



Australian Government

Department of Industry, Science and Resources

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

## Business Grants Hub

### Sample application form

# Regional and Remote Airport Support Program

This document shows the questions included in the online application form for this program. It will help you prepare your responses and the mandatory attachments you need before you apply online.

## Instructions

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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.

### 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

### Selecting a program

On the following page you must enter your details and then select the program you are applying for.

### Are you eligible to apply?

Before you start your application, you must answer some questions to self-assess whether you are eligible to apply.

### Completing your application

The application consists of separate pages, shown in a 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

Once you start your application, 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. A tick indicates a validated page.

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

## Participants

Once you start your application, you may invite others to assist, via the application summary page. To do this:

- select the Application summary link at the top of the page
- select the Participants button
- enter the details.

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An email will be sent to the participant inviting them to access the application.

## **Saving with multiple participants**

If more than one participant is working on your application at the same time you cannot save simultaneously. You should coordinate your entries to prevent losing your work.

## **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.

## **Getting help**

If you require further assistance completing your application, [contact us](#) by email or web chat or on 13 28 46.

## A. Program selection

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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

Where applicable, international organisations will need to provide

- country of registration
- registration number

### 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 and Remote Airport Support Program
- Field 2 select – Regional and Remote Airport Support Program

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

This grant opportunity will run over one year 2025-26.

Up to \$5 million is available for this grant opportunity.

The objective of the program is to provide debt relief to eligible local governments and other operators of regional and remote airports that have been disadvantaged by the Rex Airlines regional business entering voluntary administration.

Grant relief payments to grantees will be determined based on a formula that calculates these payments against the total unsecured debt owed to the grantee. For more information see section 3.1 of the grant opportunity guidelines.

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You should read the [grant opportunity guidelines](#) 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 the day applications close for submissions. 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.*

*If more than one participant is working on your application at the same time you cannot save simultaneously. You should coordinate your entries to prevent losing your work.*

Sample

## B. Eligibility

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We will ask you the following questions to establish your eligibility for the Regional and Remote Airport Support Program 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 defined in Section 13
- none of the above.

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

Do you operate a regional or remote airport?

*Refer to the 'Airports and remoteness' tab in the [ACCC Domestic Airlines Competition in Australia - August 2025 Appendix](#) for a list of eligible regional and remote airports.*

*You must answer yes to proceed to next question.*

Are you an unsecured creditor of the Rex Airlines regional business?

*You must answer yes to proceed to next question.*

Can your Chief Finance Officer, Chief Operating Officer or equivalent provide a signed declaration on the template provided?

*Refer to [declaration template](#) and section 4.2 of the [grant opportunity guidelines](#) for further information about this declaration.*

*You must answer yes to proceed to next question.*

Can you provide an invoice/s as evidence of your claim?

*You must attach this later in the form. You must answer yes to proceed to next question.*

Can you provide a statement limited to one page describing how your local community is disadvantaged as a result of the debt?

*You must attach this later in the form. You must answer yes to proceed to next section.*

## C. Applicant address

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### 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

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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.

### Primary contact

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



## E. About your organisation

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*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. 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. Claim information

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

*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*
- *amount of grant funding awarded.*

### F.1. Project location

You must provide the address of the regional or remote airport you operate and the estimated percentage of the total unsecured debt owed to you relating to that airport. If you have multiple airports, you must add the address of each site.

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

- Airport name
- Project site address
- Estimated percentage of the total unsecured debt owed to you relating to that airport

*Refer to the 'Airports and remoteness' tab in the [ACCC Domestic Airlines Competition in Australia - August 2025 – Appendix](#) for a list of regional and remote airport names.*

## G. Unsecured debt amount

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### G.1. Eligible expenditure

*Enter unsecured debt amount sought below.*

*Enter the GST exclusive amount of the unsecured debt owed to you by Rex Airlines regional business.*

*The total value of the unsecured debt owed to you must not exceed the total value of the invoice/s submitted.*

*We will use this information, together with your attached invoices, to calculate the relief payment as outlined in section 3.1 of the grant opportunity guidelines.*

*Later in the form we will ask you to attach invoices as evidence for your claim.*

*You cannot apply wholly or partly on behalf of subcontractors. If any part of your claim relates to a subcontractor the entirety of the claim will be ineligible.*

Head of expenditure	Financial Year	Total
Unsecured Debt	2025-26	\$
Total project expenditure		\$

## H. Bank account details

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### H.1. Bank account details

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

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

### H.2. Account details

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

Account name

BSB

Account number

### H.3. Payment contact

*We will send the payment remittance advice to this person. All other notifications are sent to the primary contact.*

Title (optional)

Given name

Family name

Email address

Phone number

## I. Application finalisation

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

### I.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

*Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.*

If yes, describe the perceived or existing conflicts of interest.

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

If yes, describe how you anticipate managing this conflict.

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

### I.2. Additional information

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

*The total of all attachments cannot exceed 50 MB.*

*Individual files must be smaller than 25 MB, 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.*

Community Impact Statement

*A statement limited to one page describing how your community has been impacted as a result of the Rex Airlines regional business debt.*

Tax Invoice/s

*Attach invoice/s to support your application. The total value of the unsecured debt owed to you must not exceed the total value of the invoices submitted.*

Signed Declaration

*A signed declaration on a template provided by us and available on business.gov.au. The declaration must be signed by your Chief Finance Officer, Chief Operating Officer or equivalent. See section 4.2 of the grant opportunity guidelines for more information.*

Trust Deed (where applicable)

*If applicable attach the Trust Deed to support your application.*

### I.3. Program feedback

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

How did you hear about this grant opportunity?

*You must select from a drop-down menu.*

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Did you read the grant opportunity guidelines?

*You must select from a drop-down menu.*

If yes, how useful were the guidelines in completing your application?

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.*

Sample

## J. Declaration

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

### J.1. Privacy and confidentiality provisions

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

- [Australian Government Data and Digital Strategy](#)
- [Commonwealth Grants Rules and Principles](#)
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may collect, use and 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
- c. for the purposes of due diligence, preventing, detecting, investigating or dealing with suspected fraud in grant applications and related processes

unless otherwise prohibited by law

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

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

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

### J.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the 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.

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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