



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

Maritime Skills and Training Initiative (MSTI) Program

This document shows the questions included in the online application form for this program/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 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 - Maritime Skills and Training Initiative (MSTI) Program

Field 2 select - Maritime Skills and Training Initiative (MSTI) Program

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

This grant opportunity will run over 4 years from 2025-26 to 2028-29.

The program will provide access to berths to complete sea time required to obtain International Convention on Standards of Training, Certification and Watchkeeping (STCW) for Seafarers 1978 certification. The grant opportunity is part of a new maritime skills and training initiative announced on 4 March 2025 and addresses the recommendations of the [Strategic Fleet Taskforce](#) (the Taskforce).

The MSTI Program aims to assist approximately 20 trainee/cadet seafarers per year to access berths on board ships to complete sea time required for international certification.

Up to \$13.8 million over 4 years is available for this grant opportunity.

The objectives of the program are:

- increase availability of training berths on vessels to ensure more Australian trainee/cadet seafarers can access sea time to complete their qualifications

Maritime Skills and Training Initiative (MSTI) Program application requirements

- address the skills shortage of Australian seafarers certified to the STCW level in the Australian maritime industry
- respond to Australia's maritime skills shortage and support the implementation of the Strategic Fleet.

For this program \$3.45 million is available in each year to support approximately 20 trainee/cadet seafarers.

The maximum grant amount for each trainee/cadet seafarer is:

- Trainee - Integrated Ratings: \$102,000
- Deck Cadet: \$187,500
- Engine Cadet and Electro-Technical Officers: \$197,500.

The minimum grant amount for all roles is \$80,000.

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 AEDT on 23 December 2025. 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 Maritime Skills and Training Initiative (MSTI) Program grant opportunity.

Questions marked with an asterisk are mandatory.

Select which type of entity your organisation is.

- an entity, incorporated in Australia
- none of the above.

You must select one of the eligible options from a drop down menu 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 the employer of the trainee/cadet seafarers?

You must answer yes to proceed to next question.

Select which employer of the trainee/cadet seafarers your organisation is:

- a Group Training Organisation (GTO)
- an Australian Maritime Safety Authority (AMSA) registered private seafarer recruitment and placement service
- a shipping company or vessel operator.

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

Can you confirm that you won't claim the Shipping Exempt Income Tax Incentive under the Shipping Reform (Tax Incentives) Act 2012 for the same trainee/cadet seafarers that you are seeking funding under this program?

You must answer yes to proceed to next question.

What is the Shipping Exempt Income Tax Incentive? The Shipping Exempt Income Tax incentive refers to income that may be exempt from income tax. The income must be derived from specific activities that are outlined under the [Shipping Reform \(Tax Incentives\) Act 2012](#). You cannot apply for MSTI funding for a trainee or cadet for whom you intend to claim the shipping exempt income tax incentive under the Shipping Reform (Tax Incentives) Act 2012.

Can you confirm your organisation has not had any convictions in the previous three years under any Australian work health and safety law?

You must answer yes to proceed to next question.

Can you confirm your organisation has not been found by a court to have underpaid seafarers (including underpayment of superannuation/ social benefits) on vessels in which they have beneficial ownership or operational control, which use Australian ports?

You must answer yes to proceed to next question.

Can you confirm your organisation has not been found by a court or tribunal to be in breach of the Fair Work Act 2009, an enterprise agreement, award, or other fair work instrument made under that Act?

You must answer yes to proceed to next question.

Can you confirm your organisation has not had any compliance or enforcement action taken against it by the Fair Work Ombudsman (including being issued with a compliance notice, or entering into an enforceable undertaking) in relation to an underpayment or a potential breach of the Fair Work Act 2009, an enterprise agreement, modern award or other fair work instrument and the decision maker considers that the compliance or enforcement action taken against the employer was significant?

You must answer yes to proceed to next question.

Can you confirm your organisation has not been subject to any current AMSA, Australian Transport Safety Bureau, or any other comparable regulatory agency significant actions relating to unsafe operations, environmental damage or contamination?

You must answer yes to proceed to next question.

Can you confirm your organisation is not a supplier of vessels to the Strategic Fleet.

You must answer yes to proceed to next question.

Can you confirm you will ensure the trainee/cadet seafarer:

- is an Australian Citizen or permanent resident
- requires sea time to complete their STCW certification
- will be placed on a suitable vessel (or vessels) as per AMSA requirements
- has completed or is completing (as appropriate) an AMSA approved pre-sea course/qualification for the role being placed.

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. 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 title and description

Provide a project title.

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

Provide a brief project description for publication.

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

Ensure your project description focuses on your project's key activities and outcomes.

Outline what it is you are going to do and how these activities will increase the supply of Australian seafarers certified to the international convention on STCW.

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 in detail what your project involves. What activities are involved and how are you going to implement them?

You must also provide a project plan which you should attach later in your application. 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.

What result do you anticipate in undertaking this project? Explain how this will help your organisation, referencing the objectives of the grant opportunity.

F.4. Project duration

Your project must be completed by 30 March 2029.

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

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

- Estimated project start date
- Estimated project end date

F.5. Project location

The project location must be the Australian primary office of the organisation applying under the program.

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.6. Project details

How many trainee/cadet seafarers are you applying for in total covered by this grant program?

To support your application, you must complete the Proposed Trainee/Cadet placements template and attach to your application.

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

For this program \$3.451 million is available in each year and a maximum of \$13.8 million over 4 years for the program.

The maximum grant amount for each trainee/cadet seafarer is:

- *Trainee - Integrated Ratings: \$102,000*
- *Deck Cadet: \$187,500*
- *Engine Cadet and Electro-Technical Officers: \$197,500.*

The minimum grant amount for all roles is \$80,000. You will also be required to attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.

Head of expenditure	Financial Year	Total
Wages and on-costs associated with engaging a trainee/cadet seafarer		\$
	2025/26	\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
Accommodation and victualling		\$
	2025/26	\$
	2026/27	\$
	2027/28	\$
	2028/29	\$

Head of expenditure	Financial Year	Total
Travel (to and from the vessel)		\$
	2025/26	\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
Independent audit (1% of total eligible project expenditure) – can only claim these costs with end of project report in the final year of the project.		\$
	2025/26	\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
Total project expenditure		\$

G.2. Grant amount sought

Enter grant amount sought \$

H. 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.

H.1. Assessment criterion 1 (40 points)

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

How your project aligns with the program purpose, objectives and outcomes

You should demonstrate this identifying through identifying and providing details of:

- how your project will provide mandatory sea time to trainee/cadet seafarers (20 pts)
- how many trainee/cadet seafarers you will provide with sea time leading them to gaining STCW certification under the grant, and the seafaring roles you are planning to fill (10 pts)
- the trainee/cadet seafarer roles you plan to onboard with consideration to the priorities identified at Section 8.1 of the guidelines and the spread of seafaring roles (5 pts)
- your demonstrated need for funding, specifying your current challenges to providing sea time to trainee/cadet seafarers. (5 pts).

H.2. Assessment criterion 2 (40 points)

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

Your capacity, capability and resources to successfully support trainee/cadet seafarers in their sea time You should demonstrate this through identifying and providing details of:

- the vessel type/s the sea time will be provided on as part of the STCW certification requirements (3 pts)
- the amount of time each trainee/cadet will spend on a vessel (or onboard more than one vessel) (2 pts)
- your recruitment plan to recruit trainee/cadet seafarers, including due diligence to ensure new recruits are suited to a maritime role (and help reduce turnover) (5 pts)
- your sample training plan for how you will onboard trainee/cadet seafarers for the purposes of STCW certification (provided as an attachment) (10 pts)
- the support mechanisms that will be available to the trainee/cadet seafarers during their time onboard, including mentoring and personal development opportunities, pastoral care and supervision (10 pts)
- your experience in training and supporting trainee/cadet seafarers during their sea time, including how many trainee/cadet seafarers you have been involved with to complete their sea time leading to STCW certification in the past 5 years. (10 pts).

You must attach your sample training plan to support your response later in the application.

Maritime Skills and Training Initiative (MSTI) Program application requirements

H.3. Assessment criterion 3 (20 points)

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

Financial capability and governance

You should demonstrate this through identifying and providing details of:

- a detailed project plan and budget (provided as an attachment) that identifies all income sources and eligible expenditure relating to the costs of delivering the project. This should include the number and type of trainee/cadet seafarers you anticipate you will employ each year (for example Engineering Cadet, Deck Cadet, Electro-Technical Officers, Trainee Seafarers or seafarers who are upskilling) (12 pts)
- your ability to fund the remaining costs of supporting trainee/cadet seafarers and ongoing running costs of your organisation external to the project and any project costs that are not covered by the grant. (8 pts).

You must attach a detailed project plan and budget to support your response later in the application.

I. Bank account details

I.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.

I.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

I.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

J. Application finalisation

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

J.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.

J.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.

Project plan and budget

Attached a detailed project plan and budget that identifies all income sources and eligible expenditure relating to the costs of delivering the project. This should include the number and type of trainee/cadet seafarers you anticipate you will employ each year (for example Engineer Watchkeeper, Deck Watchkeeper, Electro-Technical Officers, Trainee Seafarers or Seafarers who are upskilling)

Sample training plan

Attach a sample training plan for how you will onboard trainee/cadet seafarers for the purposes of STCW certification.

Proposed Trainee/Cadet seafarers placements

Attach the completed template provided on business.gov.au for your proposed Trainee/Cadet seafarers placements.

J.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.

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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

K. Declaration

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

K.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.

K.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.

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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