Australian Government

Department of Industry, Science and Resources

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Sample application form

News Media Relief Program

This document shows the questions included in the online application form for this program. 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.

A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered. If a question is not mandatory it will be clearly marked – Optional.

Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. 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.

You can modify saved responses up until you submit your application.

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 your 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, Google Chrome and Microsoft Edge
- 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.

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

A.1.   Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select – News Media Relief Program
- Field 2 select – News Media Relief Program

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

This grant opportunity will run from 2024-25.

The grant opportunity was announced as part of the News Media Assistance Program, which is an election commitment to support public interest journalism and safeguard media diversity in Australia. Up to $15 million is available for this grant opportunity.

The objectives of the program are:

- support the sustainability of Australian news publishers in the face of significant disruption to the media sector
- support the creation of news content distributed online
- encourage the continued employment of journalists who primarily produce news that is in the Australian public interest
- building and maintaining social cohesion in Australia, including for Cultural and Linguistically Diverse (CALD) communities, First Nations communities and the wider Australian community.

The grant amount is $13,000 per eligible journalist full time equivalent (FTE).

If the journalist is not employed full time with the applicant, the grant amount requested should be based on a pro-rata amount of the FTE.

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 an application at any time over the life of the grant opportunity.

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.

B. Eligibility

We will ask you the following questions to establish your eligibility for the News Media Relief Program grant opportunity.

Questions marked with an asterisk are mandatory.

Select which type of entity your organisation is.

- an entity incorporated in Australia
- a company limited by guarantee
- an incorporated association
- a co-operative
- a partnership
- an incorporated not for profit organisation or registered charity
- an individual.
- none of the above.

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

Do you have an 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

Are you affiliated with a foreign government, political party, union, financial institution, non-government organisation, or policy lobby group where that affiliation would influence or might be seen to influence, the content produced by the applicant?

You must answer no to proceed to next question

Are you an Australian news publisher and the primary purpose of your organisation is to produce core news content? You will need to provide evidence of this later in the form.

Core new content reports, investigates or explains:

a. issues or events that are relevant to engaging Australians in public debate and in informing democratic decision making;

b. or current issues or events of public significance for Australians at a local, regional, or national level.

You must answer yes to proceed to next question.

Are you a foreign controlled Australian entity (section 820-780 of the *Income Tax Assessment Act 1997*)

You must answer no to proceed to next question

Do you provide core news content to an eligible geographic community or an eligible audience? Refer to section 4.1 of the grant opportunity guidelines for details.

You must answer yes to proceed to next question.

Can you provide evidence that each journalist applied for under this program produces core news content?

You must answer yes to proceed to next question.

Can you provide payroll details as evidence for each of the journalists' salaries you are applying for under this program?

You must answer yes to proceed to next section.

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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.   Key contacts

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

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

If this application is successful, the primary contact will also need to nominate an authorised signatory to accept an agreement with the Commonwealth. The primary contact will not be able to accept an agreement unless they invite themselves to be the authorised signatory as well.

- Title
- Given name
- Family name
- Phone number
- Email address
- Relationship to applicant

Authorised signatory

- Title
- Given name
- Family name
- Phone number
- Email address

E. About your organisation

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

E.1. Latest financial year figures

All values must be whole numbers. For example:

6.5 months should be presented as 7 months

$2 million should be presented as $2,000,000.

- Has your organisation existed for a complete financial year?
- If yes, what was the latest complete financial year?
- If no, enter the number of months completed in the financial year to date.

Provide the following figures for the financial year you have entered above.

Values must be that of the entity applying (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

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

- Sales revenue (turnover)

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

- Export revenue

Total revenue from export sales, as reported in your organisation's Business Activity Statement (BAS).

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humankind, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per your organisation's income tax return form.

- Number of employees (headcount)

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

- Number of independent contractors (headcount)

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

E.2. ANZSIC code

Provide the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)) details for your organisation from a drop-down menu:

- your organisation's main revenue earning ANZSIC division.
- your organisation's main revenue earning ANZSIC class.

E.3. Indigenous organisations

Is your organisation Indigenous owned?

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

Is your organisation Indigenous controlled?

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

F. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

F.1. Project title and description

Provide a project title.

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

Provide a brief project description for publication.

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

Ensure your project description focuses on your project's key activities and outcomes. Outline how this will support financial sustainability of your organisation and support and safeguard news coverage in Australia.

F.2. Detailed project description and key activities

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

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

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

F.3. Project outcomes

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

Provide a summary of the expected project outcomes.

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

F.4. Project duration

Your project must be completed within 6 months after entering into your grant agreement.

The start and end dates you enter here will drive the visible financial years in the project budget on the next page.

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

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

F.5.   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. Provide your primary business address however if you do not have a business address you will need to nominate an address.

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

▪ Project site address

▪ Estimated percentage of project value expected to be undertaken at site (for this grant this is 100%)

F.6.   Project details

Eligible audience or geographic community

Select which eligible audience or geographic community you provide core news content to.

You must apply for one type of audience or community.

Eligible audiences:

- First nations audiences
- CALD audiences

Eligible geographic communities

- A regional community
- A local suburban community.

(This section only applies to applicants under Eligible geographic communities)

Please refer to the guidelines for eligibility requirements.

If you are applying as a geographic community, use the mapping tool to identify if your geographic community is eligible. Follow the following steps:

1. Click on the national map (link).
2. When it is loaded (this can take a few minutes) close the 'get started' message, you'll see that the map is loaded with 2021 LGA and Remoteness data.
3. Search a location (address, suburb or locality) in the top left search bar, and select it from the drop down list that appears,
4. You will be zoomed into the chosen location
5. Click on the map at the location highlighted and this will identify the LGA and Remoteness data.

List each of the suburb/s and or regional community/ies your publication services and the state or territory in which they are located. Refer to glossary for definitions.

Number of journalists and newsrooms

Provide the number of journalists and newsrooms. For each journalist applied for under this program provide the name and FTE. (Provide the figure to two decimal points). You will be asked

to provide payroll evidence to support each journalist applied for under this program later in the application.

How many journalists' salaries are you applying for under this program?

Journalist 1 – name - FTE

Journalist 2 – name – FTE (repeating as required)

Do you support any news rooms?

If yes, how many?

Newsroom 1 – street address

Newsroom 2 – street address (repeating as required)

F.7.   Disclosure of financial penalties

Have any of your board members, management or persons of authority been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, state, or territory court or a Commonwealth, state, or territory entity?

If yes, provide details of the penalty.

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

G.   Project budget

Provide a summary of your eligible project expenditure over the life of the project.

> - Registered for GST - enter amounts exclusive of GST.
>
> - Not registered for GST - enter amounts inclusive of GST.

The financial years below are derived from the project start and end dates you entered on the previous page. If incorrect, you must ensure all amounts below are zero before going back to the previous page to update your project duration.

The maximum grant amount under this grant opportunity is $13,000 per eligible journalist full time equivalent (FTE).

If the journalist is not employed full time with the applicant, the grant amount requested should be based on a pro-rata amount of the FTE.

Enter the total amount you are applying for under this application.

G.1.   Eligible expenditure

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Journalist salary/ies		$
		2024/25	$
Total			

G.2.   Grant amount sought

Enter the grant amount sought. We will add GST to this where applicable.

H.   Bank account details

H.1.   Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

H.2.   Account details

All payments are in AU$ and must be made into an account with an Australian financial institution.

Account name

BSB

Account number

H.3.   Payment contact

We will send the payment remittance advice to this person. All other notifications are sent to the primary contact whose details you provide on the last page of this application.

Given name

Family name

Email address

Phone number

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.

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

If yes, describe how you anticipate managing this conflict.

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

I.2. Additional information

The total of all attachments cannot exceed 20 MB. Filenames should only include letters or numbers and should be fewer than 40 characters.

You should attach additional supporting documentation here. You should only attach documents that we have requested.

Individual files must be smaller than 2.0MB, and be one of the following types: doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

Payroll advice

You must attach payroll advice should clearly demonstrate the number of FTE journalists you are applying for under this program. Provide additional explanatory commentary as required.

Primary purpose evidence

You must attach evidence that your primary purpose is creating core news content for your chosen audience, including a link to your internet-based distribution site.

One example of core news content per journalist

You must attachment or provide a link to one (1) article, interview, etc produced by each of the journalist/s who is part of the application. Ensure it is clearly identifiable who the journalist is that produced the content. News content must have been created in the previous 3 months.

I.3. Program feedback

Your responses help us improve the design and delivery of programs. They will not affect the assessment or outcome of this application.

How did you hear about the grant opportunity?

You must select from a drop-down menu.

Did you read the grant opportunity guidelines?

You must select from a drop-down menu.

How useful were the guidelines in completing your application?

You must select from a drop-down menu.

We welcome any additional feedback on the guidelines.

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

How satisfied were you with the process of applying for this grant?

You must select from a drop-down menu.

We welcome any additional feedback on the application process

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

J.   Declaration

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

J.1.   Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

- Australian Government Data and Digital Strategy
- Commonwealth Grants Rules and Principles
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may 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.

J.2.   Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the National Redress Scheme list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the Workplace Gender Equality Agency as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current Australian Government sanctions.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth)*.*

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

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

I 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 acknowledge that this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by providing a letter of agreement with annexed Grant Terms and Conditions a copy of which is available on business.gov.au. On provision of this letter of agreement, a legally binding agreement will be in effect comprising:

▪ this application
▪ the grant opportunity guidelines in place at the time I submitted the application form
▪ the letter and annexed Grant Terms and Conditions.

I declare that I am authorised to enter into an agreement with the Commonwealth on behalf of the applicant.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true.