



Australian Government
Department of Industry, Science,
Energy and Resources

Business



Sample application form

Moon to Mars Initiative Demonstrator Feasibility Grants

Version: October 2020

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

Sample

Instructions

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

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

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

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

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.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

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

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

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

Internet browsers supported by the portal

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

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

Getting help

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

A. Program selection

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

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory. If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

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

If you do not have an ABN we will ask you why you do not have one. You should note the following.

If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.

A.1. Program selection

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

- Field 1 select – Moon to Mars Demonstrator Feasibility Grants
- Field 2 select – Moon to Mars Demonstrator Feasibility Grants

The Demonstrator Feasibility grant opportunity provides funding to Australian industry and research institutions for feasibility activities for space projects.

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

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 Tuesday 22 December 2020. 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.

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B. Eligibility

We will ask you the following questions to establish your eligibility for the Demonstrator Feasibility grant opportunity.

Questions marked with an asterisk are mandatory.

- Select your entity type *
 - 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 the grant opportunity guidelines
 - none of the above

You must be an eligible entity to proceed. Refer to the guidelines.

- Can you 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*?

You must answer yes to proceed to next question. You must attach evidence later in the application.

- Does your project have at least \$100,000 in eligible project expenditure? *

You must answer yes to proceed to next question.

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.

D. Applicant financials

D.1. Latest Financial Year Figures

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

D.2. Recent trading performance

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

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

All amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

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

- Sales Revenue (Turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statements (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's 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 man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

E. 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.*

E.1. Mission details

Provide a detailed description of the mission that you will lead or be a part of. Include mission goal and a description of space, ground and launch elements.

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

E.2. Space project details

Your space project may be a part of a larger mission or an entire mission in itself. Where your space project is a part of a larger mission, provide a detailed description and outline its role and benefit in the mission.

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

E.3. Feasibility project title and description

Provide your feasibility project title.

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

Provide a brief feasibility project description.

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

Ensure your project description focuses on your feasibility project's key activities and outcomes, i.e. what you will achieve with this grant. Outline what it is you are going to do and how it will benefit your organisation.

E.4. 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 feasibility project including the project scope and key activities to determine the suitability, practicality, operation and value of your space project.

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

E.5. Project outcomes

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

Provide a summary of the expected feasibility project outcomes.

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

E.6. Project risk

If successful, you will need to provide a risk plan as part of the first project milestone.

Please list 3-5 risks to your feasibility project and describe how you plan to mitigate them.

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

E.7. Project duration

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

The project length will be calculated by the start and end dates you enter. These dates are estimate only. You must not start your project until you have an executed grant agreement. The earliest start date is 1 May 2021. Your project can be no longer than 12 months.

E.8. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add 6 milestones.

- Milestone title

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

- Description

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

- Estimated start date
- Estimated end date

E.9. Project location

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

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

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

F. Project budget

F.1. Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

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

The minimum project expenditure for this grant opportunity is \$100,000

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Labour on-costs		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Project management		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Staff training		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Software and consumables		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Project management		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Contract expenditure		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Travel (limited to 10% of total project costs)		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Other		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
Total			

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

F.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

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

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- *Your contribution*
- *Other non-Commonwealth government grants*
- *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

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

Where you are receiving other government funding you will need to provide details.

Sample

G. 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.

To support your responses you must include mandatory attachments later in the application.

G.1. Assessment criterion 1 (25 points)

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

How your space project and mission aligns with the objectives of the Moon to Mars initiative

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.

G.2. Assessment criterion 2 (30 points)

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

The potential feasibility of your space project and how you will progress to mission development phases C to F

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 Grant Opportunity Guidelines, Section 2, Figure 1)
- b. the likely cost and timeframe of your space project
- 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.

G.3. Assessment criterion 3 (30 points)

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

Your capacity, capability and resources to undertake feasibility activities and ultimately deliver your space project

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.

G.4. Assessment criterion 4 (15 points)

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

The impact of Demonstrator Feasibility 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.

H. Project partners and Collaborators

You must provide details about your project partners and collaborators.

For details about project partner and collaborators contributions refer to the grant opportunity guidelines.

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached

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 and how you anticipate managing them.

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

I.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Supporting documentation

You must attach the following supporting documentation. The maximum size of each attachment is 2mb. The maximum size of all attachments combined is 20mb.

- 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, cyber security and security management

- evidence or letters of support from investors, partners, significant team members, review panels or committees that demonstrate support for your project

I.4. Your ANZSIC code

Provide from a drop-down menu:

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

I.5. Indigenous organisation

Is your organisation Indigenous owned?

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

Is your organisation Indigenous controlled?

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

J. Primary contact page

You must provide the details of a primary contact for your application. The details include

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

K. Application 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, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

K.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the 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 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 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 agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

I approve the information in this application being communicated to the department in electronic form.

Sample