



Sample application form

Boosting Female Founders Initiative Round 3 – Grant Application

Version April 2022

This document shows the questions included in the online application form for this Boosting Female Founders Initiative - Round 3. 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.

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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

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 - Boosting Female Founders Initiative – Round 3 – Grant
- Field 2 select - Boosting Female Founders Initiative – Round 3 – Grant

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

The Boosting Female Founders Initiative will provide targeted support through grants on a co-contribution basis to female owned and led startups who are seeking to scale into domestic and/or global markets.

You must be invited to apply for Boosting Female Founders Initiative Round 3 - Stage 2.

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 [AEST/AEDT] on XX XXXX 2022. Please take account of time zone differences when submitting your application.

B. Eligibility

We will ask you the following questions to ensure you are still eligible for the Boosting Female Founders Initiative Round 3 grant opportunity.

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

- Do you certify that your scalable startup will remain majority owned and led by women for the duration of the grant? *

You must answer yes to proceed to next question.

This will be a requirement of the grant agreement.

- Can you provide the required supporting documentation for your application including a business plan, financial documents, evidence of your source of funding, video and pitch deck?*

You must answer yes to proceed to next section.

You will be required to provide evidence later in the application.

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

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

D.1. Latest financial year figures

All values must be whole numbers. For example

6.5 months should be presented as 7 months

\$2 million should be presented as \$2,000,000

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

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation for the financial year you have entered above.

Values must be that of the entity applying (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

- Sales revenue (turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statement (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's Business Activity Statement (BAS).

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humankind, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per your organisation's income tax return form.

- Number of employees (headcount)

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

- Number of independent contractors (headcount)

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

D.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.

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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 your organisation.

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.

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. About your start up

How many customers and/or users does your startup currently have, and where are they?

*A **customer** is a person who pays for and uses your product/service.*

*A **user** is a person who that uses a trial or free version of your product/service.*

- Customers in Australia
- Customers overseas
- Users in Australia
- Users overseas

How many employees do you currently employ (headcount)?

- Full-time, ongoing

- Part-time employees
- Non-ongoing, e.g. casuals or contractors

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

- Full-time, ongoing
- Part-time employees
- Non-ongoing, e.g. casuals or contractors

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

- Full-time, ongoing
- Part-time employees
- Non-ongoing, e.g. casuals or contractors

Of the above, how many Indigenous employees do you expect to employ (headcount) as a result of your organisation's participation in this program?

- Full-time, ongoing
- Part-time, ongoing
- Non-ongoing, e.g. casuals or contractors

E.5. Grant percentage

Did you apply for a grant greater than 50 per cent of eligible project expenditure?

Do you confirm that at least one of the following still applies

- your head office is located in a regional area
We consider your business as located in a regional area if your head office is in a regional area as defined in the mapping tool. For this grant opportunity, we consider Inner Regional, Outer Regional, Remote and Very Remote locations as regional areas.
- at least one of your founding team members (owners and leaders) is an Indigenous Australian or your business is an Indigenous business
- at least one of your founding team members (owners and leaders) is a person with a disability
- at least one of your founding team members (owners and leaders) has migrated to Australia as a refugee or humanitarian entrant.

E.6. Project duration

Your expected start dates for projects should begin no earlier than February 2023.

Your project must be completed 30 April 2025.

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

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

E.7. 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.

The milestone start and end dates must be between the project start and end dates.

- 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.8. 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. You can have multiple locations but your first entry must be your head office address.

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

E.9. 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 of the penalty.

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

E.10. Foreign affiliations

Does your project receive any funding or non-financial support from a foreign source?

If yes, provide details of the foreign financial support.

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

Do any entities or key personnel involved with the project receive financial support or benefits from a foreign source?

If yes, provide details of the arrangement.

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

Do any entities or key personnel involved with the project have any current or former association with a foreign talent program?

If yes, provide details of the foreign talent program.

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

Do any entities or key personnel involved with the project have any ties to a foreign government, military or state-owned enterprise?

If yes, provide details of the affiliations or associations.

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

E.11. National security plan

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

This includes protecting your organisation from potential national security risks including cyber security threats and the secure handling of data. We may ask for a copy of your plan or framework at a later stage.

Sample

F. Project budget

F.1. Project budget summary

Provide a summary of your 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.

You will also be required to attach a detailed project budget later in the application form.] [Refer to the grant opportunity guidelines for the requirements of the budget.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour Expenditure		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Labour on-costs and administrative overheads		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Contract expenditure		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Travel and overseas expenditure		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Other eligible expenditure		
		2022/23	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2023/24	\$
		2024/25	\$
Total			

F.2. Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

Refer to the grant opportunity guidelines for upper and lower limits on grant amounts. If you are changing this amount by more than 10%, compared to the figures provided in your EOI, you must provide detailed justification via email to BFF@business.gov.au

F.3. Contributions

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

Where you have project partners, their contribution will be recorded later in the application.

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

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

To support your responses you must include mandatory attachments later in the application.

G.1. Assessment criterion 1 (30 points)

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

How grant funding will help you to overcome barriers to scaling, expanding into domestic and/or global markets and becoming self-sufficient

You should demonstrate this by identifying

- how grant funding will be used to support and grow your startup
- how grant funding will enable your startup to expand into domestic and/or global markets and gain a sustainable competitive advantage.

G.2. Assessment criterion 2 (40 points)

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

Your capacity, capability and resources to deliver the project

You should demonstrate this by identifying

- your and/or your team's qualifications, experience or track record in startups, scaling companies and managing large complex projects
- your plan to finance growth and financial sustainability including leveraging new investments.

You must also attach a business plan comprising 10 pages or less (min 11pt font), a pitch deck (PDF power point presentation max 10 slides) and a video pitch from your CEO/founder (no longer than 5 mins) to support your response. These will be requested later in the application.

G.3. Assessment criterion 3 (30 points)

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

The impact of grant funding

You should demonstrate this by identifying

- your need for funding, i.e. the extent that you need this grant to achieve your projected growth (you must have a genuine need for funding)
- how your project intends to leverage additional partnerships or support from other organisations
- the benefits to Australia, your region and/or community from your project.

H. 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.

H.2. Account details

Account name

BSB

Account number

H.3. Payment contact

Given name

Family name

Email address

Phone number

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. Additional information

You must attach the following supporting documentation. You should only attach documents we have requested.

The total of all attachments cannot exceed 20 MB.

Individual files must be smaller than 2.0mb, and be one of the following types: doc, docx, rtf, pdf, xls,xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

Templates referred to are available under [Key Documents](#) on the Boosting Female Founders Initiative website

- evidence to support your source of funding (e.g. evidence of contribution template)

You must provide evidence to support your source of funding such as:

- *A letter from financial institution, investor or other contributor clearly indicating the amount of the cash contribution and any terms or conditions attached to the funding (see evidence of contribution template).*

Where you are providing co-contribution a bank statement showing funds available or a letter from a CPA/CA indicating that funds are available

- pitch deck to support your response to the assessment criteria

This should be a PDF PowerPoint presentation (max 10 slides and 2MB)

- link to a video pitch from your CEO/founder to support your response to the assessment criteria

A short video link (max 5 minutes)

- company's profit and loss, balance sheet and cash flow statements for the current year, and three years past where applicable

These documents must be submitted as a single PDF (max 2MB)

- your business plan in 10 pages or less

You must include a business plan including revenue model, customer acquisition and company/management structure, scope, implementation methodology, timeframes, budget, risks and risk mitigations, and how you will measure the success of the project

- where applicable, a copy of
 - your shareholder register
 - your trust deed.

J. Primary contact

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

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

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

Sample

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 applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

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.