Australian Government

Department of Industry, Science and Resources

Sample application form

Resources Methane Abatement Fund

Version July 2023

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

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.

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 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, 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 – Resources Methane Abatement Fund
- Field 2 select – Resources Methane Abatement Fund

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

This grant opportunity will run over 2 years from 2023-24 to 2024-25.

The Resources Methane Abatement Fund supports the Australian Government's legislated emissions reductions targets and commitments to the Global Methane Pledge. This program provides support for research organisations to undertake development, prototype verification and validation, and demonstration level projects.

Up to $8.5 million is available for this grant opportunity.

The maximum grant amount is $5 million and the minimum is $1 million.

The objectives of the program are to:

- accelerate the development of methane abatement technologies, reduce costs and accelerate deployment of abatement technologies
- reduce Australia's methane emissions consistent with the Australian Government's emissions reduction and net zero targets

- complement the Safeguard Mechanism reforms and support the Government's ambitions under the Global Methane Pledge.

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

You may submit your application at any time up until 5.00pm AEST on Wednesday 16 August 2023. Please take account of time zone differences when submitting your application.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Resources Methane Abatement Fund grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is. *
    - a publicly funded research organisation (PFRO) as defined in section 14 of the guidelines
    - a university
    - a non-profit research organisation
    - none of the above

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

- Are at least 50 per cent of your project activities undertaken in Australia?

You must answer yes to proceed to next question.

- Can you provide evidence of support from your board, CEO or equivalent. Where the CEO or equivalent submits the application, we will accept this as evidence of support.

    Template provided on business.gov.au and GrantConnect.

You must answer yes to proceed to next question

- Can you provide all mandatory attachments (refer to 7.1 of the Guidelines) including a project plan and a project budget?

You must answer yes to proceed to next question

- Does your project address reducing methane emissions in either the coal or gas sectors?

You must answer yes to proceed to next question

- Does the new and/or repurposed technology within your project currently have a technology readiness level of between 3 and 7?

You must answer yes to proceed to next question

- Is your project aimed at demonstrating the abatement potential of your new and/or repurposed technology with a technology readiness level of between 3 and 7? *

You must answer yes to proceed to next question

- Does your project have at least $1 million in eligible expenditure?

You must answer yes to proceed to next section.

Are you applying with an industry partner? *If yes, you must provide information about your partner's cash contribution later in the application. You may apply for a grant of up to 50% of eligible expenditure*

If no, you may apply for a grant of up to 100% of eligible expenditure.

If yes, Does your industry partner have an ABN?

Your industry partner must have an ABN

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.   About your 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.

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

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

D.2.   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).

D.3. 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.

E. Project information

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

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

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

E.1. 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. Outline what it is you are going to do and how your project will reduce methane emissions in the coal and gas sectors as identified in the Resources Methane Abatement Fund guidelines.

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 should attach later in your application. Refer to the grant opportunity guidelines for the requirements of the project plan.

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. Measurable Project Targets

- The Resources Methane Abatement Fund is available for technology currently at Technology Readiness Level (TRL) 3-7 in the Australian environment. Please select your current level of your project:
- Select the expected TRL of your project following the completion of the Resources Methane Abatement Fund program (the program).

- Provide an estimate of the annual reduction in methane emissions achievable by your technology once available for commercial use.
  - *Emissions should be measured as tonnes of CO2 equivalent per year (t CO2-e) using a 100 year Global Warming potential of 28.*

E.5. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

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

Your project can be no longer than 19 months. You must complete your project by 30 April 25.

E.6. Project milestones

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

The milestone start and end dates must be between the project start and end dates.

- 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
- Expenditure estimate for each milestone

E.7. Project location

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

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

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

E.8. 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.

E.9.   Foreign affiliations

Does your project receive any funding or non-financial support from a foreign source?

If yes, provide details of the foreign financial support.

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

Do any entities or key personnel involved with the project receive financial support or benefits from a foreign source?

If yes, provide details of the arrangement.

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

Do any entities or key personnel involved with the project have any current or former association with a foreign talent program?

If yes, provide details of the foreign talent program.

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

Do any entities or key personnel involved with the project have any ties to a foreign government, military or state-owned enterprise?

If yes, provide details of the affiliations or associations.

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

E.10. National security plan

Does your organisation have a plan or framework in place to manage any potential security risks associated with the project and your organisation more broadly?

This includes protecting your organisation from potential national security risks including cyber security threats and the secure handling of data. We may ask for a copy of your plan or framework at a later stage.

F. Project budget

F.1. Project budget summary

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

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 eligible project expenditure for this grant opportunity is $1 million.

Labour on costs cannot exceed 30 per cent of total labour costs

Travel and overseas costs cannot exceed 10 per cent of total eligible expenditure

Independent audited *costs cannot exceed 1 per cent of total eligible expenditure*

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.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Plant and equipment		$
		2023/24	$
		2024/25	$
	Labour		$
		2023/24	$
		2024/25	$
	Labour on-costs		$
		2023/24	$
		2024/25	$
	Contract		$
		2023/24	$
		2024/25	$
	Domestic travel		$
		2023/24	$
		2024/25	$
	Overseas travel		
		2023/24	$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2024/25	$
	Other eligible expenditure		$
		2023/24	$
		2024/25	$
		20xx/xx	$
	Independent audit report		$
		2023/24	$
		2024/25	$
		20xx/xx	$
Total			

Other expenditure.	Multi line text/ 1000 characters	n/a	Your response is limited to 1000 characters including spaces and does not support formatting.

F.2.   Sources 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*

F.3.   Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

The minimum grant amount under this grant opportunity is $1 million. The maximum grant amount under this grant opportunity is $5 million.

F.4.   Contributions

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

- o *Your contribution*
- o *Other non-Commonwealth government grants (State, territory and local government grants)*
- o *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

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

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

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.

G.1. Assessment criterion 1 (50 points)

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

How your technology will deliver methane emission reductions.

You must describe the activity and provide information that demonstrates how your technology will deliver methane emissions reductions in the coal or gas sectors and accelerate commercial uptake of emission reduction technologies by describing:

a. how your project will develop, demonstrate, commercialise and/or deploy a technology to reduce methane emissions and in which industry sectors it can be applied. Projects with a focus on the priority technologies as listed at 2.1 of the guidelines will be viewed favourably during assessment

b. details about how your project will improve each of the following, including any assumptions and evidence supporting your claims:

    i. the anticipated TRL of your technology at project completion

    ii. an estimate of the methane abatement potential of your technology (tonnes of carbon dioxide equivalent (t CO_2-e) per year using a 100-year Global Warming Potential of 28)

    iii. the anticipated percentage improvement in methane abatement potential compared to current best-practice technologies

    iv. the estimated cost per tonne of methane abated ($AUD per t CO_2-e) that could be achieved by the end of your project and/or once the technology is scaled-up

    v. the estimated reduction in marginal abatement cost for this technology as a result of your project

    vi. the estimated timeframe for scaling up your technology to be commercial/operational

c. how your project will overcome specific barriers that currently prevent the implementation of methane abatement technologies in the sector

d. the commercial viability of the technology now and/or in the future, addressing cost effectiveness for industry

e. if your technology complements, builds on or utilises existing research, provide outcomes of that research and any risks or sensitivities identified

G.2. Assessment criterion 2 (30 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 describing:

a. you and your project partners' track record managing similar projects and your plan specific to this project to utilise and manage personnel with the right skills and experience, including strong governance, management and technical expertise

b. your access, or future access to, any infrastructure, finance, capital equipment, technology and intellectual property required to deliver the project. Where project activities are undertaken overseas, specify the access issues and constraints in Australia which made this necessary

c. your project plan which includes, but is not limited to:

   i. scope, implementation methodology and timeframes (your application must justify the appropriateness of proposed validation and/or demonstration trial sizes in relation to the operational environment)

   ii. a safety assessment and management plan for any practical works

   iii. a project risk assessment and risk management plan

   iv. your plan to achieve regulatory approvals, including, but not limited to, planning, development and environmental approvals. You may wish to include details of all completed due diligence including, technical, legal, market, tax, and financial for your project regarding to your project's stage of development.

d. your strategy to support First Nations' researchers involvement in technology development.

You must also attach your project plan and project budget to support your response later in the application.

G.3.   Assessment criterion 3 (20 points)

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

Impact of grant funding.

You should demonstrate this by describing:

a. how you will ensure accessibility of the research to the coal and gas sectors in Australia

b. the extent of collaboration your project will achieve, domestically and internationally with research and industry organisations

c. the amount of co-contributions from your entity, other levels of government or project partners and explain how this benefits your project

d. how the grant will impact your project scope including the likelihood your project would not proceed without the grant and how the grant will help your project to overcome specific barriers that currently prevent the implementation of methane abatement technologies in the sector

H.   Project partners

You must provide details about your 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 partner contributions.

I.   Bank account details

I.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.

I.2.   Account details

Account name

BSB

Account number

I.3.   Payment contact

Given name

Family name

Email address

Phone number

J. Application finalisation

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

J.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.

J.2. Additional information

You must attach the following supporting documentation. You should only attach documents we have requested.

The total of all attachments cannot exceed 20 MB.

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

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

- Project plan *

You must attach a detailed project plan including all items listed at section 6.2 of the guidelines, and a list of all key management and technical staff, including their relevant experience and details of any contractors that you have or intend to engage as part of the project.

- Project budget *

You must attach a detailed project budget split over financial years, accounting for contributions, which identifies sources of funding (private sector, State, etc.) and provides an explanation of the basis upon which the cost assumptions were made. It should also include a breakdown of the costs that sit under each head of expenditure and how these have been determined.

Evidence to support Assessment Criteria 1.b

You must provide further information to support your response to assessment criteria 1.b (maximum 1 page).

- Funding strategy *

You must attach evidence of your funding strategy which may include financial statements, loan agreements and/or cash flow documents.

- Board support *

You must provide evidence of support from the board, or chief executive officer (CEO) or equivalent that your project is supported and that you can complete the project and meet the costs of the project not covered by grant funding (template provided on business.gov.au.au and GrantConnect).

- 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.

- Aboriginal and Torres Strait Islander Engagement (you may wish to refer to the National Indigenous Australians Agency)

Provide a copy of your Reconciliation Action Plan (RAP) and / or Aboriginal and Torres Strait Islander Employment Plan (where applicable)

J.3.   Program feedback

How did you hear about the grant opportunity? *

You may select from a drop-down menu.

Did you read the grant opportunity guidelines?

You may 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 a grant?

You may 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.

K.   Primary contact

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.

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

L. Application 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 Public Data Policy Statement
- Commonwealth Grants Rules and Guidelines
- grant opportunity guidelines
- applicable Australian laws.

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

a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants

b. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

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

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

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

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.