



Australian Government

Department of Industry, Science and Resources

Department of Infrastructure, Transport,
Regional Development, Communications, Sport and the Arts

Business Grants Hub

Sample application form

Journalism Assistance Fund Program

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

Instructions

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

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

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.

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 - Journalism Assistance Fund Program
- Field 2 select - Journalism Assistance Fund Program

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

This grant opportunity will run over 3 financial years from 2025-26.

The program was announced as part of the News Media Assistance Program (News MAP) to support public interest journalism and media diversity in Australia – recognising these are critical to a healthy democracy, social cohesion and informed citizens. Up to \$67.6 million is available for this grant opportunity.

The objectives of the program are:

- support the sustainability of Australian news publishers in the face of significant disruption to the media sector
- support the creation of news content distributed digitally
- encourage the continued employment of journalists who primarily produce news that is in the Australian public interest
- building and maintaining social cohesion in Australia.

The minimum grant amount is \$39,000 over three years and the maximum grant amount is \$7.5 million over three years.

The grant amount per eligible journalist is \$13,000 full time equivalent (FTE) per year, or \$39,000 per eligible FTE journalist over three financial years.

If the journalist is not employed full time with the applicant, the grant amount requested should be based on a pro-rata amount of the FTE.

If you employ between 0.5 and 1 total FTE journalists your organisation will be eligible for \$13,000 per year.

If you employ less than 0.5 FTE journalists your organisation is ineligible for funding under this program.

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 30 April 2026 or until funding is exhausted, whichever occurs first. Please take account of time zone differences when submitting your application. To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

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.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Journalism Assistance Fund Program.

Select which entity type you are:

- an entity incorporated in Australia
- a company
- an incorporated trustee on behalf of a trust
- an incorporated association
- a co-operative
- a partnership
- an incorporated not for profit organisation or registered charity
- a sole trader
- none of the above.

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

Are you registered for the 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 an entity that produces and publishes core news content that is distributed digitally?

You must answer yes to proceed to next question.

Can you provide evidence that each journalist applied for under this program produces core news content under one of your entity's publications?

Refer section 6.1 of the guidelines for details of evidence required

You must answer yes to proceed to next question.

Can you provide payroll details as evidence that each journalist applied for under this program was employed in the previous 3 months?

Refer section 6.1 of the guidelines for details of evidence required

You must answer yes to proceed to next question.

Can you confirm that you intend to maintain the number of eligible FTE journalists producing core news content applied for under this program for the project period?

You must answer yes to proceed to next question.

Are you affiliated with a foreign government, political party, union, financial institution, non-government organisation, or policy lobby group where that affiliation would influence or might be seen to influence, the content produced by the applicant?

You must answer no to proceed to next question.

Are you a foreign controlled Australian entity (section 820-780 of the Income Tax Assessment Act 1997)?

You must answer no to proceed to next section.

Sample

C. Applicant address

C.1. Applicant street address

Is the address located in Australia?

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

Is the address located in Australia?

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.

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. Latest financial year figures

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.

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 financial year completed?
- 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.

- 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 including working proprietors and salaried directors (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.

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 duration

Your project must be completed by 31 March 2028.

The start and end dates you enter here will determine the financial years in the project budget.

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

- Estimated project start date
- Estimated project end date

F.2. Project location

You must provide the Primary publication address.

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.3. Project details

Project details

How many journalists (headcount) are you applying for under this program?

What is the total Full Time Equivalent (FTE) number of journalists you are applying for under this program?

Journalists

Provide the following details for each journalist included in the total figures above. You must attach payroll evidence and digital core news examples to support each journalist later in the form.

Name

FTE

Publication name

Publications

Provide a complete list of all applicable publications.

Publication name

Digital address

Provide details of the audience of your publication such as the geographic audience coverage (local, regional, state, national) and the sector audience coverage.

Newsrooms

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

How many newsrooms do you support?

Enter zero if you do not support any newsrooms.

Provide the following details for each newsroom included in the figure above.

Select “Add” to enter details for the first newsroom. If you have more than one, select “Add another” to enter each on separately.

Address

Is the address located in Australia?

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.

Number of journalists (headcount)

FTE total

F.4. Disclosure of financial penalties

Have any of your board members, management or persons of authority been subject to any pecuniary penalty?

A pecuniary penalty is a monetary penalty that can be civil, criminal or administrative, imposed by a Commonwealth, state, or territory court or entity.

If yes, provide details of the penalty.

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

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.*

We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure. The maximum total eligible expenditure cannot be more than \$7.5 million.

The grant amount per eligible journalist is \$13,000 full time equivalent (FTE) per year, or \$39,000 per eligible FTE journalist over three years.

If the journalist is not employed full time with the applicant, the grant amount requested should be based on a pro-rata amount of the FTE.

If you employ between 0.5 and 1 total FTE journalists your organisation will be eligible for \$13,000 per year.

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
Journalist salaries (cannot be less than \$13,000 per financial year)		\$
	2025/26	\$
	2026/27	\$
	2028/29	\$
Total project eligible expenditure		\$

G.2. Grant amount sought

Grant amount sought \$

\$AUD and GST exclusive. We will add GST to this where applicable.

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.

All payments are in A\$ and must be made into an Australian bank account.

H.2. Account details

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.

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.

Payroll details

You must attach payroll details demonstrating that each journalist applied for under this program was employed in the previous 3 months from the date the application is submitted.

Files must be one of the following types: docx, rtf, pdf, xlsx, csv, jpg, jpeg, png, gif. Filenames should only include letters or numbers and be fewer than 40 characters.

Journalist core news evidence

You must attach an example of digital core news content for each journalist included in this application. Ensure the example includes the byline of the journalist and is created no earlier than 3 months from the date the application will be submitted. If the example is behind a paywall provide log in details. If the example is not in English provide the original and an English translation.

Files must be one of the following types: docx, rtf, pdf, xlsx, csv, jpg, jpeg, png, gif. Filenames should only include letters or numbers and be fewer than 40 characters.

Trust documents (optional)

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.

Files must be one of the following types: docx, rtf, pdf, xlsx, csv, jpg, jpeg, png, gif. Filenames should only include letters or numbers and be fewer than 40 characters.

Partnership documents (optional)

Where you have indicated your entity type is a partnership, you must attach partnership documents showing the relationship of the partners.

Files must be one of the following types: docx, rtf, pdf, xlsx, csv, jpg, jpeg, png, gif. Filenames should only include letters or numbers and be fewer than 40 characters.

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.

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 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