



Grant Opportunity Guidelines

Space Infrastructure Fund: Robotics, Automation and Artificial Intelligence (AI) Command and Control Centre

Opening date:	10 December 2019
Closing date and time:	17:00 AEST on 18 February 2020
Commonwealth policy entity:	Australian Space Agency
Administering entity	Department of Industry, Innovation and Science
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	10 December 2019
Type of grant opportunity:	Open competitive

Contents

1. Space Infrastructure Fund: Robotics and AI Command and Control processes	4
2. About the grant program.....	5
2.1. About the Space Infrastructure Fund: Robotics and AI Command and Control Centre grant opportunity	5
3. Grant amount and grant period	7
3.1. Grants available	7
3.2. Project period	7
4. Eligibility criteria	7
4.1. Who is eligible?	7
4.2. Additional eligibility requirements	7
4.3. Who is not eligible?	8
5. What the grant money can be used for	8
5.1. Eligible activities.....	8
5.2. Eligible locations	9
5.3. Eligible expenditure.....	9
5.4. What you cannot use the grant for.....	10
6. The assessment criteria.....	10
6.1. Assessment criterion 1.....	10
6.2. Assessment criterion 2.....	10
6.3. Assessment criterion 3.....	11
7. How to apply.....	11
7.1. Attachments to the application.....	12
7.2. Joint applications	12
7.3. Timing of grant opportunity	12
8. The grant selection process	13
8.1. Who will approve grants?	13
9. Notification of application outcomes.....	14
10. Successful grant applications	14
10.1. Grant agreement.....	14
10.2. Project/Activity specific legislation, policies and industry standards	14
10.3. How we pay the grant	14
10.4. Tax obligations.....	15
11. Announcement of grants	15
12. How we monitor your grant activity.....	15
12.1. Keeping us informed.....	15
12.2. Reporting	16
12.2.1. Progress reports.....	16
12.2.2. End of project report	16

12.2.3. Ad-hoc report	16
12.3. Independent audits	16
12.4. Compliance visits	17
12.5. Grant agreement variations	17
12.6. Evaluation	17
12.7. Grant acknowledgement.....	17
13. Probity.....	18
13.1. Conflicts of interest	18
13.2. How we use your information	18
13.2.1. How we handle your confidential information	19
13.2.2. When we may disclose confidential information	19
13.2.3. How we use your personal information.....	19
13.2.4. Freedom of information.....	20
13.3. Enquiries and feedback	20
14. Glossary.....	21

1. Space Infrastructure Fund: Robotics, Automation and Artificial Intelligence (AI) Command and Control Centre processes

The Space Infrastructure Fund is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Industry, Innovation and Science Outcome 1: Enabling growth and productivity for globally competitive industries through supporting science and commercialisation, growing business investment and improving business capability and streamlining regulation. The Department of Industry, Innovation and Science works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect.



You complete and submit a grant application

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



We assess all grant applications

We review the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Space Infrastructure Fund – Robotics, Automation and AI Command and Control Centre

We evaluate the specific grant activity and the Space Infrastructure Fund as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The Space Infrastructure Fund is a \$19.5 million investment in seven infrastructure projects to drive the growth of Australia's space sector.

Filling gaps in Australia's space infrastructure allows businesses and researchers to focus on growing and developing their day-to-day operations, and providing space-related solutions to drive economic benefit across the whole economy. It also provides the tools businesses need to access international opportunities – opening doors for Australia internationally.

The projects form an important element of the [Advancing Space: Australian Civil Space Strategy 2019-2028](#), primarily addressing the 'National' pillar to increase capability in the sector. They will be developed in locations across Australia, providing investment in multiple states and territories, and building upon Australia's National Civil Space Priorities and strengths.

The objectives of the program are to

- address infrastructure gaps in the Australian space industry
- establish infrastructure for the Australian space industry
- support targeted growth and transformation in the space industry
- capture and leverage investment opportunities.

The intended outcomes of the program are:

- growth in Australian space industry investment and business opportunities
- accelerated growth of the Australian space sector
- broader economic benefits beyond the space sector.

There will be other grant opportunities as part of this program and we will publish the opening and closing dates and any other relevant information on [business.gov.au](#) and [GrantConnect](#).

The Western Australian (WA) Government has committed \$2.0 million towards a partnership with the Australian Space Agency in association with a Memorandum of Understanding (MoU). The WA Government commitment will be allocated to activities to be agreed in consultation with the Australian Space Agency, and is separate to this program.

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)¹.

2.1. About the Space Infrastructure Fund: Robotics, Automation and Artificial Intelligence (AI) Command and Control Centre grant opportunity

These guidelines contain information on the Space Infrastructure Fund: Robotics, Automation and Artificial Intelligence (AI) Command and Control Centre grant opportunity, which will award a single grant to establish the Robotics, Automation and Artificial Intelligence (AI) Command and Control Centre (the Centre) in Western Australia. It will be a national facility, with the Australian space industry being a key user of the Centre. It is not intended that the Australian Space Agency own or operate the centre.

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

The aim of the Space Infrastructure Fund: Robotics, Automation and Artificial Intelligence (AI) Command and Control Centre grant opportunity is to support the development and operation of robotic and remote asset management activities in space, as well as Earth based activities that lead to the development of these capabilities in Australia. This includes:

- robotic operation of on-orbit space assets
- automated command, control and management of robotic activities in space
- on-orbit servicing of satellites
- assisting in the delivery of technology necessary for object handling, manipulation and assembly of satellite parts, and gateways or off-Earth base construction equipment.

The objectives of the grant opportunity are to:

- establish a platform for small and medium-sized enterprises (SMEs), including start-ups, and researchers to develop, test, operate and support the application of robotics, automation, AI and remote management activities in space (on-orbit servicing, satellites, gateways, space stations, the Moon, Mars or beyond)
- provide infrastructure to operate technology in space
- establish a development and test centre for remote technology which will be operated in remote, extreme and humanly unsafe environments in space and on Earth
- provide an Earth-based test facility, and potentially representative operating environments, and interface modules to support remote real time operations
- support the Australian Space Agency to deliver on national and international joint missions in robotics, automation and AI, including establishing partnerships with organisations to conduct and support operations either in space or on Earth
- provide an opportunity for Australian industry to be involved in developing a robotics, automation and AI control facility
- provide an enduring and accessible operating model for industry and other organisations to access the capability of the Centre, including beyond the last instalment of Australian Government funding in 2021-22
- provide secure and robust communication links to ground stations for space communication.

The intended outcomes of the grant opportunity are:

- increased availability and capability for SMEs/researchers to use robotics, automation and AI facilities for space activities and missions
- increased participation of SMEs/researchers in space activities and missions
- advancements in the remote operation of autonomous and robotic systems in space.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Innovation and Science (the department) is responsible for administering this grant opportunity on behalf of the Australian Space Agency. The Australian Space Agency will be a key stakeholder and user of the facility, however given it has policy

responsibility for this competitive grant opportunity it will not provide direct feedback or guidance to applicants.

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

3. Grant amount and grant period

The Australian Government has announced a total of \$19.5 million over three years for the Space Infrastructure Fund.

3.1. Grants available

For this grant opportunity, a single grant of \$4.5 million will be awarded.

The grant amount will be up to 100% of project costs, however we expect that to be competitive, you will provide some additional contribution.

You cannot use funding from other Commonwealth grants to fund your share of eligible project costs. You can fund your contribution from any other source, including State, Territory and local government grants. Your contribution must be cash.

3.2. Project period

The maximum project period is two years.

You must complete your project by 30 June 2022.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must:

- be an entity incorporated in Australia and a trading corporation, where your trading activities
 - form a sufficiently significant proportion of the corporation's overall activities as to merit it being described as a trading corporation; or
 - are a substantial and not merely peripheral activity of the corporation.

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 7.2.

4.2. Additional eligibility requirements

We can only accept applications:

- where you can provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding
- Where you can provide an Accountant Declaration that confirms you are a trading corporation as defined in section 4.1 and can fund any project costs not met by the grant. You must use the Accountant Declaration form available on business.gov.au and [GrantConnect](#), and add as an attachment to your application.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- income tax exempt
- an individual
- partnership
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a Commonwealth, State, Territory or local government body (including government business enterprises)
- a non-corporate Commonwealth entity.

5. What the grant money can be used for

5.1. Eligible activities

The Centre must be capable of scaling to support the following activities:

- remotely operate autonomous and robotic systems in space
- be aimed at supporting activities that expand the Australian space industry's capability and capacity and explore opportunities that involve Australian businesses or Australian products and services. Some examples of such activities include:
 - research and development (R&D)
 - training
 - testing and validation
 - collaborative R&D.

Eligible activities may include:

- working with the Australian Space Agency and the Australian space industry to establish suitable robotics, automation and AI command and control capability requirements
- preparing a functional design brief or equivalent
- purchasing hardware (screens, cables, furniture, antennas, fibre optic links, other ICT etc.) and software to run the required programs
- hiring appropriate staff and contractors to fit-out and operate the Centre
- managing the security requirements for the Centre, including its public elements
- establishing connectivity with existing and planned satellite dishes
- operating, managing and controlling the centre for the grant funding period
- establishing a financially self-sustaining operating model
- promoting use of, and facilitating access to, the centre by SMEs and researchers
- provide the following capabilities:
 - capability for reliable and robust communications between Earth, gateways, space stations, other spacecraft or celestial bodies
 - capability for managing communication delays with equipment in space or on Earth
 - capability to test a full range of robotic operations, in remote, extreme and humanly unsafe environments and cater for anticipated communications paradigms including disconnected autonomous operations
 - capability to integrate with South Australia's Mission Control Centre.

We may also approve other activities.

5.2. Eligible locations

The Centre must be located in Western Australia.

5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items are:

- capital expenditure for the purchase of assets related to the Centre
- building modifications, where the modification is required to undertake the project
- establishment costs including fit-out, hardware and furnishings
- software costs directly related to the project
- direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions
- up to 30% labour on-costs to cover employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers for staff directly working on the project
- contract expenditure, which is the cost of any agreed project activities that you contract to others
- staff training that directly supports the achievement of project outcomes
- operational costs for the duration of the grant
- rent or leasing costs for the duration of the grant
- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct the agreed project and collaboration activities in Australia
- overseas travel (capped at 5% of eligible project costs unless otherwise approved by the program delegate) limited to the reasonable cost of accommodation and transportation required in cases where the overseas travel is material to the conduct of the project in Australia
- the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1% of total eligible project expenditure
- other eligible expenditure as approved by the program delegate (who is an AusIndustry manager within the department with responsibility for the program).

Not all expenditure on your project may be eligible for grant funding. The program delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must not commence your project until you execute a grant agreement with the Commonwealth.

5.4. What you cannot use the grant for

Expenditure items that are not eligible are:

- any ongoing costs beyond the term of the grant
- activities, equipment or supplies that are already being supported through other sources
- research not directly supporting eligible activities
- costs incurred prior to executing a grant agreement
- non-project-related staff training and development costs
- licensing fees paid to Australian government bodies, for example the Australian Media and Communications Authority (ACMA)
- financing costs, including interest
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form limits answers to 5000 characters.

We will only award funding to applications that score highly (at least 50%) against all assessment criteria, as these represent best value for money.

6.1. Assessment criterion 1

How your project will provide SMEs (including start-ups) and researchers with capability to develop, test, operate and support robotics, automation and AI activities in space (40 points)

Describe your approach to establishing the Centre and provide information that demonstrates:

- a. your understanding of robotics, automation and AI command and control infrastructure requirements
- b. how your project will deliver your identified robotics, automation and AI command and control infrastructure requirements, including technical capabilities
- c. how you will make the robotics, automation and AI command and control infrastructure available to SMEs (including start-ups) and researchers
- d. your strategy to continue operating the Centre beyond the term of grant funding.

6.2. Assessment criterion 2

The benefits of your project (30 points)

You should demonstrate this by identifying:

- a. how your approach to the Centre will increase national infrastructure, capability, proficiency and collaboration in developing, testing, operating and supporting the application of robotics, automation, AI and remote management activities in space

- b. how your approach to the Centre will support activities that expand Australian space industry, capability and capacity, including during its establishment, as well as any benefits to the broader economy such as sectors beyond space and jobs growth
- c. any additional services or infrastructure provided to the Australian space sector as part of the project
- d. any additional funding you will leverage to undertake the project.

6.3. Assessment criterion 3

Your capacity, capability and resources to deliver the project (30 points)

You should demonstrate this by describing:

- a. your track record in managing similar projects, and your access to personnel with relevant skills and experience, including project management and technical staff
- b. your access to relevant infrastructure, dish capability, technology and intellectual property
- c. your project plan, including how you will:
 - manage the project including scope, implementation methodology and timeframes
 - mitigate delivery risks
 - mitigate national security risks, including potential for foreign interference, in the establishment and on-going operations of the centre
 - secure required regulatory or other approvals.

You must make a strong case that you can effectively manage national security risk in order to be awarded funding.

You must attach a project plan and budget to your application. A template will be available on business.gov.au and GrantConnect.

7. How to apply

Before applying you should read and understand these guidelines and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

To apply, you must:

- complete the online [application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You will receive confirmation when you submit your application. You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to

accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

Provide the following documents with your application:

- project plan (using the template provided on business.gov.au)
- project budget (using the template provided on business.gov.au)
- evidence of support from the board, CEO or equivalent that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding
- an Accountant Declaration that confirms you are a trading corporation as defined in section 4.1 and can fund any project costs not met by the grant. You must use the Accountant Declaration form available on business.gov.au and [GrantConnect](#), and add as an attachment to your application
- trust deed (where applicable).

You may also provide evidence to support other contributions to the project. You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful we expect you will be able to commence your project within 3 months of receiving the offer of grant funding.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	May 2020
End date of grant commitment	30/06/2022

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

We will establish a committee that includes government, space sector and industry experts to assess applications. The committee may seek additional advice from independent technical experts.

The committee will assess your application against the assessment criteria and compare it to other eligible applications before recommending which application to fund.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1. Who will approve grants?

The Head of the Australian Space Agency decides which grant to approve, taking into account the recommendations of the committee.

The Head of the Australian Space Agency's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Head of the Australian Space Agency will not approve funding if there are insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](#) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. You must not start any Space Infrastructure Fund: Robotics, Automation and Artificial Intelligence (AI) Command and Control Centre activities until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Head of the Australian Space Agency. We will identify these in the offer of grant funding.

If you enter an agreement under the Space Infrastructure Fund: Robotics, Automation and Artificial Intelligence (AI) Command and Control Centre grant opportunity, you cannot receive other grants for your project from other Commonwealth granting programs.

You will have 30 days from the date of a written offer to execute a grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Head of the Australian Space Agency.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2. Project/Activity specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children
- licencing requirements under the *Radiocommunications Act 1992* (e.g. spectrum)
- relevant approvals by the Australian Space Agency under the *Space (Launches and Returns) Act 2018*
- any relevant defence export control requirements.

10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.4. Tax obligations

We will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the *Commonwealth Grants Rules and Guidelines (CGRGs)* unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3. Independent audits

You will be required to provide an independent audit report annually and when you submit your end of project report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au.

12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- changing project activities.

The program does not allow for:

- an increase of grant funds
- an extension of time beyond 30 June 2022.

If you want to propose changes to the grant agreement, you must put them in writing before the project end date.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.6. Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government through the Australian Space Agency.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external committee
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)²](#) of the [Public Service Act 1999 \(Cth\)](#)³. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the department's [website](#)⁴.

13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

² https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030

³ <https://www.legislation.gov.au/Details/C2017C00270>

⁴ <https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf>

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the committee and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁵ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

⁵ <https://www.industry.gov.au/data-and-publications/privacy-policy>

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division
AusIndustry – Support for Business
Department of Industry, Innovation and Science
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁶ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁶ <http://www.ombudsman.gov.au/>

14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Australian space industry firms	Australian organisations that deliver space-related products and services as a core capability of the organisation, including organisations with activities in space manufacturing and associated supply chain, satellite operations, as well as consumer services delivered by space capabilities, and specialist space services (e.g. space law).
Australian space sector	Australian organisations that are: <ul style="list-style-type: none"> • Australian space industry firms, and/or • engaged in space-related innovation, R&D, or research (basic or applied).
Committee	The body established by the Head of the Australian Space Agency to consider and assess eligible applications and make recommendations for funding under the program.
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the program delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.

Term	Definition
Minister	The Commonwealth Minister for Industry, Science and Technology.
Personal information	<p data-bbox="671 356 1342 423">Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p data-bbox="719 450 1374 517">Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> <li data-bbox="719 539 1342 607">a. whether the information or opinion is true or not; and <li data-bbox="719 618 1374 685">b. whether the information or opinion is recorded in a material form or not.
Program delegate	An AusIndustry manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Small and medium-sized enterprise (SME)	A business employing fewer than 200 persons.

