Australian Government

Department of Industry, Science and Resources

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

Sample application form

Regional Airports Program – Round 4

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.

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

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)
  or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

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 - Regional Airports Program – Round 4
- Field 2 select - Regional Airports Program – Round 4

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

The Regional Airports Program (the program) was announced as part of the 2019-20 budget running from 2019-20 to 2024-25.

The Program was provided additional funding as part of the 2024-25 Budget and will run over three years from 2024-25 to 2026-27. It is intended to run two grant rounds.

Up to $25 million is available for this grant opportunity.

The objective of the program is to improve the safety and accessibility of airports or aerodromes in regional areas of Australia by assisting airport or aerodrome owners/operators to undertake essential works, promoting aviation safety, access for regional communities, climate resilience and assist air services transition to net zero emissions.

The maximum grant amount is $7.5 million, and the minimum is $20,000.

You should read the grant opportunity guidelines and sample grant agreement before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEDT on 18 November 2024. Please take account of time zone differences when submitting your application.

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

B. Eligibility

We will ask you the following questions to establish your eligibility for the Regional Airports Program – Round 4 grant opportunity.

Questions marked with an asterisk are mandatory.

Select which type of entity your organisation is.

- an entity incorporated in Australia
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- an incorporated trustee on behalf of a trust
- an Australian local government agency or body as per the guidelines
- an Australian state/territory Government agency or body
- a corporate Commonwealth entity
- none of the above

State agencies or other eligible entities may apply on behalf of aerodrome owners/operators. In such cases, the state agency or other eligible entity will be the lead applicant in a joint application and will be wholly responsible for the project, including administering, reporting and acquitting all project expenditure. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth.

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

Are you the owner and/or operator of an existing aerodrome or airport in a regional area in Australia?

- Yes
- No

You must answer yes/no to proceed to next question.

Are you applying on behalf of an owner and/or operator of an existing aerodrome in an Inner Regional or Outer Regional area in Australia?

- Yes
- No

You must answer yes/no to proceed to next question.

Is your aerodrome identified as Inner Regional or Outer Regional as defined by the [2021 Australian Statistical Geographic Standard (ASGS) Remoteness Area](#) (check your aerodrome location is Inner Regional or Outer Regional using [nationalmap.gov.au](#)).

- Yes
- No

You must answer yes to proceed to next question.

Was your aerodrome or airport's passenger throughput below 250,000 passengers (from all flight types) in 2019.

- Yes
- No

You must answer yes to proceed to next question.

Can you provide evidence from your board or Council (or chief executive officer or equivalent if there is no board) that the project is supported by the applicant organisation, and that the organisation is willing to accept responsibility to complete the project and meet the costs of the project not covered by grant funding.

- Yes
- No

See sample letter template on business.gov.au.

You must answer yes to proceed to next question.

C. Applicant address

C.1. Applicant street address

You must provide your street address.

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address.

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

D. 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
- Position title
- Email address
- Phone number
- Mobile number
- Primary 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 what it is you are going to do and how it will benefit your community. An example of a brief project description is: 'Grant funds will be used to upgrade the airstrip power supply and fuse box and purchase a new Pilot Activated Lighting system and LED battery operated backup emergency lighting. 'The project will enhance pilot and passenger safety and access to the airstrip for essential services including aero-medical evacuations and other emergency services.'

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.

For example include the type and quantity of materials needed for your project; the height and length of fencing; the number of LED lights; the width and length of the runway extension or re-sheeting/re-sealing area

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

You must also provide a project plan which you should attach later in your application. Refer to the grant opportunity guidelines for the requirements of the project plan.

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

The start and end dates you enter here will drive the visible financial years in the project budget on the next page. If you are successful, we expect that your project will commence no earlier than

March 2025. The project end date can be no later than 30 April 2027. The maximum project duration is up to 24 months.

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 milestones

Provide details on the project milestones including the key activities occurring at each milestone.

The milestone start and end dates must be within the project start and end dates. You can add up to 8 milestones

Examples of milestone titles and descriptions

Milestone Title: Project planning   Description: Site survey, design specifications

Milestone Title: RFT   Description: Request for quotation/tender process

Milestone Title: Resealing   Description: Start and complete resealing activity

- 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

F.6.   Project location

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

Project location site details

Use the following steps to source details for fields below.

1.   Click on the National Map (this has Electoral Divisions and Remoteness Area already filtered)[1]
2.   Once loaded (can take a few minutes) click on "Search for locations"
3.   Find your airstrip (either using the longitude and latitude, or name of your airstrip, or the location, or official place name or address)
4.   Click on the airstrip
5.   Click on Share/Print icon and copy and paste URL to relevant field below

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nationalmap.gov.au

6. view Feature information (longitude, latitude, remoteness classification) and right click, select "copy" and paste details into relevant fields below.

- Airport/Aerodrome Name and URL from National Map website
- Project site address latitude
- Project site address longitude
- Is your project site Inner Regional or Outer Regional?
- Project electorate
- State
- What is the nearest town (inc. postcode) or service centre to the aerodrome?
- What is the runway length (metres)?
- What is the runway surface?
- What is the aerodrome category?

G.   Project partners

Provide details about all project partners.

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

You must provide:

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached. Letter to include details of project partner contributions as detailed in section 7.2 of the Guidelines.

H. 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 following table should not include any in-kind costs.

Are you and a third party contributing?

- *If no the grant amount will be up to 50 per cent of eligible project costs (grant percentage)*

- *If yes the grant amount for may be reduced to a third of eligible project costs.*

You will also be required to attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.

H.1. Eligible expenditure

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Contractor costs		$
		2024/25	$
		2025/26	$
		2026/27	$
	Employee costs		$
		2024/25	$
		2025/26	$
		2026/27	$
	Aviation-safety related staff training		$
		2024/25	$
		2025/26	$
		2026/27	$
	Capital expenditure		$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2024/25	$
		2025/26	$
		2026/27	$
	Materials		$
		2024/25	$
		2025/26	$
		2026/27	$
	Tender design and process costs (maximum of 5% of eligible project cost)		$
		2024/25	$
		2025/26	$
		2026/27	$
	Contingency costs (maximum of 10% of eligible project cost)		$
		2024/25	$
		2025/26	$
		2026/27	$
	Independent audit (maximum 1% of eligible project expenditure or $5,000)		$
		2024/25	$
		2025/26	$
		2026/27	$
	Other expenditure		$
		2024/25	$
		2025/26	$
		2026/27	$
Total			

Provide details of 'Other eligible expenditure.'

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

H.2.   Source of funding

In this section you must provide details of how you will fund the project.

The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:

- *grant amount sought*
- *your contribution*
- *other contributions as allowed in the grant opportunity guidelines*

H.3.   Grant amount sought

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

The minimum grant amount under this grant opportunity is $20,000,

The maximum grant amount under this grant opportunity is $7.5 million.

H.4.   Contributions

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

- Name of contributor
- Type of contribution

Contributors are divided into the following types

> *Your contribution*
> *Other non-Commonwealth government grants*
> *Other non-government contribution*

- Type of contribution

Contributions are divided into the following types

An in-kind contribution is a non-cash contribution of goods or a service. For example volunteer/unpaid labour contributions, loan of heavy plant and or equipment that has not been invoiced/paid for, donation of materials or donation of services.

In-kind values may be included in the total project value but they do not represent eligible expenditure and cannot replace any part of the grantee's agreed cash contribution (where applicable). Grant funds cannot be used to recover in-kind costs.

> *Cash*
> *In-kind*

- Value of contribution
- Due date of contribution
- Description

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

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

I. 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.

I.1. Assessment criterion 1 (50 points)

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

Demonstrated need for your project

You should demonstrate this by explaining:

- the extent of need to improve general access, all weather access and/or safety of the airstrip to facilitate delivery of essential services to the community and/or the extent to which the project will support air services transition to net zero (where applicable, attach evidence to support your application, including airstrip inspection or engineering reports)
- the extent to which upgrades are required to support the operation of aeromedical flights, aerial firefighting services and/or other essential air services to the community
- the extent to which the project is time critical and the extent to which it cannot proceed without grant funding

I.2. Assessment criterion 2 (25 points)

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

Capacity, capability and resources to deliver the project

You should demonstrate this by explaining:

- your track record managing similar projects
- your plan to manage the project including addressing scope, implementation plan, procurement and works, timeframes, budget and risk management (including work health and safety)
- your strategy to maintain the project outcomes beyond the term of the grant funding.

I.3. Assessment criterion 3 (25 points)

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

Impact/benefit of grant funding on your project

You should demonstrate this by explaining:

- the benefits to be provided to the communities serviced by the aerodrome and nation more broadly including alignment with broader Government priorities such as improved climate resilience, First Nations priorities, air services transition to net zero and provision of essential services for which the community relies upon the airport for such as employment, health access, emergency medical and other services

- total investment the grant will leverage (including the level of State/Territory Government co-funding you expect to receive for the project).

J.   Bank account details

J.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.

J.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

J.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

K. Application finalisation

You must answer the following questions and add any supporting documentation required.

K.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.

K.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.

A project plan

You must attach a project plan outlining all the project activities including a timetable to support your claims against assessment criterion 2 of the guidelines

A project budget

You must attach a project budget itemising expenditure for the project by financial year

Evidence of support from the Council, board, CEO or equivalent

Evidence of support from the Council, 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)

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.

Supporting documentation for projects supporting transition to net zero (where applicable)

Where applicable attach supporting documentation on the proposal covering for example, the status of any regulatory approvals required, proposed timing, demand and users, frequency of use, safety and any other relevant matters.

Airstrip inspection or engineering reports

Attach airstrip inspection or engineering reports.

Quotes

Attach quotes. Quotes should be attached where available and must be dated within the last 6 months from application closing date.

Photos of the issue to be addressed

Attach photos of the issue to be addressed.

Airport financial management framework

For applications seeking over $4 million in funding you should attach an airport financial management framework, evidence of co-funding, quotes/cost breakdown, written support from the State or Territory Government's relevant transport department for your proposal and use of a project manager.

K.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.

L. Declaration

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

L.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.

L.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 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