



Australian Government

Department of Industry, Science and Resources

**Department of Climate Change, Energy,
the Environment and Water**

Sample application form

Regional Hydrogen Hubs Program- Townsville Region Grant Opportunity– Stage Two – Application

Version January 2023

This document shows the questions included in the online application form for this Regional Hydrogen Hubs Program – Townsville Region Grant opportunity – Stage Two Application. 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.

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 your ABN ready.

A.1. Program selection

You have been invited to apply to the Regional Hydrogen Hubs Program – Townsville Region Stage Two - Application

- Field 1 select - Regional Hydrogen Hubs Program – Townsville Region Stage Two - Application
Field 2 select - Regional Hydrogen Hubs Program – Townsville Region Stage Two - Application

When you selected the apply hyperlink the page will populate your organisation details and the program you have been invited to apply to.

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 will be notified if your EOI has been shortlisted and be invited to apply to submit a full application. You will also be given feedback on your EOI supporting evidence / documentation.

You may submit your application at any time up until 5.00pm AEST on Thursday 31 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 Regional Hydrogen Hubs Program – Townsville Region Stage Two Application grant opportunity.

Questions marked with an asterisk are mandatory.

Have you been invited to submit a Stage Two application? *

Yes or No

If yes

You can proceed to the next section.

Sample

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.

Sample

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.

Sample

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 how you intend to establish a green hydrogen hub and how it will improve/ impact the clean energy market.

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. Project duration

We estimate your project start date will be around October 2023

Your project must be completed by 30 March 2027

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

E.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 between the project start and end dates. You can add up to 10 milestones.

- 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

E.6. Project location

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

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

- Project site address

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

Your project must be delivered in the Townsville region in northern Queensland.

E.7. 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.8. 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.

Sample

F. Project budget

F.1. Project budget summary

Provide a summary of your 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 project expenditure for this grant opportunity is \$60 million.

The grant amount will be up to 50 per cent of eligible project expenditure (grant percentage).

- *The minimum grant amount is \$30 million.*
- *The maximum grant amount is \$70 million.*

You are responsible for the remaining 50 per cent of eligible project expenditure and any ineligible expenditure, which we consider your contribution.

Your contribution must be cash.

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			\$
	Labour		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Labour on costs (up to 30%)		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Contract expenditure		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2026/27	\$
	Equipment		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Materials		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Planning, environmental or other regulatory approvals costs		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Contingency costs (up to 10 per cent of eligible expenditure)		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Audit costs (up to 1 per cent of eligible expenditure)		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Travel and overseas expenditure		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Other eligible expenditure		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
Total			\$

F.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*

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 \$30 million. The maximum grant amount under this grant opportunity is \$70 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

- *Your contribution*

- *Other Commonwealth government grants*
- *Other non-Commonwealth government grants*
- *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

You are responsible for the remaining 50 per cent of eligible project expenditure and any ineligible expenditure, which we consider your contribution.

Your contribution must be cash.

You may use funding from other Commonwealth, State, Territory or local government grants to fund the project expenditure not covered by this program. However, no more than 50 per cent of your total eligible project expenditure can be funded from Commonwealth government grants.

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

Sample

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 (25 points)

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

Project alignment with policy intent - The extent that your proposed project will facilitate the development of a regional industrial hub and accelerate the creation of an export and/or domestic green hydrogen industry (25 Points)

You should demonstrate this by identifying

- a. the commercial potential of your hydrogen hub including the potential volume of domestic and international hydrogen it will supply, the sectors impacted and/or demand your project may create
- b. how your project will create, leverage and advance domestic and/or export demand linkages, supply chains and international partnerships and/or offtake arrangements
- c. how well your project connects with and supports existing Australian industry both in the region and more broadly, while providing a clear pathway, in the short and medium term, to:
 - produce green hydrogen
 - lower the production costs of hydrogen, and/or
 - transform existing industrial processes to use green hydrogen in the Townsville region.

G.2. Assessment criterion 2 (25 points)

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

The extent that your project will utilise and support existing industrial capacity and infrastructure to build an ongoing Australian green hydrogen capability (25 points)

You should demonstrate this by identifying:

- a. how the consortia will support the development of a hydrogen hub through leveraging existing infrastructure and/or the development of common user infrastructure
- b. how your project will leverage and support co-located Australian industry in the Townsville region
- c. your proposed strategy to source water as an input, including the type of water
- d. your proposed strategy for knowledge sharing with the emerging Australian hydrogen industry including learnings and understanding of future export supply chains

- e. how your proposed project will address workforce capability gaps and contribute to sector-wide workforce development strategies and build on the existing Townsville region's workforce's capability
- f. the green hydrogen production method you will use
- g. how your proposed hub complements and builds on other activity intended to grow the Australian green hydrogen industry
- h. economic impacts of your hub, including the extent that your project will generate jobs and investment in regional Australia.

G.3. Assessment criterion 3 (25 points)

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

Your capacity, capability and resources to establish a hydrogen hub

You should demonstrate this by describing:

- a. how your consortium is suited to deliver this hub project
- b. the track record of your consortium, or individual organisations within the consortium, in developing major projects and leveraging additional investment (from both within Australia and overseas). Also, your access to personnel with relevant skills and experience, including project management and technical expertise
- c. your access to required finance, infrastructure, capital equipment, technology and intellectual property
- d. your project plan, including your plan to:
 - manage the project including scope, governance, implementation methodology and timeframes
 - mitigate delivery risks (including safety, commercial and environmental risks)
 - secure required regulatory or other approvals.
- e. how you will leverage existing capability, including the strength of your partnerships and engagement within the proposed hub
- f. your existing and proposed linkages with research organisations and other businesses, including current research or pilot activities
- g. the level of support your project has from the relevant state/territory government, and/or local level of government.

G.4. Assessment criterion 4 (25 points)

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

The Impact of grant funding (25 points)

You should demonstrate this by describing:

- a. the need for grant funding and why grant funding is required to progress the project including how the funding will enhance the commercial viability of the existing and the future Australian green hydrogen industry and support Australian industry more broadly

- b. additional investment that will be leveraged by your consortium to establish your hub
- c. the broader social and environmental impacts of your hub including your strategy to manage waste by-product and consideration of water sustainability
- d. community support for your hub within local and regional communities, including First Nations communities.

G.5. Detailed project plan

Your responses to the assessment criteria for your EOI – Stage 1 and the application - Stage 2 must be supported by a project plan that includes:

- scope definition, governance, implementation methodology
- project governance
- project funding arrangements, including funding from the consortium
- financial model
- proposed locations and land access arrangements
- water access including consumption, quality and any required approvals
- appropriate risk management plan and strategies such as risks to the project's viability, national security risks, safety risks, environmental risks, water access, and your capacity to secure required regulatory or other approvals
- consortium arrangements relevant to the activity, including members of those consortia and their respective roles and contributions to the activity and funding commitment as relevant.
- offtake arrangements
- approach to the management of supply chain constraints and other impediments to project development.

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.

Sample

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 or you have referred to in your application.

The total of all attachments cannot exceed 20 MB.

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.

- **Project plan ***

A detailed project plan, see Section 6.7 for an outline of what to include.

- **Project budget ***

An itemised project budget outlining expenditure over financial years.

- **Evidence of support for your Board ***

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

- **Financial model ***

You must include your project financial modelling.

- **Funding Strategy ***

Evidence of funding strategy to meet co-funding requirements and funding of non-eligible expenditure necessary for the whole project, e.g. financial statements, loan agreements, cash flow documents, letter from contributor/s or investor/s confirming funding amount.

- **Knowledge Sharing Plan ***

Outlining proposed strategy for knowledge sharing with the emerging Australian hydrogen industry including learnings and understanding of future export supply chains. Including objectives and your stakeholders and audience.

- **Additional information or evidence based on feedback from the Committee (where applicable).**

Attach any additional supporting information or evidence to support your application.

- 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.

- Pre-feasibility or feasibility studies (where applicable)

Your project feasibility analysis undertaken on the project.

Project partner letter of support can be attached in Section H

J.3. Program feedback

How did you hear about the grant opportunity? *

You may select from a drop-down menu.

If other, provide details.

Did you read the grant opportunity guidelines?

You may select from a drop-down menu.

Dropdown Box

- Before starting your application
- During your application
- Before and during your application
- Not at all

If you would like to provide comments, include them below.

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 may select from a drop-down menu.

Dropdown Box

- Highly satisfied
- Satisfied
- Neutral
- Dissatisfied
- Highly Dissatisfied

We welcome any additional feedback on the application process.

If you would like to provide comments, include them below.

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. We consider them our primary contact point for all aspects of this application. We will send all email correspondence to this person. If these details change, you must inform us as soon as possible so automated emails can be redirected. The details include

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

Sample

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.