Sample application form

Catalysing the Artificial Intelligence Opportunity in Our Regions

Version November 2021

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

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

Saving your responses

You can save your changes at any time by using the Save button.

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

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

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

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, contact us by email or web chat or on 13 28 46.

A.   Program selection

Before you start your application, we need to first identify what type of entity is applying.

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

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

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

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

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 - Catalysing the Artificial Intelligence Opportunity in Our Regions – Round 1
- Field 2 select - Catalysing the Artificial Intelligence Opportunity in Our Regions – Round 1

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

The grant opportunity provides funding for collaborative projects which will support regional industries, businesses and communities to realise the benefits from the development, adoption and use of artificial intelligence technologies.

The maximum grant amount is $500,000.

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

You may submit your application at any time up until 5.00pm AEDT on 21 February 2022. 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 grant opportunity.

Questions marked with an asterisk are mandatory.

- are you an entity incorporated in Australia? *

You must answer yes to proceed to next question

- is your application a joint application where you or your project partner are an eligible regional participant as outlined in the grant opportunity guidelines? *

You must answer yes to proceed to next question.

- does your project address one or more of the programs objectives or outcomes as outlined in section 2 of the guidelines? *

You must answer yes to proceed to next question.

- does your project have at least $500,000 in eligible expenditure? Refer to section 5.1 for eligible activities and 5.3 and Appendix A of the grant opportunity guidelines for eligible expenditure *

You must answer yes to proceed to next section.

- do you certify that your organisation, independently of the program, engages in or intends to engage in activities to build artificial intelligence capabilities for businesses and communities; and or activities to develop businesses and communities in regional areas? *

You must answer yes to proceed to next section.

- can you 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? *

You must use the template CEO / Board letter which is available on business.gov.au and GrantConnect.

You must answer yes to proceed to next question.

- can you provide evidence of how you will provide your share of project costs such as an accountant declaration that confirms you can fund your share of the project costs, including any ineligible expenditure?

You must use the accountant declaration template which is available on business.gov.au and GrantConnect. *

You must answer yes to proceed to next question.

- do you declare that you and any project partner/s are not included on the National Redress Scheme's website list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au). *

You must answer yes to proceed to next question.

- Do you declare that you and any project partners have not been named by the Workplace Gender Equality Agency as an organisation that has not complied with Workplace Gender Equality Act (2012). *

You must answer yes to proceed to next section and hit save and continue to validate your answers.

C. Applicant address

C.1. Applicant street address

You must provide your street address

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

C.2. Applicant postal address

You must provide your postal address

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

D. About your organisation

D.1. Latest Financial Year Figures

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

D.2. Recent trading performance

You must provide the following financial information about the applicant 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.

All amounts must show a whole dollar value e.g. $1 million should be presented as $1,000,000. The turnover value must be that of the entity that is making the grant application (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 Statements (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's 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 man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

D.3. 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.4. 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.

D.5. National Security Plan

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

This includes protecting your business from potential national security risks including cyber security threats and the secure handling of data (a copy of your plan or framework may be requested at a later stage).

D.6. 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.

D.7.   Disclosure of financial penalties

Have any of your board members, management or persons of authority been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, State, or Territory court or a Commonwealth, State, or Territory entity?

If yes

Provide Details

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

E.   Project information

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

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

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

E.1.   Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

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

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit the program.

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

Your project must be completed by 31 March 2024

E.5.   Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. 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

E.7.   Regional Participants

It is a requirement that the lead or a project partner is an eligible regional participant. You must provide the name of the regional participant for this application.

Your response is limited to 500 characters including spaces and does not support formatting.

E.8.   Project Evaluation

1.   How many employees do you currently employ (headcount)?

-     Full-time

-     Part-time

-     Contractors or casual

Of the above, how many Indigenous employees do you currently employ (headcount)?

- Full-time

- Part-time

- Contractors or casual

2. How many of your employees are currently undertaking skilled or unskilled roles?

- Skilled

- Unskilled

Skilled: requires an education level of either a bachelor degree or higher; advanced diploma or diploma; certificate III or IV (including trade certificate)

Unskilled: requires an education level of year 12 only and below.

F. Project budget

F.1. Project budget summary

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

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is $500,000.

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.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is $175,000 per financial year. The grant amount will be up to 50 per cent of eligible project expenditure.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Labour		$
		20xx/xx	$
		20xx/xx	$
		20xx/xx	$
	Labour on costs (limited to 30% of labour costs)		$
		20xx/xx	$
		20xx/xx	$
		20xx/xx	$
	Contract		$
		20xx/xx	$
		20xx/xx	$
		20xx/xx	$
	Travel expenditure		$
		20xx/xx	$
		20xx/xx	$
		20xx/xx	$
	Other		$

Type of expenditure	Head of expenditure	Financial Year	Cost
		20xx/xx	$
		20xx/xx	$
		20xx/xx	$
Total			

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

F.2.   Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

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

- Name of contributor
- Type of contributor

Contributors are divided into the following types

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

- Value of contribution
- Date due of contribution
- Description

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

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

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

G.1. Assessment criterion 1 (30 points)

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

Project alignment with the program objectives and outcomes

You should demonstrate this by identifying:

- how your project will increase adoption and demonstration of real-world artificial intelligence technologies in regional area(s) and how these areas will benefit, including if the project aligns with regional strengths and/or growth opportunities

- the economic, productivity, social, environmental or other benefits of the project, including the nature of the regional challenge(s) being addressed and the region(s) and/or regional industries, businesses or communities that will benefit. Examples of these benefits may include but are not limited to:

    - transforming regional businesses to become more competitive

    - strengthening identified regional priorities, growth opportunities or industrial advantage

    - solving significant regional challenges

    - supporting job creation in regional industries, businesses and communities

- how your project will increase awareness of the benefits of artificial intelligence and their applications in regional area(s)

- how your project will develop new partnerships between regional industries, businesses and communities with the Australian technology sector.

G.2. Assessment criterion 2 (30 points)

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

The quality of your project

You should demonstrate this by identifying:

- how your project will use artificial intelligence and any other technologies, and why artificial intelligence is the right technology for your project

- the novel and/or innovative aspects of the project that are new or a significant improvement

- how your project partner(s) will contribute to the project, including any other relevant stakeholders who will be engaged through the course of the project

- the total investment your project will leverage, including any in-kind and other contributions and how these will help achieve the project's success (and how their dollar value has been calculated).

G.3. Assessment criterion 3 (30 points)

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

Capacity, capability and resources to deliver the project

You should demonstrate this by:

- providing a sound project plan to manage and monitor the project, which addresses governance, security and intellectual property rights arrangements, and identifies risks and mitigation strategies

- identifying your readiness to commence the project, including availability of key personnel, equipment, access to or the ability to access any necessary infrastructure, any required regulatory and other approvals

- identifying your access to, or a clear plan for how you will gain access to, relevant technologies, appropriate data, computational resources and/or infrastructure[1] needed to deliver the project and test technical feasibility.

G.4. Assessment criterion 4 (10 points)

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

The lasting impact of your project

You should demonstrate this by identifying:

- the extent of the project's benefits and scale of impact(s) beyond the project partners and participants (this may include but is not limited to the numbers of businesses benefited, or jobs created)

- the broader or spill-over benefits[2] for the region(s) and/or other industries, businesses or communities in the long term

- your strategy to evaluate your project's success, including how these benefits will be measured and communicated.

If you are successful, you will need to develop an evaluation plan that will allow qualitative and quantitative measurements of the project's benefits and outcomes. You should explain what your project aims to achieve and your proposed evaluation methodology.

H. Project partners

You must provide details about your project partners.

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

Each application must be a joint application with a lead organisation, who is the main driver of the project and is eligible to apply, at least one regional partner, and other project partners if desired.

You must provide

- Australian Business Number (ABN)

- Other registration number where applicable

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[1] Infrastructure may include suitable telecommunications connectivity, or by demonstrating that the proposed project will be able to be delivered.

[2] Spill-over benefits are benefits realised not only by the direct partners of the project, but also those in close geographical proximity or in similar regional industries, sectors or communities. In preparing an application, applicants should consider how their project would, or could, result in potential benefits for other third parties (such as, solving a challenge that is common to a regional industry, creating a new public dataset that others could use, or providing a new public good or service that a whole community can benefit from).

- Business address
- Postal address
- Contact details
- Project partner letter of support attached. Letter to include details of partner contributions. Each letter of support should include:
    - details of the project partner
    - confirmation that the project is fully supported, that the project can be completed within the timeframe specified in section 3.2, and that the cost of the project not covered by grant funding can be met
    - 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.

I. Bank account details

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.

Account details

Account name

BSB

Account number

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.   Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

J.3.   Additional documentation

You must attach the following supporting documentation.

- Project plan *

including a project budget and arrangements for governance, intellectual property rights and the identification of risks and mitigation strategies

- Accountant Declaration *

Please provide independent evidence that you can fund your cost of the project. Use mandatory Accountant's declaration template provided on business.gov.au.

- Evidence of support from the board, CEO or equivalent *

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. Use mandatory template provided on business.gov.au.

- 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.

K. Primary contact page

You must provide the details of a primary contact for your application. The details include

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

L. Application declaration

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

L.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy 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 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 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.