please take account of time zone differences when submitting your application. Your application will be considered through a demand driven grant process, which means grants will be awarded to eligible applicants in the order they are received, until the funding is fully allocated.

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.

If more than one participant is working on your application at the same time you cannot save simultaneously. You should coordinate your entries to prevent losing your work.

Sample

B. Eligibility

We will ask you the following questions to establish your eligibility for the First Nations Clean Energy Advice Round 1 grant opportunity.

Questions marked with an asterisk are mandatory.

Are you a First Nations organisation or group?

- yes
- no

You must answer yes to proceed to the next question.

Select your entity.

- an entity, incorporated in Australia (this includes corporations and Indigenous land management organisations registered with the Office of the Registrar of Indigenous Corporations)
- a registered land council representing Aboriginal and Torres Strait Islander people; or an entity that manages or holds land rights; native title; or other Traditional Owner related agreements and settlements; including a land council established under the *Aboriginal Land Rights (Northern Territory) Act 1976*
- an Australian incorporated not for profit association or cooperative
- an Australian incorporated trustee on behalf of a trust
- a partnership based in Australia
- none of the above.

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

Are you applying on behalf of a First Nations group without an ABN in an auspicing arrangement?

- yes
- no

If you are a First Nations organisation or group without an ABN you may work with another First Nations organisation or group in an auspicing arrangement. The auspicing organisation or group must hold an ABN and meet the eligibility criteria in this section. See section 6.1 of the Guidelines for details regarding required attachments for auspicing arrangements.

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.

Primary contact

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

Authorised signatory

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

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. 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.

Other Identifier for your organisation (*Optional*)

Other identifiers may include but are not limited to:

- *Indigenous Corporation Number (ICN)*
- *Office of the Registrar of Indigenous Corporations (ORIC) Registration Number*
- *Australian Company Number (ACN)*
- *Land Council Name or Registration Details*

Your response should include the type of identifier and the relevant number (if applicable) and is limited to 75 characters including spaces and does not support formatting.

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 the description focuses on the project's key activities and outcomes. Outline what will be done, how these activities will support a First Nations community to participate in clean energy development and meet the intended Program outcomes (found in section 2 of the Grant Opportunity Guidelines).

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 and key activities.

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

Describe what the project involves, the important activities, and how the grant funds will be used to deliver it. Describe the opportunity to participate in clean energy development.

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.

Describe what you expect to achieve through your project (it's aim), identify what impact it will have on your community, and connect it to the Program's objectives (Section 2 of the Grant opportunity guidelines).

F.4. Project duration

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

First Nations Clean Energy Advice Grants Round 1 application requirements

The start and end dates you enter here will determine the financial years in the project budget. You must complete your Advice Grants Round 1 project by 31 March 2028.

The project length will be calculated by the start and end dates you enter. The minimum project period is 2 months. The maximum project period is 12 months.

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

F.5. Project milestones

Provide measurable milestones you will reach while undertaking your project. You may add up to 10 milestones.

The milestone start and end dates must be within the project start and end dates.

- Milestone title

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

- Milestone description

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

Explain what you plan to achieve at this point in your project. Include details of key activities occurring by this stage.

If your project is successful, we will assess your progress according to agreed measurable milestones.

- Estimated start date
- Estimated end date
- Expenditure estimate for each milestone

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.

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

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

F.7. Description of clean energy opportunity

Provide a title of the clean energy opportunity.

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

Provide a description of the clean energy opportunity.

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

F.8. Auspicing Arrangements

Are you auspicing a First Nations organisation or group without an ABN to apply?

- yes
- no

Provide the name of the First Nations organisation or group you are applying on behalf of (auspicing).

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

Other Identifier for the auspiced First Nations organisation or group (*Optional*)

Other identifiers may include but are not limited to:

- *Indigenous Corporation Number (ICN)*
- *Office of the Registrar of Indigenous Corporations (ORIC) Registration Number*
- *Australian Company Number (ACN)*
- *Land Council Name or Registration Details*

Your response should include the type of identifier and the relevant number (if applicable) and is limited to 75 characters including spaces and does not support formatting.

Attach a declaration from the auspiced First Nations organisation or group that they:

- are a First Nations organisation or group
- have an opportunity to participate in clean energy development
- are being auspiced only once in this grant round.

The auspiced First Nations group must declare that they are a First Nations organisation or group, have an opportunity to participate in clean energy development, and are being auspiced only once. The auspicing declaration form is available for download on business.gov.au

Provide details of your auspicing arrangement.

Provide an attachment detailing your auspicing arrangement.

G. Project budget

G.1. Eligible expenditure

Enter grant amount sought below. We will add GST to this where applicable.

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

- Registered for GST - enter amounts exclusive of GST.
- Not registered for GST – enter amounts inclusive of GST.

The financial years displayed are determined by your project start and end dates. You should confirm the project duration before providing your eligible expenditure.

Head of expenditure	Financial Year	Total
Contractors (Advisory services, independent consultants and experts)		
	2025/26	\$
	2026/27	\$
Labour and on-costs		\$
	2025/26	\$
	2026/27	\$
Other		
	2025/26	\$
	2026/27	\$
Total project expenditure		\$

Details of 'Other' eligible expenditure.

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

G.2. Grant amount sought

Enter grant amount sought \$

H. Bank account details

H.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.

H.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

H.3. Payment contact

We will send the payment remittance advice to this person. All other notifications are sent to the primary contact.

Title (optional)

Given name

Family name

Email address

Phone number

I. Application finalisation

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.

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.

I.2. Additional information

Attach additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

The total of all attachments cannot exceed 50 MB.

Individual files must be smaller than 25 MB, and be one of the following types: docx, rtf, pdf, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

Evidence of entity type (if applicable)

If your entity is an incorporated association or NFP organisation and you do not have an active state or territory incorporated association registration or ACNC registration at the time of application, you must provide the Constitutional documents and/or Articles of Association that demonstrate the organisation's character.

Trust deed (if 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.

Quote/s for advisory services (where applicable)

You must provide quote/s for advisory services where total project expenditure exceeds \$40,000.

Documentation relating to staff engagement (where applicable)

You must provide this where total project expenditure exceeds \$40,000. Refer to section 6.1 of the Guidelines for relevant requirements.

I.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 this 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.

If yes, 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.

Sample

J. Declaration

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

J.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 Data and Digital Strategy](#)
- [Commonwealth Grants Rules and Principles](#)
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may collect, use and 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
- c. for the purposes of due diligence, preventing, detecting, investigating or dealing with suspected fraud in grant applications and related processes

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.

J.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 is 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.

First Nations Clean Energy Advice Grants Round 1 application requirements

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 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 acknowledge that this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by providing a letter of agreement with annexed Grant Terms and Conditions a copy of which is available on [business.gov.au](#). On provision of this letter of agreement, a legally binding agreement will be in effect comprising:

- this application
- the grant opportunity guidelines in place at the time I submitted the application form
- the letter and annexed Grant Terms and Conditions.

I declare that I am authorised to enter into an agreement with the Commonwealth on behalf of the applicant.

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