



Australian Government  
Department of Industry, Science,  
Energy and Resources

Department of Infrastructure,  
Transport, Regional Development  
and Communications

**Business**

business.gov.au  
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## Sample application form

# Strengthening Telecommunications Against Natural Disasters – Temporary Telecommunications Infrastructure Deployment

Version August 2020

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.

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

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

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

- Australian Business Number (ABN)

### A.1. Program selection

You must select from a drop-down menu the program that you are applying for.

- Field 1 select – Temporary Telecommunications Infrastructure Deployment Program
- Field 2 select – Temporary Telecommunications Infrastructure Deployment Program

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

This grant opportunity will run over two years from 2020-21 to 2021-22.

The grant opportunity was announced as part of the Strengthening Telecommunications Against Natural Disasters program. Up to \$7.7 million is available for this grant opportunity.

The objectives of the program are to:

- increase and improve telecommunications resilience in regional and remote communities recently affected by severe bushfires or at risk of bushfires in future bushfire seasons
- enhance the capability to restore services to areas affected by bushfires or natural disasters by quickly deploying temporary facilities to address gaps caused by outages.

The maximum grant amount is \$7.7 million.

You should read the [grant opportunity guidelines](#) and [sample grant agreement](#) 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 14 September 2020. Please take account of time zone differences when submitting your application.

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.

## B. Eligibility

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We will ask you the following questions to establish your eligibility for the Temporary Telecommunications Infrastructure Deployment grant opportunity.

- Do you have an ABN? \*

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

*Questions marked with an asterisk are mandatory.*

- Are you one of the following eligible entities? \*
  - be an entity, incorporated in Australia, that operates a mobile and/or fixed telephony network; and
  - holder of a carrier licence

*You must answer yes to both of these questions to proceed to the next question. You will need to provide your carrier licence number later in the application.*

- Can you provide evidence from your board or Council (or chief executive officer or equivalent if there is no board) that the project is supported by the applicant organisation, and that the organisation is willing to accept responsibility to complete the project and meet the costs of the project not covered by grant funding?\*

*You must answer yes to proceed to the next question. You must provide evidence later in the application.*

- 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. An accountant declaration template is available on [business.gov.au](https://www.business.gov.au) and [GrantConnect](#). If you do not use this template, you must include equivalent information and the declaration in your own document.\*

*You must provide evidence later in the application.*

*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. Applicant financials

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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.*

## 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.*

### 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 and a pre-deployment plan which you should attach later in your application.

### 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. Carrier licence

Provide your carrier licence number.

*You must have a carrier licence number to apply.*

### E.5. Project duration

*Your project must be completed in line with the dates provided in the grant opportunity guidelines.*

- 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 later than 30 April 2022.*

## **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 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



## F. Project budget

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

*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.*

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour		\$
		2020-21	\$
		2021-22	\$
	Labour on costs (up to 30%)		
		2020-21	
		2021-22	
	Contract		\$
		2020-21	\$
		2021-22	\$
	Equipment and supplies		\$
		2020-21	\$
		2021-22	\$
	Other eligible expenditure		\$
		2020-21	\$
		2021-22	\$
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.1. 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 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.*

Sample

## 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.*

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

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

### **Project alignment with program objectives (50 points)**

You should demonstrate this by identifying:

- a. how your project will meet the program objectives
  - increase and improve telecommunications resilience in communities recently affected by severe bushfires and other natural disasters or at risk of bushfires or other natural disasters in the future
  - enhance the capability to restore services to areas affected by bushfires or natural disasters by quickly deploying temporary facilities to address gaps caused by outages.
- b. the extent to which your project will use a local workforce in fire-affected, high fire risk communities, or communities that are affected by, or at risk of, other natural disasters
- c. how your project will service the community in general (i.e. allow other carriers' customers to roam on to the asset) and serve Emergency Service Organisations
- d. your ability to commit to an SLA with DITRDC to rapidly deploy facilities into the community during declared emergencies and on request of emergency service organisations during the useful life of the assets
- e. how your project has power redundancy built into the facility
- f. your commitment to fund the ongoing operation and maintenance cost of the equipment for the useful life of the asset.

### **G.1. Assessment criterion 2 (50 points)**

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

#### **Capacity, capability and resources to deliver the project (50 points)**

You should demonstrate this by identifying:

- a. your track record managing similar projects including serving the general community and rapid deployment to assist Emergency Service Organisations
- b. your pre-deployment plan (including ability to deploy in November 2020) and project plan to manage the project including addressing scope, implementation plan, procurement, timeframes, budget and risk management (including work health and safety)
- c. your ability to deploy facilities at community events free of charge, and the number of days/events that you commit to.

## H. Application finalisation

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You must answer the following questions and add any supporting documentation required.

### H.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 and how you anticipate managing them.

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

### H.2. Program feedback

How did you hear about the grant opportunity?

*You may select from a drop-down menu.*

### H.3. Supporting documentation

You must attach the following supporting documentation.

- pre-deployment plan

*The pre-deployment plan is the plan you use to pre-deploy assets ahead of disasters, for example, where you work with the RFS to deploy assets to population centres at risk of being cut off due to bushfires or natural disasters.*

- project plan

*You must attach a project plan outlining all the project activities including a timetable.*

- project budget

*You must attach a detailed project budget to demonstrate your estimated project expenditure.*

- accountant declaration (template provided on [business.gov.au](https://business.gov.au) and [GrantConnect](#))

*You must provide an accountant declaration to demonstrate you can fund your share of the project costs. If you do not use the template provided, you must include equivalent information and the declaration in your own document.*

- evidence of support from the board, CEO or equivalent (template provided on [business.gov.au](https://business.gov.au) and [GrantConnect](#)). Where the CEO or equivalent submits the application, we will accept this as evidence of support.

*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.*

### H.4. 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](#)).

## H.5. 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.*

## I. 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

## J. Application declaration

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

### J.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.

## **J.2. Applicant declaration**

I declare that I have read and understood the [program/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 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 agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

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