



Australian Government

Department of Industry, Science,  
Energy and Resources

Department of Infrastructure, Transport,  
Regional Development and Communications

## Sample application form

# Northern Australia Development Program: Northern Australia Business Development Grants

Version August 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

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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 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.

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.

*This program does not require an invitation code.*

- Field 1 select - Northern Australia Development Business Development Grant
- Field 2 select - Northern Australia Development Business Development Grant

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

The Northern Australia Business Development Grants assist small and medium businesses to innovate and bring new goods and services to the market.

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 Tuesday 24 October 2023. Please take account of time zone differences when submitting your application.

## B. Eligibility

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We will ask you the following questions to establish your eligibility for the Northern Australia Development Program: Northern Australia Business Development Grants grant opportunity.

*Questions marked with an asterisk are mandatory.*

Do you have an ABN? \*

*Yes or No*

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

Select your entity type\*:

- an entity incorporated in Australia and a trading corporation, where your trading activities:
  - form a sufficiently significant proportion of the corporation's overall activities as to merit it being described as a trading corporation; or
  - are a substantial and not merely peripheral activity of the corporation
- an incorporated trustee on behalf of a trust where the trust's trading activities:
  - form a sufficiently significant proportion of the trust's overall activities as to merit it being described as a trading trust; or
  - are a substantial and not merely peripheral activity of the trust.
- none of the above

*You must answer to proceed to next question.*

Are you a small to medium enterprise (up to 199 employees)? \*

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

- Is your project located in or will significantly benefit Northern Australia (as defined in section 15 of the Grant Opportunity Guidelines)? \*

*You must answer yes to proceed to next question*

- If you are successful in receiving a Northern Australia Business Development grant, do you commit to working with a Strengthening Northern Australian Business facilitator to develop and implement a business roadmap? \*

*You must answer yes to proceed to next question*

- If you are eligible but not successful in receiving a Northern Australia Business Development grant, do you commit to discussing opportunities to improve your capability and next steps with a Strengthening Northern Australian Business facilitator? \*

*You must answer yes to proceed to next question*

- Does your project have at least \$100,000 in eligible project expenditure?\*

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

## 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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### 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

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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 your organisation and Northern Australian communities.*

### 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 employment

*Provide details of your current workforce.*

How many employees (headcount) do you currently employ in total?

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

How many Indigenous employees (headcount) do you currently employ?

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

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

- (a) Skilled
- (b) 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.*

How many trainees and apprentices do you currently employ?

- (a) Trainees
- (b) Apprentices

## **E.5. Project duration**

*Estimated project start date – 1 February 2022*

*Estimated project end date – 31 March 2024*

You complete your project by 31 March 2024.

## **E.6. 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.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

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 \$100,000.*

*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.*

*Labour costs for technical, but not administrative, project management activities are capped to 10 per cent of your total eligible expenditure.*

*Labour costs may be increased by an additional 30% allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers.*

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

Type of expenditure	Head of expenditure	Financial Year	Cost
		2022/23	\$
		2023/24	\$
	Plant and Equipment		
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Other eligible expenditure		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
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*

- *Your contribution*
- *Other Commonwealth government*
- *Other non-Commonwealth government*
- *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 only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money. The assessment criteria are equally weighted.

*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

*Your response is limited to 2500 characters per question including spaces and does not support formatting.*

#### **How your project will create new jobs, scale-up, diversify and build economic resilience for your business and Northern Australia**

You should demonstrate this by:

- a. providing a business case for your project, including the business opportunity, its expected impact on your business and its resilience
- b. describing the regional economic benefits of your project, impacts on supply chains and employment growth, including Indigenous business and employment growth outside your business
- c. providing the expected number and types of local jobs to be created by the project in the immediate and long term, including skill level and sustainability
- d. describing any broader regional social or environmental benefits of your project. Include whether your project is located in a 'Pilot Region of Growth' (as described in section 15) and/or is an Indigenous business
- e. describing how the grant will impact your project i.e. in terms of scale, timing and reach and how you will measure the success of your project.

### G.2. Assessment criterion 2

*Your response is limited to 2500 characters per question including spaces and does not support formatting.*

#### **Your capacity, capability and resources to deliver your business project**

You should demonstrate this by describing:

- a. your track record in managing similar projects, and your access to personnel with relevant skills and experience
- b. your project plan that is commensurate with the size and scope of your project, including how you will:
  - manage the project including scope, governance, implementation methodology and timeframes
  - mitigate delivery risks
  - secure required regulatory or other approvals
- c. any support or investment that will be leveraged to progress your project.

*You must attach a project plan and budget to your application.*

## H. Project partners

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You must provide details about your project partners.

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

*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
- Project partner letter of support attached. Letter to include details of partner contributions.

Sample



# I. Bank account details

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## 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

Title

Given name

Family name

Position Title

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 documentation

You must attach the following supporting documentation.

- project plan \*
- project budget \*
- An accountant's declaration to state that the company's revenue from trading activities is a significant proportion of total revenue \*
- evidence of funding strategy, e.g. financial statements, loan agreements, cash flow documents (where applicable)
- trust deed (where applicable).

## K. Primary contact page

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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

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, 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](#)
- Northern Australia Development Program: Northern Australia Business Development Grants
- 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 Northern Australia Business Development grant 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 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 Northern Australia Development 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.