



Sample application form

Moon to Mars Program Supply Chain Capability Improvement Grants

Version July 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.

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.

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

We need to first identify what type of entity is applying. If you are a trustee applying on behalf of a trust the details are slightly different.

A.1. Trustee and trust details

If you have selected trustee on behalf of a trust we require details of both trust and trustee. A trustee must be incorporated.

Trust details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN) of the trust
- Legal name of the trust
- Business name of the trust

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternative name.

- Date of registration of ABN of the trust
- GST registration status

Trustee details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

Do not enter your trust ABN into the trustee field. You may not have a separate ABN for the trustee in which case you should leave this field blank.

- Australian Company Number (ACN) of the trustee
- Or
- Australian Business Number (ABN) of the trustee (if different to trust)
- Legal name of the trustee
- Charity status of the trustee
- Not for profit status of the trustee

A.2. Other type of entity details

If you are not a trustee / trust entity you will be asked to complete the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Organisation Legal name
- Organisation Business Name

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternate name.

- Date of registration of ABN
- GST registration status
- Charity status
- Not for profit status

A.3. Program selection

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

- Field 1 select Moon to Mars Initiative: Supply Chain Capability Improvement Grants
- Field 2 select Moon to Mars Initiative: Supply Chain Capability Improvement Grants

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

Provides Australian businesses with grants to build capacity to deliver products and services into domestic and/or international space supply chains that could support Moon to Mars activities.

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B. Eligibility

We will ask you the following questions to establish your eligibility for the Moon to Mars Supply Chain Capability Improvement grant opportunity.

Questions marked with an asterisk are mandatory.

- Are you 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.

You must answer yes to proceed to next question

- Do you have an Australian Business Number (ABN)

You must answer yes to proceed to next question

- Are you registered for the Goods and Services Tax (GST)

You must answer yes to proceed to next question

- 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? *

You must answer yes to proceed to next question

- Can provide evidence from your board (or chief executive officer or equivalent if there is no board) that your project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding?*

You must answer yes to proceed to next question

- 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?

You must answer yes to proceed to next question.

C. Applicant address

C.1. Business street address

You must provide your business street address (Australian Head Office).

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. Business postal address

You must provide your business postal address (Australian Head Office).

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](#). 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. Project title and description

Provide a project title.

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

Provide a brief project description.

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

Ensure your project description focuses on your project's key activities and outcomes. Explain what it is you are going to do and how it will benefit your organisation.

E.2. Detailed project description and key activities

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

Provide a detailed description of your project including the project scope and key activities.

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

You must also provide a project plan which you will be asked to attach later in your application.

E.3. Project outcomes

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

Provide a summary of the expected project outcomes.

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

E.4. Project duration

The maximum project period is 2.5 years. Please estimate a start date taking into consideration the time it will take to assess your application and negotiate a grant agreement (at least three months from the date you apply).

You cannot commence your project until a grant agreement is executed. Your project must be completed before 30 April 2025.

- 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. Your project can be no longer than 30 months. We may approve an extension provided you complete your project by 30 April 2025

E.5. 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.

- 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

Please consider the specific deliverables to be provided for each milestone, the success criteria, and how this can be demonstrated.

E.6. 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 not a postal address.

- 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 grant amount for this grant opportunity is \$250,000

The maximum grant amount for this grant opportunity is \$1,000,000

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. Your contribution must be cash.

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

You will also be required to attach a detailed project budget later in the application form

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Plant and Equipment		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Labour and on-costs		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Contracts		\$
		2020/21	\$
		2021/22	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Travel		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Other Eligible Expenditure		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
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.

Where you have project partners or collaborators, their contribution will be recorded later in the application.

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
- Details

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.

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

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

You should demonstrate this by describing:

- 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)
- how your domestic and/or international supply chain opportunity has the ability to support Moon to Mars activities
- how your domestic and/or international supply chain opportunity will support your business to grow now and into the future
- how your project will help you meet your domestic and/or international supply chain opportunity
- 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.

G.2. Your capacity, capability and resources to deliver the project (30 points)

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

You should demonstrate this by describing:

- how you will leverage existing capability, including through current and new partnerships
- your track record in managing similar projects, and your access to personnel with relevant skills and experience, including project management and technical staff
- your access to any required infrastructure, capital equipment, technology and intellectual property
- 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.

G.3. The impact of grant funding (30 points)

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

Assessment criteria as per the guidelines

You should demonstrate this by describing:

- how your project will build Australian industry ability to support Moon to Mars activities
- 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
- the broader economic impact of your project, including spill over effects in other areas of the economy and anticipated direct/indirect employment growth
- any additional investment the grant will leverage, including quantified direct and in-kind contributions to the project.

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H. Project partners/ Collaborators

You must provide details about your project partners/collaborators.

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

You must provide

- 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.

- Trust Documents

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

- Project plan

A plan and description of your project and how it addresses the grant opportunity guidelines

- Project budget

A project budget to forecast and describe eligible expenditure, your cash contribution and any other contributions required to complete the project.

- Evidence of your space supply chain opportunity

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

- Evidence from your board (or chief executive officer or equivalent if there is no board)

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

- Accountant Declaration

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.

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](#)
- program/ 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 Moon to Mars Supply Chain Capability Improvement 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.

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