



Australian Government  
Department of Industry,  
Science and Resources

**AusIndustry**

## Sample application form

# International Space Investment (ISI) India Projects Grants

Version March 2023

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

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

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

## 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.

Sample

## A. Program selection

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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 - International Space Investment - India Projects
- Field 2 select - International Space Investment - India Projects

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

The ISI India Projects was announced in 2022 to provide support via grants for Australian industry to conduct joint space projects with the Indian Space Research Organisation (ISRO) and the broader Indian space sector.

This grant opportunity will run over four years from 2022-23 to 2025-26.

The objectives of the program are

- unlock international space opportunities for the Australian space sector to work on joint space projects with India
- expand the capability and capacity of the Australian space sector, and support job creation
- demonstrate the Australian space sector's ability to successfully deliver space-related products and services internationally
- support projects which contribute to building a vision and a diverse, inclusive Australian space sector that inspires businesses, the Australian community and the next generation of space workforce, researchers and entrepreneurs
- increased investment in the space sector, targeting the Mutual Priority Areas.

The maximum grant amount is \$10 million and the minimum is \$1 million.

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 on 13 June 2023. Please take account of time zone differences when submitting your application.

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## B. Eligibility

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We will ask you the following questions to establish your eligibility for the International Space Investment India Projects grant opportunity.

*Questions marked with an asterisk are mandatory.*

Select your entity type: \*

- an entity incorporated in Australia
- a Publicly Funded Research Organisation as defined in the grant opportunity guidelines
- none of the above

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

Can you provide evidence that your project has links to India's space industry or their supply chains?

*You should provide evidence to support your response as part of your attached project plan later in the application.*

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

Can you provide evidence that a minimum of 80 per cent of the Australian Government's investment, through this grant opportunity, will be made in Australia, for the benefit of Australian space industry firms?

*You should provide evidence to support your response as part of your attached project plan later in the application.*

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

Does your project have at least \$1 million in eligible project expenditure? Refer to Appendix B and sections 5.1 and 5.2 of the grant opportunity guidelines

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

Are you able to provide:

- evidence of support from your board, CEO or equivalent (template provided on [business.gov.au](https://www.business.gov.au) and [GrantConnect](#)). Where the CEO or equivalent submits the application, we will accept this as evidence of support \*
- evidence of support from ISRO or the Indian space industry partner\*
- completed project plan and project budget using the templates provided \*

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

## C. Applicant address

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### C.1. Applicant street address

You must provide your street address

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

### C.2. Applicant postal address

You must provide your postal address

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

Sample

## D. About your organisation

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*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.

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.2. 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.3. 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

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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 Australian Space Industry.*

### 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 in line with the dates provided in the grant opportunity guidelines.*

- Estimated project start date (no earlier than 1 October 2023)
- Estimated project end date
- Estimated project length (in months)

*Your project must be completed by 31 March 2026.*

## E.5. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone. You can have 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.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. Employee headcount question

- How many full time, ongoing employees does your organisation currently employ (headcount)?
- How many part-time, ongoing employees does your organisation currently employ (headcount)?
- How many non-ongoing (e.g. casuals or contractors) employees does your organisation currently employ (headcount)?
- How many additional employees do you expect your organisation to employ (headcount) as a result of this project?

## E.8. 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.9. 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.10. 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.*

## 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 \$1 million. In-kind co-contributions cannot be claimed as eligible expenditure towards use of a grant payment.*

*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. Project expenditure must be in Australian dollars.*

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour expenditure		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Labour on-costs (up to 30% of eligible Labour costs)		
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Contract expenditure		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Equipment expenditure (including construction costs)		\$
		20xx/xx	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		20xx/xx	\$
		20xx/xx	\$
	ICT hardware and software		
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Travel and overseas expenditure		
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Other eligible expenditure		
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
Total			

Provide details of 'Other eligible expenditure'.

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

## F.2. Source of funding

In this section you must provide details of how you will fund the project.

*The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:*

- *grant amount sought*
- *your contribution*
- *other contributions as allowed in the grant opportunity guidelines*

## F.3. Grant amount sought

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

*The minimum grant amount under this grant opportunity is \$1 million. The maximum grant amount under this grant opportunity is \$10 million.*

#### **F.4. Contributions**

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

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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.*

*You must attach a project plan and budget to support your response later in the application.*

*The answers you provide here should directly address each assessment criterion. You may refer to specific sections of your attached project plan to provide additional supporting details.*

### G.1. Assessment criterion 1 (30 points)

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

#### **The benefit of your project to the Australian space industry**

You should demonstrate this by describing:

- a. how your project will build the capability and capacity of the Australian space industry by developing space heritage and increasing [Technology Readiness Levels](#) (TRL) from TRL4 onwards for missions, payloads and space-based technologies or technologies which support space-based assets
- b. how a minimum of 80 per cent of the investment will be made in Australia for the benefit of Australian space industries
- c. how your project will support jobs creation in the Australian space industry
- d. how your project will contribute to building a vision and a diverse, inclusive Australian space ecosystem that inspires businesses, the Australian community and the next generation of space workforce, researchers and entrepreneurs. For example: how will your project support and utilise Indigenous talent and capabilities, and how will your project support gender diversity, through consortium or contracting arrangements that grow local experience and reputation, ongoing employment in space and adjacent sector organisations or supply chains.

### G.2. Assessment criterion 2 (30 points)

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

#### **Your project's ability to grow and strengthen collaboration with the Indian space sector**

You should demonstrate this by describing:

- a. how your project will unlock international opportunities for the Australian space sector, including growing collaborations and delivering products and services to ISRO, the Indian Space industry and their supply chains in Australia
- b. which Mutual Priority Area/s your project can be categorised under and how it will advance capability in this area for the Australian and Indian space sectors. For Mutual Priority Areas, refer to Appendix A of the [grant opportunity guidelines](#). If your project does not fall



within any MPA, please demonstrate how it is aligned with, or will contribute to advancing capability within, one of those areas. When constructing your overall response you may also wish to refer to the [Advancing Space: Australian Civil Space Strategy 2019-2028](#) and its associated roadmaps.

### **G.3. Assessment criterion 3 (20 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 describing

- a. You and your project partners track record managing similar projects, and access to personnel with the right skills and experience, including project management and technical staff
- b. your access to any infrastructure, capital equipment, technology and intellectual property
- c. how you will ensure that the project will continue to deliver outcomes beyond the grant funding period
- d. your strategy to manage the project, this should include (but is not limited to):
  - scope, implementation methodology and timeframes
  - how you plan to mitigate delivery risks (including national security risks)
  - how you plan to secure required regulatory or other approvals.

### **G.4. Assessment criterion 4 (20 points)**

#### **The impact of grant funding on your project**

You should demonstrate this by describing:

- a. the total investment the grant will leverage, including direct contributions to the project and cocontributions, if any, to the project from sources including but not limited to project leads, partners, state and territory governments, investors and venture capital (VC)
- b. your plans for unlocking future investments and opportunities in the space sector due to the project activities and technological development resulting from this grant.

## H. Project partners

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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 (use for international partners)
- Business address
- Postal address
- Contact details
- Project partner letter of support

*You must upload your letter of support from your project partner/s here.*

## I. Bank account details

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### I.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.*

### I.2. Account details

Account name

BSB

Account number

### I.3. Payment contact

Given name

Family name

Email address

Phone number

## J. Application finalisation

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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 information

You must attach the following supporting documentation. You should only attach documents we have requested or you have referred to in your application.

*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.*

- **Project plan**

*You must attach a detailed project plan that includes the scope of the project, a timeline of activities, details of Intellectual Property (IP), project feasibility analysis, and a list of key staff and their relevant management and / or technical skills and details for contractors that you have, will or intend to engage as part of the project. A mandatory template is available on business.gov.au*

- **Project budget**

*You must attach a detailed project budget that identifies costs under each head of expenditure and includes an explanation of how the costs were determined.*

- **Evidence of support from your Board**

*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.*

- **Evidence of support from ISRO or the India space industry partner**

*You must provide evidence from your ISRO or India space industry partner. This could be in the form of a letter of support or a memorandum of understanding (MOU). You should also include details of the project partner, an overview of partnership arrangement, roles and responsibilities,*

*resources, and relevant experience and/or expertise. For details about project partner refer to the grant opportunity guidelines.*

- 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.*

Sample

## K. Primary contact

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

*The primary contact is the person authorised to act on behalf of the applicant. 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

## L. Application declaration

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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 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 grant agreement, 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 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.