



Australian Government
Department of Industry,
Science and Resources

Industry Growth Program
AusIndustry

Sample application form

Industry Growth Program: Commercialisation and Growth grant opportunity

Version May 2024

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

Instructions

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

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

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 the participant inviting them to assist with your application.

Submitting your application

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

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

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

Internet browsers supported by the portal

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

- On Windows: The latest versions of Mozilla Firefox, 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.

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)

A.1. Program selection

You must select from a drop-down menu the program that you are applying for.

- Field 1 select - Industry Growth Program - Commercialisation and Growth
- Field 2 select - Industry Growth Program - Commercialisation and Growth

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

Up to \$287 million over four years is available for the Industry Growth Program grant opportunities.

The objectives of the Industry Growth Program are to support innovative SMEs undertaking projects in NRF priority areas to:

- commercialise their ideas into new products, processes and services and grow their operations
- improve their ability to engage in, or increase, their national and/or international trading operations
- better position them to seek future investment and further scaling opportunities, including through the NRF where relevant.

The intended outcomes of the program are to increase trade in national markets and/or markets in other countries by:

- improving commercialisation capability and performance of participating businesses
- improving growth capability and performance of participating businesses
- scaling up participating businesses.

The maximum grant amount is \$5,000,000 and the minimum is \$100,000.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit an application at any time over the life of the grant opportunity.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Early-stage Commercialisation grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is: *
 - a company incorporated in Australia
 - a co-operative
 - an incorporated trustee applying 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.

- Have you received a report through the program's Advisory Service? *
If yes, provide your Advisory Service application number.

You must answer yes to proceed to next question.

- Are you non 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.

- Does your organisation have an innovative product, processes or service that you are seeking to commercialise and/or grow in one or more of the National Reconstruction Fund (NRF) priority areas? *

See the [grant opportunity guidelines](#). for additional detail on the NRF priority areas, and the types of products and services in scope for the program.

You must answer yes to proceed.

- Does your organisation have a **combined annual turnover** of less than \$20 million for each of the three financial years prior to the lodgement of the application? *

You must answer yes to proceed to next question.

*For a definition of the term **combined annual turnover** refer to the [Industry Growth Program Guidelines](#).*

- Do you own or have access to any Intellectual Property (IP) you need to undertake your early-stage commercialisation project and own or have the exclusive right to commercialise any IP generated from it?
- Can you provide evidence of your ability to fund at least your share of eligible project expenditure, such as a funding strategy, bank statement or loan agreement? *

You will need to attach evidence of this later in the application.

You must answer yes 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. About your organisation

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

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

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

D.2. Your ANZSIC code

Provide from a drop-down menu:

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

D.3. Indigenous organisation

Is your organisation Indigenous owned?

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

Is your organisation Indigenous controlled?

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

Sample

E. Business details

You must provide further information about your business, trading performance, related companies and shareholders.

E.1. Business Information

Tell us about your business?

Your response is limited to 500 characters including spaces and does not support formatting.

Do you have a website for your business?

If yes, provide your website.

Do you have any online videos available explaining your business and/or project?

If yes, provide the web URLs.

What advice or support are you seeking from the program?

Your response is limited to 500 characters including spaces and does not support formatting.

E.2. Related Companies

Does your company have an Ultimate Holding Company?

An ultimate holding company is a company that has control over other companies (subsidiaries).

If you answer yes to this question you will need to complete the following information:

Ultimate Holding Company ABN (if applicable)

Legal/ registered entity name of Ultimate Holding Company

Country of incorporation

Please list any related bodies corporate of your company

Two bodies corporate are related where:

- *one is a holding company (i.e. parent) of the other;*
- *one is a subsidiary of the other;*
- *both are subsidiaries of the same holding company*

You may attach a diagram of your company's group structure showing the legally registered name and country of incorporate of each body corporate, the relationships and relative shareholdings within the group.

E.3. Shareholders

List shareholders in your company, the role/relationship with your company, the percentage of issued shares each holds, and whether the shareholder is an Australian resident or an Australian-controlled entity. Where there are more than 10 shareholders, list only the top 10.

If more than one role/relationship applies to the shareholder, choose the predominant purpose for the investment.

Name of shareholder	Role/relationship with applicant	% of issued shares	Australian resident/ controlled entity?
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>

E.4. Recent trading performance

Provide your most recent combined annual turnover for the past three complete financial years.

- Financial year*
 - Combined annual turnover *
- Financial year*
 - Combined annual turnover *
- Financial year*
 - Combined annual turnover *

All amounts must show a whole dollar value e.g. \$2 million should be presented as \$2,000,000.

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

For a definition of combined annual turnover refer to the Commercialisation and Growth grant opportunity guidelines.

E.5. Women owned and led

Is your business majority women owned?

A business is considered majority women owned where at least 51% of the business' members or proprietors are women.

Is your business led by women?

A business is considered led by women where at least 51% of the business' board or management committee are women.

E.6. Founding member information

Does your business include at least one founding member that:

- has migrated to Australia as a refugee or humanitarian entrant
- is a person with a disability
- is culturally and linguistically diverse
- identifies with other areas of diversity or inclusion
- none of the above

If you selected "identifies with other areas of diversity or inclusion" above, provide details.

Your response is limited to 200 characters including spaces and does not support formatting

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.

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

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

Complete the description in this format:

[Applicant] has developed [innovative product, process or service] for the [target/priority market/industry/application sectors]. This [technology/solution] will [value proposition/customer benefits]. Industry Growth Program support will be used to help [Applicant] [commercialise/grow] this [product/process/service] and achieve [expected commercial outcomes and/or national/global benefits].

F.2. Detailed project description and key activities

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

You will need to describe your project including how your product, process or service is innovative. For a definition of innovative refer to the grant opportunity guidelines.

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

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

Refer to the grant opportunity guidelines for the requirements of the project plan.

F.3. Project outcomes

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

Provide a summary of the expected project outcomes.

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

F.4. Innovative product, process or service

Has the business ever commercialised a new product or service in either a national or international market?

If yes, describe.

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

What stage is your innovative product, process or service currently at in its commercialisation and growth journey?

Select the one that is most relevant to your current stage.

- Concept or idea
- Proof of concept
- Invention/research and development
- Proving technology performance/function at prototype stage
- Proving commercial viability
- Early-stage commercialisation
- Commercialisation and earning income
- Growing the business and scaling up of activities related to the innovative product, process or service.

Select the most appropriate of the following NRF priorities areas that best fits your innovative product, process or service.

Select one option only.

- value-add in resources
- value-add in agriculture forestry and fisheries
- transport
- medical science
- renewables and low emission technologies
- defence capability
- enabling capabilities.

F.5. Revenue and Performance

What was the sales revenue and export sale figures, if any, in relation to your innovative product, process or service only (the subject of your application) since entering the Industry Growth program?

Sales revenue:

Export revenue:

All amounts must show a whole dollar value e.g. \$2 million should be presented as \$2,000,000.

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

F.6. Other parties associated with the project

- List all parties associated with the project (e.g. advisory board, contractors/potential contractor (recent or on-going relationship), competitors, applicant, suppliers/potential suppliers, potential customers, non-collaborative partner, licence agreement parties, other.

This information is used for internal disclosure of interest processes and to protect you from inadvertent conflicts of interest in our processes.

Name of Associated Party i.e. entity or individual	Relationship with applicant Select

F.7. Project duration

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

- Estimated project start date (1 February 2024)
- Estimated project end date
- Estimated project length (in months)

The project length will be calculated by the start and end dates that you enter. Your project can be no shorter than 12 months. Your project can be no longer than 24 months.

F.8. Project milestones

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

You may add up to 10 milestones.

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

The start date of milestone 1 is the expected project start date and the project end date of your last milestone activity will be the project end date. These milestones will be included in your grant agreement if your application is successful.

- 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.9. Project location

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

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

Add the most prominent Australian project address first and then any other national or international addresses.

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

F.10. Disclosure of financial penalties

Have any of your board members, management or persons of authority been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, state, or territory court or a Commonwealth, state, or territory entity?

If yes, provide details of the penalty.

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

F.11. Foreign affiliations

Does your project receive any funding or non-financial support from a foreign source?

If yes, provide details of the foreign financial support.

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

Do any entities or key personnel involved with the project receive financial support or benefits from a foreign source?

If yes, provide details of the arrangement.

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

Do any entities or key personnel involved with the project have any current or former association with a foreign talent program?

If yes, provide details of the foreign talent program.

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

Do any entities or key personnel involved with the project have any ties to a foreign government, military or state-owned enterprise?

If yes, provide details of the affiliations or associations.

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

F.12. National security plan

Does your organisation have a plan or framework in place to manage any potential security risks associated with the project and your organisation more broadly?

This includes protecting your organisation from potential national security risks including cyber security threats and the secure handling of data. We may ask for a copy of your plan or framework at a later stage.

Sample

G. Project budget

G.1. Project budget summary

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

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum total eligible project expenditure is \$200,000.

The following limits should be applied for the items in the table below:

- *Labour on-costs are limited to 30 per cent of your total eligible labour expenditure*
- *Overseas travel and overseas expenditure costs are limited to 10 per cent of your total eligible expenditure*
- *Capitalised expenditure for production (or full run rate) plant and equipment should be no more than 25 per cent of your total eligible expenditure.*

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
	Labour on-costs		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
	Contract		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
	Capitalised expenditure		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
	Travel Costs		\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2023/24	\$
		2024/25	\$
		2025/26	\$
	Other eligible expenditure		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
Total			

Provide details of 'Other eligible expenditure'.

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

G.2. Source of funding

In this section you must provide details of how you will fund the project.

The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:

- *grant amount sought*
- *your contribution*
- *other contributions as allowed in the grant opportunity guidelines*

G.3. Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

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

The maximum grant amount under this grant opportunity is \$5,000,000.

G.4. Contributions

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

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- *Your contribution*
- *Other non-government contribution*
- Value of contribution (cash only)
- Date due of contribution
- Description

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

H. Detailed Project Expenditure

Complete the detailed project budget expenditure below listing under the following expenditure types. When you click on Add Another the section will expand

Labour expenditure:

Employee Name, Title, Annual salary and % of time on the project and Expenditure type – national or overseas, Expenditure by financial year Total

Total: Oncosts and Overheads at 30%

Contract expenditure:

Contract expenditure (contractors working more than 35hrs/week or more)

Contractor Name, purpose of work

Planned total project payments and % of time on the project and Expenditure type – Type of expenditure – national or overseas; financial year 1 to 4

Contractor Overheads > 35 hours per week at 20%

Capitalised expenditure:

Plant expenditure: Purchased, pre-existing, hired or leased plant

Description of plant being used, purchased, hired or leased

Purchased hired or leases, Date acquired, Purchase cost, Total Depreciation/Total Lease or Hiring Costs, Total Running costs, Location where plant deployed

%of use on the project and Type of expenditure by financial year 1 to 4

Total Pre-existing or purchased plant

Constructed plant

Description of plant constructed, Date Deployed, Capitalised Cost of Constructed Plant, Residue value, Total Depreciation costs and total running costs

%of use on the project and Type of expenditure – national or overseas; financial year 1 to 4

Total Constructed plant

Total plant expenditure

Manufacturing Plant/Pilot Manufacturing Plant Expenditure

Description, Capitalised Cost of Constructed Plant, Residue value, and total running costs

%of use on the project and Type of expenditure by financial year 1 to 4.

Total Plant/ Pilot Manufacturing plant expenditure

Prototype expenditure

Description of prototype, No. of prototypes, Construction costs, Type of expenditure by financial year

Other Expenditure

Description, Total costs, Type of expenditure national or domestic, for example audit costs and Other expenditure by financial year 1 to 4

Sample

I. Assessment criteria

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

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

I.1. Assessment criterion 1 (20 points)

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

Alignment of your project with grant opportunity objectives and outcomes

You should demonstrate this by identifying:

- a. will contribute to the objectives and outcomes of the Commercialisation and Growth grant opportunity as set out in section 2 of these guidelines
- b. aligns with, and benefits, the NRF priority areas
- c. is transformational to your business or market
- d. will support your business in becoming more competitive in Australian national and/or international markets.

I.2. Assessment criterion 2 (40 points)

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

Capacity, capability, and resources to carry out the project

With reference to your attached documentation, provide detail on:

- a. your leadership team's commitment to the project
- b. your organisations track record in delivering similar projects and/or your access to personnel with the right expertise and experience to deliver the proposed project activities
- c. your plan to manage the project and its outputs, with reference to your attached documentation¹, including:
 - i. your project plan including activities, milestones, budget and deliverables, as well as any relevant governance arrangements deployed to manage your project
 - ii. your plan to identify and manage any risks associated with the project (e.g. structural, financial or market challenges)
 - iii. your execution plan including your path to market (e.g. direct sales, distribution channels, franchising)
 - iv. your operational plan including your business and delivery model, human resources, marketing and communications plan, financial plan, manufacturing strategy (where applicable) and your plan to manage risk

¹ See section 7.2

- v. if your project is IP dependent, how you will manage IP (e.g. future protection strategies, freedom to operate, patent insurance, etc.) and any IP you need to deliver your project (e.g. ownership, access and/or beneficial use).

You must attach a project plan to your application as described in section 7.2. of the grant opportunity guidelines.

I.3. Assessment criterion 3 (20 points)

Market Opportunity

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

You should demonstrate this by explaining:

- a. how the product, process or service you intend to commercialise is innovative, differentiates your business in the marketplace and increases your value proposition
- b. the customer problem you propose to solve
- c. your target market including:
 - i. intended customers (e.g. individuals, business or government)
 - ii. total and accessible market size (e.g. number of customers, average revenue per customer)
 - iii. market structure (e.g. the value/supply chain and relationship between suppliers, distributors, influencers and end customers)
 - iv. your pricing strategy
 - v. your position in the market
- d. your forecast return on investment and business growth resulting from for your project (e.g. your measure of commercial success, sales revenue, jobs, exports, IP utilisation, further investment).

Notwithstanding your overall score against the assessment criterion, you must provide a strong case that your product, process or service is innovative to be successful for this grant opportunity.

I.4. Assessment criterion 4 (20 points)

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

Benefits to be provided by the grant

You should demonstrate this by detailing the positive impact the grant will have:

- a. on the size, scale or timing of your project
- b. on your business, including the creation of new jobs and increase in anticipated annual turnover
- c. on the broader industry, social, environmental or economic outcomes during and beyond the grant period.

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

Account name

BSB

Account number

J.3. Payment contact

Given name

Family name

Email address

Phone number

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

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

The total of all attachments cannot exceed 20 MB.

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.

Project plan

A maximum of 20 pages you should include the scope of the project, timelines, list all key management and technical staff with relevant experience. Your governance structure and a risk management plan. For more details refer to the grant opportunity guidelines

Evidence of your IP strategy

If not yet developed, evidence of ownership/access to IP as required in section 3.1 of the grant opportunity guidelines. For more details refer to the grant opportunity guidelines

Evidence of your funding strategy

Evidence may include bank statements, forecast cashflow, loans, financial statements, capital raising activities.

An Accountant Declaration

Document from a certified practising accountant confirming the financial sustainability of your business and confirming you can fund your share of the project costs. A template has been provided on business.gov.au

Trust documents

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.

Company structure diagram

You may attach here a diagram of your company's group structure showing the legally registered name and country of incorporate of each body corporate, the relationships and relative shareholdings within the group.

K.3. Program feedback

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?

You must select from a drop-down menu.

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 a 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

L. Primary contact

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.

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

Sample

M. Application declaration

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

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 Data and Digital Strategy](#)
- [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 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.