



Grant Opportunity Guidelines

Moon to Mars Initiative: Demonstrator Feasibility Grants

Opening date:	Tuesday 3 November 2020
Closing date and time:	5pm Australian Eastern Daylight Time on Tuesday 22 December 2020 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Australian Space Agency
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	Tuesday 3 November 2020
Type of grant opportunity:	Open competitive

Contents

1. Moon to Mars Initiative Demonstrator Feasibility Grants processes	4
2. About the Moon to Mars initiative	5
2.1. About Demonstrator Feasibility Grants	6
3. Grant amount and grant period	8
3.1. Grants available	8
3.2. Project period	8
4. Eligibility criteria	8
4.1. Who is eligible?	8
4.2. Additional eligibility requirements	8
4.3. Who is not eligible?	9
5. What the grant money can be used for	9
5.1. Eligible activities	9
5.2. Eligible expenditure	9
5.3. What you cannot use the grant for	10
6. The assessment criteria	11
6.1. Assessment criterion 1	11
6.2. Assessment criterion 2	11
6.3. Assessment criterion 3	11
6.4. Assessment criterion 4	12
7. How to apply	12
7.1. Attachments to the application	12
7.2. Joint applications	13
7.3. Timing of grant opportunity	13
8. The grant selection process	14
8.1. Who will approve grants?	14
9. Notification of application outcomes	15
9.1. Further grant opportunities	15
10. Successful grant applications	15
10.1. Grant agreement	15
10.2. Moon to Mars initiative: Demonstrator Feasibility Grants specific legislation, policies and industry standards	16
10.3. How we pay the grant	16
10.4. Tax obligations	16
11. Announcement of grants	16
12. How we monitor your grant activity	17
12.1. Keeping us informed	17
12.2. Reporting	17
12.2.1. Progress reports	17
12.2.2. End of project report	18

12.2.3. Ad-hoc reports.....	18
12.3. Independent audits	18
12.4. Compliance visits	18
12.5. Grant agreement variations	18
12.6. Evaluation	19
12.7. Grant acknowledgement	19
13. Probity.....	19
13.1. Conflicts of interest	19
13.2. How we use your information	20
13.2.1. How we handle your confidential information	20
13.2.2. When we may disclose confidential information	20
13.2.3. How we use your personal information.....	21
13.2.4. Freedom of information	21
13.3. Enquiries and feedback	21
14. Glossary.....	22
Appendix A. Moon to Mars initiative: Demonstrator Mission Grants.....	25

1. Moon to Mars Initiative Demonstrator Feasibility Grants processes

The Moon to Mars initiative is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to the Department of Industry, Science, Energy and Resources Outcome 1, under Program 2: Growing Business Investment and Improving Business Capability. The Australian Space Agency and the Department of Industry, Science, Energy and Resources work with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect.



You complete and submit a grant application

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



We assess all grant applications

We review the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Moon to Mars initiative

We evaluate the specific grant activity and Moon to Mars initiative as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the Moon to Mars initiative

The \$150 million Australian Moon to Mars initiative (the initiative) supports Australian businesses and researchers to join NASA's inspirational endeavour to go forward to the Moon and then go on to Mars. Investment focuses in Australia over a five-year period, commencing in 2020-21.

The initiative forms an important element of the [Advancing Space: Australian Civil Space Strategy 2019-2028](#), primarily addressing the National and International pillars to open doors for Australian businesses and researchers to access international space supply chains, create jobs in Australia and support the growth of industries across the economy through the development and application of space technologies. Through this, Australian organisations will join with NASA and other international partners to bring Australian capabilities to space, the Moon, Mars and beyond.

The objectives of the initiative are to:

- support Australia's ambitions to join NASA's endeavour to go forward to the Moon and then go on to Mars
- accelerate the growth of the Australian space industry
- build Australian space capability and capacity
- lift Australian involvement in national and international supply chains
- inspire the Australian public.

The intended outcomes of the initiative are:

- Australian involvement in international space programs and missions that support Moon to Mars activities
- increased growth of Australian space businesses
- an increase in Australia's space capability
- increased exports
- increased access to national and international supply chains
- strengthened relationships between international agencies and the Australian Space Agency
- increased employment in STEM related and highly skilled fields
- increased community engagement in space activities.

The initiative has three elements:

- **Supply Chain program:** supporting Australian industry to deliver products and services into domestic and international space supply chains through two components:
 - Supply Chain Capability Improvement Grants
 - Supply Chain Facilitation.
- **Demonstrator program:** supporting demonstrator and pilot projects that showcase Australia's strengths to the world through two components:
 - Demonstrator Feasibility Grants
 - Demonstrator Mission Grants.
- **Trailblazer program:** a major project supporting NASA's activities to return to the Moon and on to Mars.

The Demonstrator program will support the development of space projects through two separate grant opportunities aligned with phases of space mission development (Figure 1):

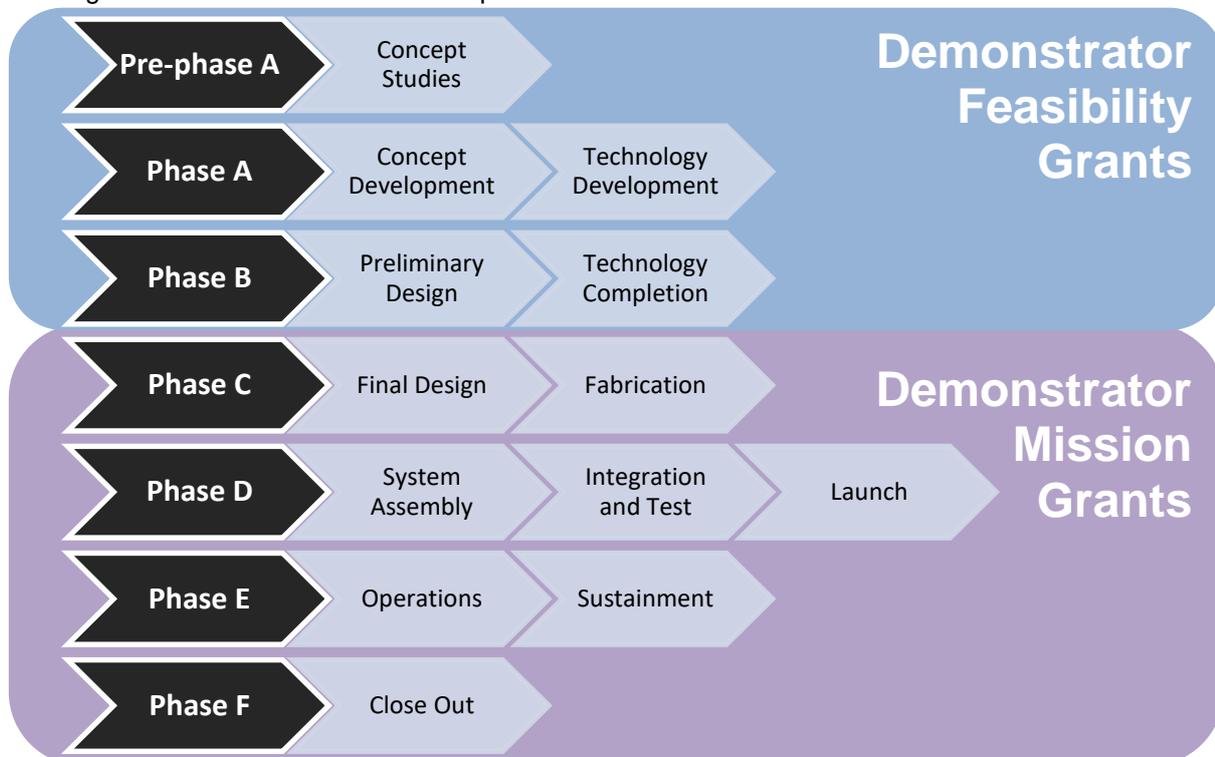
- **Demonstrator Feasibility Grants**
 - grants of between \$50,000 and \$200,000 for feasibility activities
 - feasibility activities may include concept studies and development, technical development, preliminary design, technological completion and business case development aligned with pre-phase A and phases A and B of mission development (Figure 1).
- **Demonstrator Mission Grants**
 - grants of up to \$10 million for development activities (noting we expect a majority of successful grants to be up to \$4 million unless a strong value proposition is provided)
 - development activities may include final design, fabrication, system assembly, integration, qualification, launch and operation aligned with phases C to F of mission development (Figure 1)

We will deliver Demonstrator Mission Grants as a stand-alone, open competitive selection process. There will be no requirement for you to have applied for or received a Demonstrator Feasibility Grant to be eligible to apply.

We expect that Demonstrator Mission Grants will open late 2021. We will publish the opening and closing dates and any other relevant information on business.gov.au and GrantConnect.

See Appendix A for further guidance on the Demonstrator Mission Grants.

Figure 1: Phases of mission development



2.1. About Demonstrator Feasibility Grants

These guidelines contain information for Demonstrator Feasibility Grants. The Demonstrator Feasibility grant opportunity provides funding to Australian industry and research institutions for new feasibility activities for space projects.

The objectives of the Demonstrator Feasibility Grants opportunity are to:

- demonstrate Australian small and medium-sized enterprise (SME) capacity and capability to develop space projects for qualification, space operability, space support and/or access to space with a clear potential to support Moon to Mars
- develop and demonstrate the feasibility of space projects with potential to operate or support operations in space and the ability to support Moon to Mars activities
- demonstrate the value, including commercial value, of space projects to the space industry and marketplace
- develop Australian SME capability in pre-phase A, phase A and B mission development activities.

The intended outcomes of the Demonstrator Feasibility Grants opportunity are:

- increased number of Australian businesses and research institutions developing, demonstrating and implementing space projects with a clear potential to support Moon to Mars activities
- increased capability and capacity within the Australian space industry, to drive space project development for qualification, space operability and/or space support
- increased number of Australian-based space projects that are ready for investment and/or demonstrate a clear pathway to qualification, space operability, space support and/or access to space
- increase in investment in the Australian space industry
- increase in the number of international space industry contracts held by Australian industry
- increase in the potential of the Australian space industry to support Moon to Mars activities.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess Demonstrator Feasibility Grants applications
- how we notify applicants and enter into Demonstrator Feasibility Grants agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (we/the department) is responsible for administering this Demonstrator Feasibility Grants opportunity on behalf of the Australian Space Agency.

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)¹.

We have defined key terms used in these guidelines in the glossary at section 0.

You should read this document carefully before you fill out an application.

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

3. Grant amount and grant period

The Australian Government announced \$150 million from 2019-20 over five years for the Moon to Mars initiative. An estimated \$3.7 million is available for Demonstrator Feasibility Grants.

3.1. Grants available

You must provide a minimum of \$50,000 cash contribution to the eligible project expenditure. Remaining eligible project expenditure can be covered by the grant, within the range below.

- The minimum grant amount is \$50,000
- The maximum grant amount is \$200,000.

We cannot fund your Demonstrator Feasibility project if it receives funding from another Commonwealth government grant. You can apply for a grant for your Demonstrator Feasibility project under more than one Commonwealth program, but if your application is successful, you must choose either the Demonstrator Feasibility grant or the other Commonwealth grant.

You can fund your contribution from any other source, including State, Territory and local government grants.

3.2. Project period

The maximum project period is 12 months.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)
- be registered for the Goods and Services Tax (GST)
- be one of the following entities:-
 - an entity incorporated in Australia and a trading corporation, where your trading activities
 - form a sufficiently significant proportion of the corporation's overall activities as to merit it being described as a trading corporation; or
 - are a substantial and not merely peripheral activity of the corporation.
 - a Publicly Funded Research Organisation as defined in section 14: Glossary

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 7.2.

4.2. Additional eligibility requirements

We can only accept applications:

- where you can provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, that you can complete the project and meet the costs of the project not covered by Demonstrator Feasibility Grants funding, and confirms you are a trading corporation.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- partnership
- trust (however, an incorporated trustee may apply on behalf of a trust)
- a Commonwealth, State, Territory or local government body (including government business enterprises)
- a corporate or non-corporate Commonwealth entity.

If you are not eligible to apply, you may still be a part of a joint application provided you have a lead organisation who is the main driver of the project and is eligible to apply.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your Demonstrator Feasibility project must:

- be aimed at improving and/or demonstrating the feasibility of your space project, and moving from phases A to B to phases C to F of mission development (see Figure 1)
- have a clear potential to support Moon to Mars activities
- align with priorities in the *Advancing Space: Australian Civil Space Strategy 2019-2028*
- have at least \$100,000 in eligible expenditure.

Eligible activities may include:

- concurrent design studies
- technical feasibility studies and reviews
- preliminary design review
- conceptual design
- prototype design and development
- risk assessments, including national security risk
- developing a business case.

We may also approve other activities that contribute towards achieving the program outcomes.

You must identify and manage project risks throughout your project.

Ineligible activities include:

- documenting or collating existing testing, qualification, analysis or research
- STEM, scientific or research projects without a clear commercialisation pathway
- product development that does not directly support space activities, and/or cannot clearly demonstrate a pathway to qualification, space operability, space support, and a potential to support Moon to Mars activities.

5.2. Eligible expenditure

You can only spend Demonstrator Feasibility Grant funds on eligible expenditure you have incurred on an agreed project as defined in your Demonstrator Feasibility Grant agreement.

To be eligible, expenditure must be a direct cost of your feasibility project.

Eligible expenditure includes:

- direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.
- up to 30% labour on-costs to cover employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers for staff directly working on the project
- project management costs
- staff training that directly supports the achievement of project outcomes
- software and consumable material costs directly related to the project
- contract expenditure being the cost of any agreed project activities that you contract to others
- domestic and/or international travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project activities (cannot exceed 10% of the total project costs)
- other eligible expenditure as approved by the Program Delegate.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for Demonstrator Feasibility Grant funding. The Program Delegate (who is an AusIndustry manager within the department with responsibility for the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You must not commence your project until you execute a grant agreement with the Commonwealth.

5.3. What you cannot use the grant for

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- business as usual expenses, or maintenance costs
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges, not directly related to the project
- non project-related costs, or costs associated with ineligible activities
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories not directly related to the project.

This list is not exhaustive and applies only to the expenditure of Demonstrator Feasibility Grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only consider funding applications that score at least 50 per cent against each assessment criterion, as these represent best value for money.

6.1. Assessment criterion 1

How your space project and mission aligns with the objectives of the Moon to Mars initiative (25 points)

You should demonstrate this through describing:

- a. the mission that you will lead or be a part of, and the extent that it will operate in space and/or support operations in space
- b. the role and benefit of your space project in the mission
- c. the potential value, including the commercial potential and financial sustainability of your space project
- d. how your space project and the mission aligns with the objectives of the Moon to Mars initiative and the [Advancing Space: Australian Civil Space Strategy 2019-2028](#), including its benefit to the Australian space industry and potential to support Moon to Mars activities.

6.2. Assessment criterion 2

The potential feasibility of your space project, and how you will progress to mission development phases C to F (30 points)

Describe the activity and provide information that demonstrates:

- a. your overall plan to progress through the phases of mission development and likelihood your space project will progress to mission development phases C to F (see Figure 1)
- b. the likely cost and timeframe of your entire space project, including mission phases C to F
- c. your proposed method to demonstrate feasibility and build the business case for your space project
- d. how you will communicate the commercial value of your space project to attract potential investors.

6.3. Assessment criterion 3

Your capacity, capability and resources to undertake feasibility activities and ultimately deliver your space project (30 points).

You should demonstrate this through identifying:

- a. your, and your partners', track record in managing similar projects including space heritage
- b. your access to personnel with relevant skills and experience, including project management, technical staff and any independent committees (for example feasibility panels)

- c. how you will manage and mitigate key risks to your space project and mission, including national security, supply chains, regulations, licensing, trade agreements, insurance and intellectual property management risks
- d. your access to any required finance, infrastructure, capital equipment, technology and intellectual property.

6.4. Assessment criterion 4

The impact of grant funding (15 points)

You should demonstrate this by describing:

- a. your need for funding and the value of the Demonstrator Feasibility Grant funding to your organisation and its potential growth
- b. the value of your space project and mission to the space industry, including the uniqueness of your technology, process, product or service
- c. the broader national value of your space project and mission, including spill over effects in other areas of the economy and anticipated direct/indirect employment growth
- d. how you will communicate the value of your space project and mission to the Australian public.

7. How to apply

Before applying, you should read and understand these guidelines, the [Advancing Space: Australian Civil Space Strategy 2019-2028](#) and the sample [grant agreement](#) published on [business.gov.au](#) and GrantConnect.

You can only submit an application between the opening and closing dates.

To apply, you must:

- complete the online [application form](#) via [business.gov.au](#)
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments

You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at [business.gov.au](#) or by calling 13 28 46.

7.1. Attachments to the application

You must provide the following documents with your application:

- evidence of support from the board, CEO or equivalent (template provided on business.gov.au and [GrantConnect](#)). Where the CEO or equivalent submits the application, we will accept this as evidence of support
- trust deed (where applicable).

You may also provide the following attachments where relevant to your application:

- mission planning documentation, including budgets, project schedules, risk management plan, cyber security plan and technology security management plan
- evidence or letters of support from investors, partners, significant team members, review panels or committees that demonstrate support for your project.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

There is a 2 MB limit per attachment and 20 MB limit on all attachments.

7.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

7.3. Timing of grant opportunity

You can only submit an application for Demonstrator Feasibility Grants between the published opening and closing dates. We cannot accept late applications.

You may commence your project from the date we execute a grant agreement with you. We are not responsible for any expenditure you incur until a grant agreement is executed.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Notification to unsuccessful applicants	2 weeks
Negotiations and execution of grant agreements	4 weeks (concurrent)
Earliest start date of Moon to Mars Demonstrator Feasibility Grant	date of execution of grant agreement
End date of grant commitment	June 2022

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the Demonstrator Feasibility Grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the Demonstrator Feasibility Grant sought.

We will establish a committee that has government and industry and/or space sector experience, including members from the Australian Space Agency. The committee may also have external experts and may seek additional advice from independent technical experts.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1. Who will approve grants?

The Head or Deputy Head of the Australian Space Agency decides which grants to approve taking into account the application assessment and the availability of Demonstrator Feasibility Grant funds.

The Head or Deputy Head's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Head or Deputy Head will not approve funding if there is insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application with an email. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

9.1. Further grant opportunities

We expect that Moon to Mars Demonstrator Mission Grants will open for applications in late 2021. Demonstrator Mission Grants will focus on more developed space projects aligned with phases C to F of mission development (see Figure 1) and may support design, fabrication, system assembly, integration, qualification, launch and operation. For more detail refer to Appendix A.

We will deliver Demonstrator Mission Grants through a stand-alone open competitive selection process. There will be no requirement for you to have received a Demonstrator Feasibility Grant to be eligible to apply.

We will publish the opening and closing dates and any other relevant information on business.gov.au and [GrantConnect](#).

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and GrantConnect.

We will use a Commonwealth standard grant agreement. We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed. You must not start any Moon to Mars Demonstrator Feasibility Grant activities until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Head or Deputy Head of the Australian Space Agency. We will identify these in the offer of grant funding.

If you enter an agreement under the Moon to Mars Demonstrator Feasibility Grants, you cannot receive other grants for the same activities from other Commonwealth granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Head or Deputy Head of the Australian Space Agency.

10.2. Moon to Mars initiative: Demonstrator Feasibility Grants specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you may be required to comply with:

- State/Territory legislation in relation to working with children
- *Space (Launches and Returns) Act 2018* and associated rules including:
 - *Space (Launches and Returns) (General) Rules 2019*
 - *Space (Launches and Returns) (Insurance) Rules 2019*
 - *Space (Launches and Returns) (High Power Rocket) Rules 2019*
- Export control legislation including the *Defence Trade Controls Act 2012* and *Customs Act 1901*
- *Radiocommunications Act 1992*
- any relevant export control requirements.

10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.4. Tax obligations

To be eligible for this grant you must be registered for GST. We will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities².

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect with 21 calendar days of the date of effect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on [business.gov.au](#). This information may include:

- name of your organisation

² See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](#)

- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project
- any unexpected risks or issues, your treatments, and outcomes.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. Compliance visits

We may visit you during the project period, to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in grant opportunity guidelines
- changing project activities.

The program does not allow for:

- an increase of grant funds

If you want to propose changes to the grant agreement, you must put them in writing before the project grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.6. Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government through the Australian Space Agency.'

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)³ of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)⁴ on the department's website.

13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the committee and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

³ <https://www.legislation.gov.au/Details/C2019C00057>

⁴ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁵ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

⁵ <https://www.industry.gov.au/data-and-publications/privacy-policy>

Head of Division
 AusIndustry – Support for Business
 Department of Industry, Science, Energy and Resources
 GPO Box 2013
 CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman⁶](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Australian Space Agency	A separately branded entity located within the department. The Australian Space Agency was established to coordinate civil space matters across government and support the growth and transformation of Australia's space industry
Australian space industry	<p>The Australian space industry comprises the Australian participants (organisations) of the Australian space sector.</p> <p>The Australian space sector is the set of space-related activities along the space value chain. Included in the space sector are all actors (private, public and academic) participating in production, operation, supply and enablement activities that form the space value chain. Space value chain segments include manufacturing and core inputs (consisting of ground and space segment manufacturing and services), space operations, space applications, and enablers (such as regulation and essential service delivery, infrastructure and capabilities, research, development and engineering, and specialised support services).</p> <p>See the Definition of the Australian Space Sector (Australian Space Agency, 2020).</p>
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.

⁶ <http://www.ombudsman.gov.au/>

Term	Definition
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Feasibility Study	Activities to determine the suitability, practicality, operation and value of your <i>space project</i>
Feasibility Study Activities	Concept studies and development, technical development, preliminary design, technological completion and business case development for your <i>space project</i> and potential integration in a <i>mission</i> (See Section 2, Figure 1)
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Minister	The Commonwealth Minister for Industry, Science and Technology.
Mission	End-to-end system including space, ground and launch segment (when applicable) to achieve a defined mission goal. The space project may be a part of or the complete mission. (Note: Missions are in scope even if the space segment is already working in space)
Mission development phases	Development steps in the maturation of a space project and/or mission
Mission ready	Operable, tested, qualified and prepared for implementation or deployment as part of a mission.
Moon to Mars activities	Activities that could support NASA's Moon to Mars endeavours.
Moon to Mars initiative	The Australian Government program that supports Australian businesses and researchers to join NASA's Moon to Mars endeavours.

Term	Definition
NASA's Moon to Mars endeavours	<p>A NASA-led program of space exploration with commercial and international partners to return to the Moon as a step towards sending astronauts to Mars.</p> <p>The Australian Government's Moon to Mars initiative is a separate but related undertaking.</p>
National Civil Space Priorities	<p>The seven National Civil Space Priorities stated in the <i>Advancing Space: Australian Civil Space Strategy 2019-2028</i>:</p> <ul style="list-style-type: none"> • position, navigation and timing • earth observation • communications technologies and services • space situation awareness and debris monitoring • leapfrog R&D • robotics and automation on Earth and in space • access to space.
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An AusIndustry manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Publicly funded research organisation	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth)
Qualification	A formal proof that the design meets all the requirements of the specification and the parameters agreed.
Small and medium sized enterprise (SME)	A business with less than 200 employees.
Space Project	The Space Project is the entire proposed project from Pre Phase A to F (refer to figure 1). The Space Project may be an entire mission or a subset of it.

Appendix A.

Moon to Mars initiative: Demonstrator Mission Grants

The following information is guidance and may be subject to change as part of guideline development for the Moon to Mars initiative: Demonstrator Mission Grants.

The Demonstrator Mission Grants will provide funding to Australian industry for final design and fabrication through to operations, sustainment and close out (mission development phases C to F, Figure 1). To be competitive you will need to demonstrate your capacity to operate in space or support operations in space by 2025, and have potential to support Moon to Mars activities.

The maximum grant size will be \$10 million, however we expect a majority of grants will be no greater than \$4 million, unless you are able to present a highly competitive and compelling application for a greater amount. We will require a level of co-contribution, which we will define in the Demonstrator Mission grant guidelines.

We expect that to be successful for this grant opportunity you will have:

- a potential to support space operations beyond the life of the funding, including the potential to support Moon to Mars activities
- a mature space project aligned with the objectives of the Australian Space Agency and the Moon to Mars initiative objectives, including building and demonstration Australian capability and potentially accessing new markets and/or supply chains.
- a feasibility study of the proposed space project reviewed by a feasibility panel
- a high value project with demonstrable commercial potential and/or investor support
- a strong team, including staff, contractors, partnerships and/or feasibility panels and advisory teams with significant technical expertise and experience
- a robust and standards compliant development plan to complete operations testing, qualification and launch preparations prior to 2025
- risk mitigation strategies including but not limited to:
 - financial/insurance arrangements (e.g. launch insurance)
 - technology security (including cyber security)
 - public health and safety
 - space debris
 - intellectual property management
 - national security
 - supply chain resilience
 - licencing and commercial strategies.

We will deliver Demonstrator Mission Grants through a stand-alone open competitive selection process. There will be no requirement for you to have received a Demonstrator Feasibility Grant to be eligible to apply.

We expect that Demonstrator Mission Grants will open late 2021, with funding made available from July 2022. We will publish the opening and closing dates and any other relevant information on business.gov.au and GrantConnect.