



Grant Opportunity Guidelines

Moon to Mars Initiative: Supply Chain Capability Improvement Grants

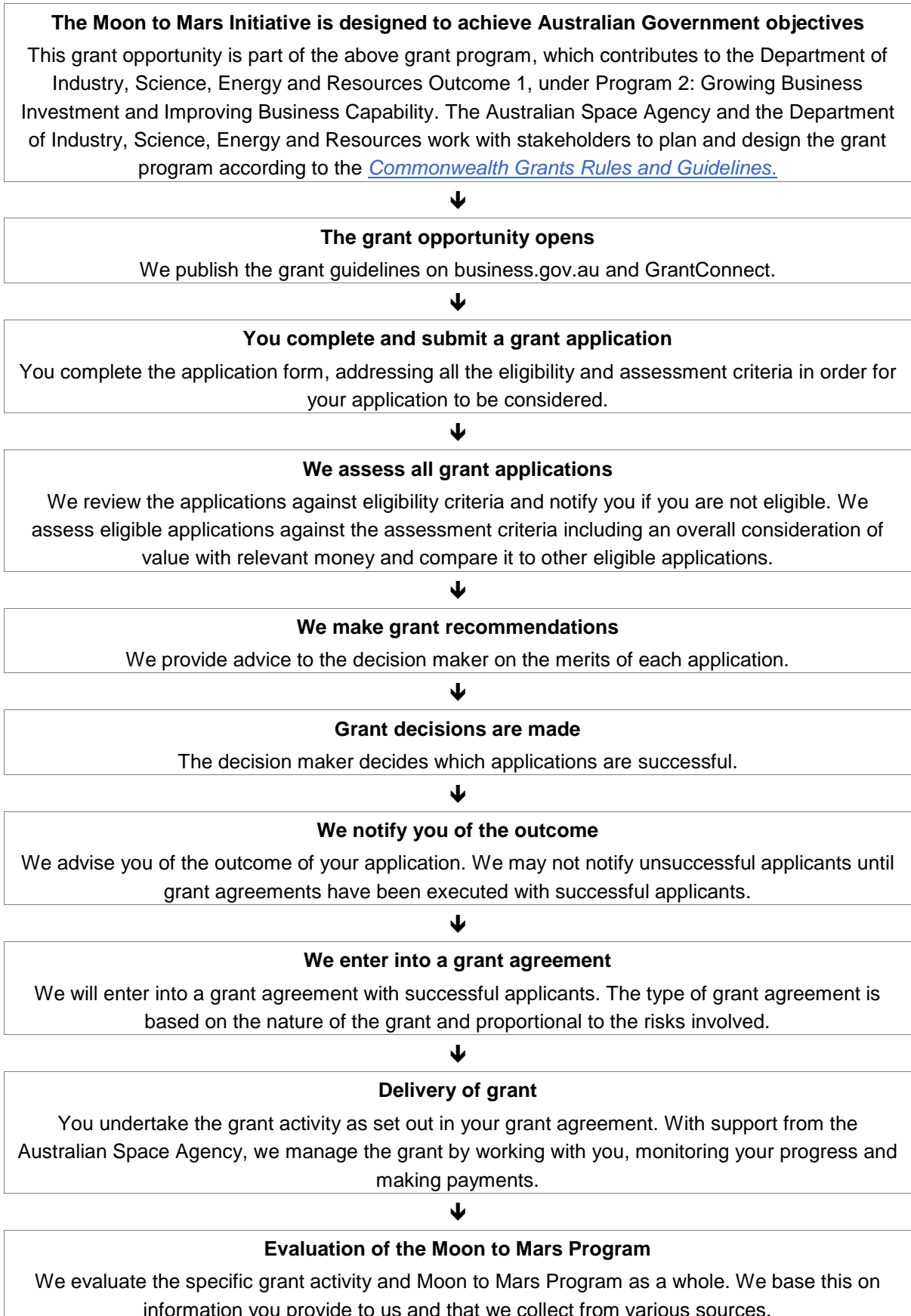
Opening date:	27 August 2020
Closing date and time:	5pm Australian Eastern Standard Time on 1 May 2023 or when funds are exhausted. Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Australian Space Agency
Administering entity	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	27 August 2020
Type of grant opportunity:	Open non-competitive

Contents

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

12.3.	Independent audits	16
12.4.	Compliance visits	16
12.5.	Grant agreement variations	16
12.6.	Evaluation	17
12.7.	Grant acknowledgement	17
13.	Probity.....	17
13.1.	Conflicts of interest	17
13.2.	How we use your information	18
13.2.1.	How we handle your confidential information	18
13.2.2.	When we may disclose confidential information	18
13.2.3.	How we use your personal information	18
13.2.4.	Freedom of information	19
13.3.	Enquiries and feedback	19
14.	Glossary.....	21
Appendix A.	Eligible expenditure.....	24
A.1	How we verify eligible expenditure	24
A.2	Plant and equipment expenditure	24
A.3	Labour expenditure	25
A.4	Labour on-costs and administrative overhead.....	26
A.5	Contract expenditure.....	26
A.6	Travel and overseas travel expenditure.....	27
A.7	Other eligible expenditure	27
Appendix B.	Ineligible expenditure.....	29

1. Moon to Mars Initiative: Supply Chain Capability Improvement Grants processes



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
- improved relationships between international agencies and the Australian Space Agency (the 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:** demonstrator and pilot projects that showcase Australia's strengths to the world
- **Trailblazer program:** a major project supporting NASA's activities to return to the moon and on to Mars.

2.1. About the Moon to Mars Supply Chain Capability Improvement Grants

These guidelines contain information for the Moon to Mars Supply Chain Capability Improvement Grants, which is a sub-element of the Supply Chain program under the Initiative.

The objectives of the Moon to Mars Supply Chain Capability Improvement Grants are to:

- grow Australian industry's capability and capacity to support NASA's endeavour to go forward to the Moon and then on to Mars
- grow the participation of Australian companies in domestic and/or international space supply chains that could support Moon to Mars activities
- grow the skills, capabilities and capacity of the Australian space industry.

The intended outcomes of the Moon to Mars Supply Chain Capability Improvement Grants are:

- increased number of Australian companies with domestic and/or international space industry contracts that have the ability to support NASA's Moon to Mars endeavours
- increased skills, experience and employment in the Australian space industry
- increased capabilities, capacities and services in the Australian space industry.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant 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 grant 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 14.

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

3. Grant amount and grant period

The Australian Government has announced a total of \$150 million over 5 years for the Initiative. For this grant opportunity, an estimated \$25.7 million is available between the 2020-21 and 2024-25 financial years.

You may apply at any time up to May 1 2023. Applications are assessed by a committee at least 3 times per year.

We may close the program to applications earlier if funding is exhausted.

3.1. Grants available

The grant amount will be up to 75 per cent of eligible project expenditure (grant percentage), i.e. you must contribute a minimum 25 per cent.

- The minimum grant amount is \$250,000
- The maximum grant amount is \$1 million.

You are responsible for any remaining eligible project expenditure, which we consider your contribution.

Your contribution must be cash.

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

We do not consider in-kind contributions as eligible project expenditure, however you can describe these in your response to assessment criterion three to add strength to your application.

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

3.2. Project period

The maximum project period is 2.5 years.

We may approve an extension provided you complete your project by 30 April 2025.

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 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.

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 clear evidence, for example a letter of intent or contract from your customer, that demonstrates you have a domestic and/or international space supply chain opportunity
- where you can provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding
- where you can provide an accountant declaration that confirms you are a trading corporation and can fund your share of the project costs, including any ineligible expenditure. An accountant declaration template is available on business.gov.au and GrantConnect. If you do not use this template, you must include equivalent information and the declaration in your own document.

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 publicly funded research organisation
- a privately funded research organisation
- 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 project must:

- be aimed at accessing an identified domestic and/or international supply chain opportunity that has the ability to support Moon to Mars activities
- align with priorities in the *Australian Civil Space Strategy 2019-28*
- have at least \$333,334 in eligible expenditure (based on a minimum grant of \$250,000).

Eligible activities must directly contribute to project outcomes and include, but are not limited to:

- buying, leasing, constructing, installing or commissioning capital equipment, including specialist software to enhance cyber security design to required levels
- non-recurring engineering associated with improving or qualifying a product, process or service to reach the standard of a supplier for a domestic and/or international space company
- non-recurring engineering associated with improving or qualifying a product, process or service from an adjacent industry to support the space industry
- building organisational capability or capacity to support engagement in international supply chains
- engineering and commissioning activities
- workforce training and accreditations.

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

Projects must clearly contribute to the development of the Australian space industry and its participation in the domestic and/or international space marketplace. Ineligible projects include:

- research projects without a clear commercialisation pathway
- projects involving technology development starting from technology readiness level (TRL) level 4 or lower
- product development that doesn't directly support meeting a supply chain opportunity.

5.2. Eligible expenditure

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

- For guidance on eligible expenditure, see appendix A.
- For guidance on ineligible expenditure, see appendix B.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

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 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.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

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.

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 project will grow your skills, capability and capacity to participate in domestic and/or international space industry supply chains (40 points)

You should demonstrate this by describing:

- a. the strength of your domestic and/or international supply chain opportunity, including details of your customer and certainty of opportunity (e.g. letter of intent or contract)
- b. how your domestic and/or international supply chain opportunity has the ability to support Moon to Mars activities
- c. how your domestic and/or international supply chain opportunity will support your business to grow now and into the future
- d. how your project will help you meet your domestic and/or international supply chain opportunity
- e. the skills, capability and capacity you will develop.

You must provide strong evidence of your domestic and/or international supply chain opportunity to be successful against this criterion.

6.2. Assessment criterion 2

Your capacity, capability and resources to deliver the project (30 points)

You should demonstrate this by describing:

- a. how you will leverage existing capability, including through current and new partnerships
- b. your track record in managing similar projects, and your access to personnel with relevant skills and experience, including project management and technical staff
- c. your access to any required infrastructure, capital equipment, technology and intellectual property
- d. your project plan, including your plan to:
 - manage the project including scope, implementation methodology and timeframes
 - mitigate delivery risks (including national security risks)
 - secure required regulatory or other approvals.

You must attach a project plan and budget to your application.

6.3. Assessment criterion 3

The impact of grant funding (30 points)

You should demonstrate this by describing:

- a. how your project will build Australian industry ability to support Moon to Mars activities
- b. benefits to the Australian space industry, including the uniqueness of your product, process or service and the extent it provides a competitive advantage to Australia
- c. the broader economic impact of your project, including spill over effects in other areas of the economy and anticipated direct/indirect employment growth
- d. any additional investment the grant will leverage, including quantified direct and in-kind contributions to the project.

7. How to apply

Before applying, you should read and understand these guidelines, the Australian Civil Space Strategy 2019-28 and the sample [grant agreement](#) published on [business.gov.au](#) and GrantConnect.

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, for example a letter of intent or contract from your customer, that demonstrates you have a domestic and/or international space supply chain opportunity
- project plan and budget to support your claims against assessment criterion 2
- accountant declaration (template provided on business.gov.au and [GrantConnect](#))
- 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 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 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.

You may apply at any time up to May 1 2023 or when funds are exhausted. Applications will be assessed by a committee at least three times per year.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	Approximately 75 days
Negotiations and award of grant agreements	4 weeks from grant offer
Earliest start date of the Moon to Mars: Supply Chain Capability Improvement Grants	from date of execution of grant agreement
End date of grant commitment	30 April 2025

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 grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

We will establish a committee comprising Australian Space Agency and departmental representatives to assess applications. The committee may also seek additional advice from independent technical experts.

The committee will meet at least three times per year, and assess your application against the assessment criteria.

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 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 in writing. 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. You can submit a new application for the same (or similar) project. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

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 Supply Chain Capability Improvement 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 Supply Chain Capability Improvement 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 of the Australian Space Agency.

10.2. Moon to Mars Initiative: Supply Chain Capability Improvement 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 will 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*
- 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

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. 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
- 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.

² See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

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.

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. Post project report

12 months after you complete the project, you must submit a post project report.

Post project reports provide an update on the outcomes of your project and allow us to gather information to support evaluation of the program.

12.2.4. 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 grant period
- 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 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 Moon to Mars Initiative 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.

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

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.

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

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

- 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:

Head of Division
AusIndustry – Support for Business
Department of Industry, Science, Energy and Resources

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

GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁶ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁶ <http://www.ombudsman.gov.au/>

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	The Australian Space Agency is a separately branded entity located within the department. The Agency was established to coordinate civil space matters across government and support the growth and transformation of Australia's space industry
Australian Space Industry	Australian organisations that deliver space related products and services, including: <ul style="list-style-type: none"> • Manufacturing and core inputs, • Space operations • Space applications • Enablers: including Regulation and essential service delivery; Infrastructure and capabilities; Research, development and engineering; and Specialised support services
Commissioning	The process of ensuring that all systems and components are designed, installed, tested, operated, and maintained according to the operational requirements.
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.
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 Section 5.
Eligible expenditure guidance	The guidance that is provided at Appendix A.
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.

Term	Definition
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.
Moon to Mars activities	Activities that could support NASA's Moon to Mars endeavours.
Moon to Mars Initiative	The Australian Government Initiative that supports Australian businesses and researchers to join NASA's Moon to Mars endeavours.
NASA's Moon to Mars endeavours	<p>A NASA-lead program of 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>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 <p>access to space.</p>
Non-income-tax-exempt	<ul style="list-style-type: none"> • Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
Non-recurring engineering	One-time cost to research , design and develop a new product or product enhancement
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <ul style="list-style-type: none"> • Information or an opinion about an identified individual, or an individual who is reasonably identifiable: <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and <p>whether the information or opinion is recorded in a material form or not.</p>

Term	Definition
Program Delegate	b. 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) and corporate Commonwealth entities, and State and Territory business enterprises that undertake publicly funded research.
Qualification	A formal proof that the design meets all the requirements of the specification and the parameters agreed.
Space Supply Chain	A domestic or international network between an agency and/or company and its suppliers to produce and distribute a space product or service to the final buyer
Technology Readiness Levels	A type of measurement system used to assess the maturity level of a particular technology. They range from TRL1 (scientific research is beginning) to TRL 9 (mission proven). High TRL maturity would be required to enter commercial supply chains.

Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time, so you should make sure you have the current version from the business.gov.au website before preparing your application.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities
- meet the eligible expenditure guidelines.

A.1 How we verify eligible expenditure

If your application is successful, we will ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

If your grant is greater than \$500,000, at the end of the project you will be required to provide an independent financial audit of all eligible expenditure from the project. We may also request an independent financial audit for other projects, on a case-by-case basis.

A.2 Plant and equipment expenditure

We consider costs of acquiring, or construction of, plant and equipment, as well as any related commissioning costs as eligible expenditure. You must list commissioning costs as a separate item within the project budget in the application form, and on reports of expenditure during project milestones.

We cannot consider any expenditure paid before the project start date as eligible expenditure. Commissioning and installation costs of plant and equipment incurred before the start date is not eligible expenditure even if these costs are paid after the project start date.

You may purchase, lease (finance lease or operating lease under certain conditions) or build plant and equipment. In claiming the purchase price of capital items, you must take out any costs related to financing, including interest. You can claim related freight and installation costs on capital expenditure.

Eligible costs for plant and equipment will normally need to be on your balance sheet.

We will only consider costs for plant and equipment not on your balance sheet under certain circumstances. We will only consider project costs with an operating lease to be eligible if:

- you integrate the plant or equipment into your manufacturing process; and
- you cannot transfer the plant or equipment and the lease period is at least 4 years.

Where you need to pay in instalments to purchase capital items (for example deposits, payment on installation, or payment on commissioning), you can claim the grant amount for the items progressively across multiple progress reports up to the end of the project period. Alternatively, you can choose to claim the full amount in a single report, when you pay for the capital item.

For leased items, you will need to show an executed copy of the lease identifying the capital cost of the item and the lease period. We can pay you the full grant entitlement when:

- you have received the capital item
- you have entered into a formal lease agreement, and
- you make the initial payment.

You may show expenditure on plant and equipment by providing evidence of

- purchase price
- payments (e.g. tax invoices and receipts from suppliers confirming payment)
- commitment to pay for the capital item (e.g. supplier contract, purchase order or executed lease agreement)
- receipt of capital items (e.g. supplier or freight documents)
- associated costs such as freight and installation (e.g. supplier documents)
- the capital item on your premises (e.g. date stamped photographic evidence).

If you claim expenditure for the construction of plant and equipment, we limit this to

- the costs of materials
- direct construction labour salary costs
- contractor costs
- freight and establishment costs.

Evidence for construction expenditure may include purchase orders, invoices, payment documentation, photographic evidence (date stamped) of the capital item in your premises and details of labour costs.

Grant payments for capital items may affect your tax obligations. We recommend that you seek independent professional advice on tax related matters.

A.3 Labour expenditure

Eligible labour expenditure for the grant covers the 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.

We consider costs for technical, but not administrative, project management activities eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is \$175,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

A.4 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30% allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

A.5 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work

- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

A.6 Travel and overseas travel expenditure

Eligible domestic and overseas travel expenditure may include:

- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia
- overseas travel limited to the reasonable cost of accommodation and transportation required in cases where the overseas travel is material to the conduct of the project in Australia.

Eligible air transportation is limited to the economy class fare for each sector travelled. Where non-economy class air transport is used, only the equivalent of an economy fare for that sector is eligible expenditure, and the grantee will require evidence showing what an economy air-fare costs at the time of travel.

We will consider value for money when determining whether the cost of overseas travel expenditure is eligible. This may depend on:

- the proportion of total grant funding that you will spend on overseas travel expenditure
- the proportion of the service providers total fee that will be spent on overseas travel expenditure
- how the overseas travel expenditure is likely to aid the project in meeting the program objectives.

Overseas travel must be at an economy rate and you must demonstrate that you cannot access the service, or an equivalent service in Australia.

A.7 Other eligible expenditure

Other eligible expenditures for the project may include:

- building modifications where you own the modified asset and the modification is required to undertake the project, for example installing a clean room. Modifications to leased buildings may be eligible. You must use the leased building for activities related to your manufacturing process.
- staff training that directly supports the achievement of project outcomes
- payload launch costs

- costs related to testing
- one-off insurance costs related to launch of payloads
- software purchase/lease and licences
- financial auditing of project expenditure
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- contingency costs up to a maximum of 10% of the eligible project costs. Note that we make payments based on actual costs incurred.

Other specific expenditures may be eligible as determined by the Program Delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time, so you should make sure you have the current version from the business.gov.au website before preparing your application.

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:

- research not directly supporting eligible activities
- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to us executing a grant agreement
- any in-kind contributions
- financing costs, including interest
- 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
- recurring or business as usual engineering expenses
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as rental, renovations and utilities
- non-project-related staff training and development costs
- insurance costs other than one-off insurance costs related to launch of payloads (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- maintenance costs
- costs of purchasing, leasing, depreciation of, or development of land
- infrastructure development costs, including development of road, rail, port or fuel delivery networks beyond the manufacturing site
- site preparation activities which are not directly related to, or for, the main purpose of the project
- opportunity costs relating to any production losses due to allocating resources to the agreed grant project
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests.

This list is not exhaustive and applies only to the expenditure of the 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.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.