



Australian Government
Department of Industry, Science,
Energy and Resources

AusIndustry

business.gov.au
13 28 46

Sample application form

National Soil Carbon Innovation Challenge –
Development and Demonstration grant
opportunity

Sample

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.

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.

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.

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.

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 and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

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

A. Program selection

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

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

Before you start you should have 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 - National Soil Carbon Innovation Challenge – Development and Demonstration grants
- Field 2 select - National Soil Carbon Innovation Challenge – Development and Demonstration grants

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

This grant opportunity provides funding for proof of concept/validation/early stage commercialisation activities relating to the development of lower cost, accurate technological solutions for soil carbon measurement. The minimum grant amount is \$100,000 and the maximum is \$20 million. The grant amount will be up to 80 per cent of eligible project expenditure.

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 3 March 2022.

The grant opportunity will close earlier if program funding is exhausted. We will publish any change to closing date on [business.gov.au](#) and GrantConnect.

B. Eligibility

We will ask you the following questions to establish your eligibility for the grant opportunity.

Questions marked with an asterisk are mandatory.

Select which type of entity you are. *

- an entity, incorporated in Australia
- a co-operative
- an incorporated trustee on behalf of a trust
- a publicly funded research organisation as defined in section 14 of the guidelines
- an Australian State/Territory Government agency or body
- none of the above.

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

- do you certify that your project is supported by your board (or chief executive officer or equivalent if there is no board), 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.

- if you are requesting a grant amount of over \$500,000 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 certify that you have or will have relevant intellectual property arrangements in place in order to undertake your project *

You must answer yes to proceed to next question.

- do you certify that you will be willing to make research data and reports publicly available and to provide them to the Australian Government and any nominated third party, for the purposes of improving knowledge and approaches to quantifying soil carbon under different management practices *

You must answer yes to proceed to next question.

- does your project have at least \$125,000 in eligible expenditure? Refer to Appendix A of the grant opportunity guidelines and 5.1 and 5.2 on eligible activities and eligible expenditure respectively. *

You must answer yes to proceed to next question.

- will your project be undertaking at least one of the eligible activities for your technology readiness scale as outlined in the guidelines section 5.1? *

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.

Sample

C. Applicant address

C.1. Applicant street address

You must provide your street address

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

C.2. Applicant postal address

You must provide your postal address

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

Sample

D. Applicant financials

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.

Sample

E. Project information

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

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

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

E.1. Project title and description

Provide a project title.

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

Provide a brief project description.

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

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will strengthen knowledge and capability of Australia's soil condition.

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. Describe your technological solutions for soil carbon measurement

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

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 30 April 2024.

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

The project length will be calculated by the start and end dates you enter. Your project can be no longer than 24 months.

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. Program evaluation questions

How many employees do you currently employ (headcount)?

- a) Full-time employees
- b) Part-time employees
- c) Casual employees or contractors

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

How many new employees (headcount) do you expect to hire as a result of your organisation's participation in this project?

- a) Full-time employees
- b) Part-time employees
- c) Casual employees or contractors

E.7. Project location

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

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

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

E.8. Technology Readiness Level

Technology Readiness Levels (TRLs) track progress of the development of an innovation. There are nine TRL levels ranging from TRL 1 to TRL 9.

Using the TRL scale in the Grant Opportunity Guidelines, you must indicate below the starting and target TRLs for your project. Note that different projects will move through the TRL scale at different rates and with different funding requirements. Depending on the complexity of your project, it may even be appropriate to nominate the same TRL for your starting and target levels.

What is the estimated TRL for your project at the commencement date? *

What is the expected TRL for your project at the completion date?*

Your response is limited to 100 characters including spaces and does not support formatting.

E.9. National security

Is your business wholly or partially foreign-owned, or in receipt of any foreign financial funding?

Are you under any obligation to report or replicate the findings of your research to a foreign institution or government? If yes, please specify the nature of the arrangement.

Are you currently associated or affiliated with a foreign government, foreign political party, foreign state-owned enterprise, military or foreign policy organisation?

Sample

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 \$125,000.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour expenditure		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Labour on-costs (up to 30% of labour costs)		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Contract		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Travel and overseas expenditure		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Other eligible expenditure		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
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 cash funding plus your grant, should be equal to your total project expenditure in the section above. And in-kind contributions can be referred to in your response to Assessment criterion 4. Where you provide in-kind contributions, you must calculate the equivalent dollar value. You should use the retail or market price for any goods to be purchased.

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

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

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

You may use funding from other Commonwealth, State, Territory or local government grants to fund project expenditure. Other funding must not duplicate eligible expenditure covered by this grant and no more than 80 per cent of your total eligible project expenditure can be funded from Commonwealth government grants.

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.

How your proposed solution could provide lower-cost and accurate soil carbon measurement

You should demonstrate this by identifying

- a. how your proposed solution will meet the challenge
- b. how your proposed solution complements, builds on and utilises current research
- c. how your proposed solution is different to or improving what is already in the market
- d. the technical viability of your technology solution including an assessment of its technology readiness level
- e. results of previous testing and small-scale trials of the technology solution and any sensitivities or risks identified.

G.2. Assessment criterion 2 (30 points)

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

Your market opportunity of your proposed solution.

You should demonstrate this by identifying

- a. the commercial potential of your technology solution including market research results and expected cost of the technology solution for users
- b. the landscapes and management contexts your proposed solution will be used in
- c. your plan to deliver the solution and the route to local and/or global markets (a market analysis should be included if available)
- d. how you will measure the success of your project.

You can attach market research or market analysis to support your response to this criterion.

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 identifying

- a. your track record managing similar projects and access to personnel with the right skills and experience

- b. your access, or future access to, any infrastructure, capital equipment, technology and intellectual property
- c. how you will plan to manage and monitor the project including mitigating delivery risks (including national and cyber security risks) and secure any required regulatory approvals.
- d. a sound project plan to manage and monitor the project, including a risk analysis and project budget.

You must attach a project plan, detailed budget and risk management plan to your application.

G.4. Assessment criterion 4 (10 points)

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

Impact of grant funding

You should demonstrate this by

- a. describing the likelihood the project would proceed without the grant, and how the grant will impact the scope and timing of your project
- b. justifying the funding amount requested with respect to the scale of the project and intended outcomes
- c. the predicted outcomes (environmental/social/scientific/technological) of your proposed technology solutions
- d. any additional investment the grant will leverage and explain how this benefits your project.

H. Project partners

You must provide details about your project partners.

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

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Details of contribution to the project
- Project partner letter of support attached

I. Application finalisation

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. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Supporting documentation

You must attach supporting documentation.

- Project plan *
including a risk management plan

- Project budget *

a detailed project budget commensurate with the project cost and grant amount requested to clearly outline your project expenditure

- Feasibility study *
including:

- *the technical viability of your solution*
- *the novelty of your solution compared to existing offerings*
- *potential capabilities and partnerships which may be required*
- *the commercial potential of your solution in Australia and internationally*
- *how you will measure the success of your solution*
- *any security issues relating to your proposed solution*
- 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.

- Accountant Declaration (for grant amounts over \$500,000) (where applicable)

Please provide independent evidence that you can fund your cost of the project. Use mandatory Accountant's declaration 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.

- market research or market analysis (where applicable)

J. 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

K. Application declaration

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

K.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.

K.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.

Sample