Australian Government

Department of Industry, Science, Energy and Resources

Department of Defence

Sample application form

Skilling Australia's Defence Industry Grants Program

Version April 2022

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.

This is a sample only and may be subject to minor changes.

Do not use this document as your application form. You will need to submit an application using the online form once the grant opportunity is open to applications.

Instructions

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

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

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

You can save your changes at any time by using the Save button. To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

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

Getting help

If you require further assistance completing this form, contact us by email or web chat or on

13 28 46.

A. Program selection

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

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
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

If you do not have an ABN we will ask you why you do not have one. You should note the following.

If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.

A.1. Program selection

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

- Field 1 select Skilling Australia's Defence Industry Grants Program (SADI)
- Field 2 select Skilling Australia's Defence Industry Grant (SADI)

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

The Skilling Australia's Defence Industry Grants Program (the program) will run over six years from 2020-21 to 2025-26. The program is a key initiative of the Defence Industry Skilling and STEM Strategy launched in February 2019.

You should read the grant opportunity guidelines and sample grant agreements before filling out this application.

You may submit your application at any time over the life of the grant opportunity.

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

We will ask you the following questions to establish your eligibility for the Skilling Australia's Defence Industry grant opportunity.

Questions marked with an asterisk are mandatory.

Are you one of the following entities?*

- an entity, incorporated in Australia
- an incorporated trustee on behalf of a trust

A legal entity is an entity in its own right that has capacity to enter into legally binding agreements or contracts, assume obligations, incur and pay debts, sue and be sued and be held responsible for its actions.

Are you a defence industry association? *

We will accept applications from defence industry associations for training their own staff or for facilitating training to businesses they are representing.

A Defence Association is a connection or cooperative link between people or organisations.

If you are a defence industry association applying on behalf of a SME you will need to attach a letter of support from each business you are representing.

Evidence of membership to Defence Industry Association will need to be attached later in this form.

Select from dropdown

If No

Are you a Small to Medium-size business Enterprise (SME)?*

An SME is an enterprise with less than 200 employees see Glossary in Grant Guidelines.

If Yes

Do you currently service, or intend to service, the defence industry sector and meet one of the following requirements? *

- have a current defence contract
- be currently tendering for a defence contract
- be a current subcontractor to a defence prime or contracted through the Prime's supply chain to deliver on defence projects.

We can only accept applications from SMEs that currently service, or intend to service, the defence industry sector.

You will be required to provide contract / tender information later in your application.

Is your project aimed at increasing Defence skills, capacity or capability within your organisation that are required to meet current of future Defence capability needs?*

Select from dropdown

C. Applicant address

C.1. Business street address

You must provide your business street address (Australian Head Office).

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. Business postal address

You must provide your business postal address (Australian Head Office).

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. Applicant financials

D.1. Latest Financial Year Figures

▪ Has the applicant existed for a complete financial year?

▪ If no, enter the number of months completed in the financial year to date.

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

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

All amounts must show a whole dollar value e.g. $1 million should be presented as $1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

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

▪ Sales Revenue (Turnover)

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

▪ Export revenue

Total revenue from export sales, as reported in your organisation's BAS.

▪ R&D expenditure

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

▪ Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

▪ Number of employees (headcount)

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

▪ Number of independent contractors (headcount)

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

E. Project information

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

E.1. Company background

Provide details about your company profile.

Your response is limited to 2000 characters including spaces and does not support formatting.

E.2. Project title and description

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

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

Provide a project title.

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

Provide a brief project description and key activities.

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. Explain what it is you are going to do and how it will benefit your organisation.

E.3. Primary capability stream

Select the primary capability stream your project aligns with:

- Intelligence, surveillance and reconnaissance
- Electronic warfare
- Space
- Cyber
- Estate and Infrastructure
- ICT
- Air and sea lift
- Maritime and anti-submarine warfare
- Land combat and amphibious warfare
- Strike and air combat
- Other

Select the secondary capability stream(s) your project aligns with, if applicable:

You can select multiple streams.

- Intelligence, surveillance and reconnaissance
- Electronic warfare
- Space
- Cyber
- Estate and Infrastructure
- ICT
- Air and sea lift
- Maritime and anti-submarine warfare
- Land combat and amphibious warfare
- Strike and air combat
- Other

Is your project related to Naval Shipbuilding training?

Answer yes or no

E.4. 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.

Ensure you have clearly given a brief overview description of the project including what the project involves and purpose of the project. Then can you list all of the activities. There should be a dot point for each one. These should be identical to your milestone names (which also exactly match the training activities) that you will be entering later.

All should have the same format of a number, training activity code and title for e.g. 5. ASS Engineering Cert III.

The codes to be used relate to the activity type. Use the same order as below for your milestones so any TTS will be first and OEM will be last. These codes are:

TTS - Technical and trade skills training

HRT- Human resources training and skills development

MCC -Micro credential courses

OEM - Original equipment manufacturer training

ASS - Apprenticeship supervision support

OJT - On the job training supervision support

E.5. 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.6. Project duration

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

Your project start and end dates must match the earliest training start date and the latest training end date for all your training activities.

Your project can be no longer than 24 months and must be completed by 30 March 2026.

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

E.7. Project milestones

Provide details on the training and supervision activities (milestones).

The Milestone Name must exactly match your activity title in the next section. These will also exactly match the dot point list of activities in the "Detailed project description and key activities" entered earlier.

You should enter one milestone for each activity record. Further costing details on each activity will be provided on the Project activities page.

Each milestone name must have the following format:

1. *Number the milestone e.g. 5.*
2. *Identify the activity type by using the correct code as shown below. The codes to be used relate to the activity type. Use the same order as below for your milestones so any TTS will be first and OEM will be last. These must be in the same order:*

TTS - Technical and trade skills training

HRT- Human resources training and skills development

MCC - Micro credential courses

ASS - Apprenticeship supervision support

OJT - On the job training supervision support

OEM - Original Equipment Manufacturer training.

3. *Include the milestone title e.g. 5. ASS Engineering Cert III.*

The milestone description will be used in the Agreement. Please explain very clearly with good detail what work will be done for the training activity. This section should expand the key activities you included previously as part of "Detailed project description and key activities".

1. *Under Milestone name. There will be a milestone for each dot point in "Detailed project description and key activities". You must copy the dot point text exactly against the milestone name e.g. 5. ASS Engineering Cert III*
2. *Under Description. Provide a brief introduction sentence on the overall purpose of the activity. Start the sentence with "The purpose of the milestone is …*
3. *Under Description. After the introduction sentence, explain all the actions that will be undertaken to deliver the milestone. List these steps so they can be easily understood. Each step should be on a new line. These must be descriptive, so progress can be reported. Include targets if appropriate. Start the sentence with "The key activities will involve...:*

- Milestone title

- Description

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

- Estimated start date
- Estimated end date
- Estimate Cost

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 not a postal address.

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

E.9. Defence contract/Tender details

Enter the details below of the Defence contract/tender you currently service or intend to service.

This section is not required for defence industry associations for training their own staff or for facilitating training to businesses they are representing.

Contract Name

Your response is limited to 1000 characters including spaces and does not support formatting

Australian Defence contract or tender number

Your response is limited to 1000 characters including spaces and does not support formatting

DCP Project number

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

Provide a brief description of the scope of work undertaken *

*Provide a brief description of the scope of work being undertaken **

Your response is limited to 2000 characters including spaces and does not support formatting

What is the expected completion date of your contract/tender? *

F. Project activities

Project activities

Provide details for each milestone activity entered on the previous page. The number and details of milestones and the number of activities below must match.

You can only select one activity type at a time and then you must enter all details for that activity. You can add more activities as required.

Please ensure all costs entered exclude GST.

Training activities

Complete all the fields for training activities. Note under Course name, this field should be identical to your Detailed project description name (which exactly matches Project milestones) e.g. 5.ASS Engineering Cert III

Select the Training area type from the dropdown list

Training area

Select the training area type from the dropdown list

Technical and trade skills training

Human resources training and skills development

Micro-credentials courses

Original Equipment Manufacturing training

Course Name

Your response is limited to 150 characters including spaces and does not support formatting.

You must not start your project, including incurring any costs, until you execute a grant agreement with the Commonwealth.

For OEM training, include project title (this should match milestone title name) and ALSO provide the name of the equipment to be trained on e.g.4. OEM Pinpoint Automated Tool Management System

Explain how your activity will:

Your response is limited to 2000 characters including spaces and does not support formatting.

- improve the capacity and capability of your business to service the defence industry sector
- reduce barriers faced in the defence sector when upskilling or retraining staff and/or
- develop skills in the defence sector and/or
- support establishment of human resources practices and training plans that will build lifelong learning activities when supplying to the defence sector

Number of trainees

For OEM training, there is a limit of three staff.

Select the upskilling area provided by the course (if Technical and Trade skills training)

Select the upskilling area type from the dropdown list

Engineering design

Planning and production management

Project management

Integrated logistics

Systems engineering cyber security

Software design

Electrical engineering

Other

Select the upskilling area provided by the course (if Human resources training and skills development and Original Equipment Manufacturer training)

Select the upskilling area type from the dropdown list

Change management

Cultural change

Employee training and development facilitation

Human Resource strategies/systems

Facilitation and workforce planning

Other

Select the upskilling area provided by the course (if Micro-credentials courses)

Select the upskilling area type from the dropdown list

change management

cultural change

employee training and development facilitation

human resource strategies/systems

workforce planning

engineering design

planning and production management

project management

integrated logistics

systems engineering cyber security

software design

electrical engineering

Instructor's name.

Your response is limited to 150 characters including spaces and does not support formatting.

The internal instructor must be qualified to deliver the training. You will be required to provide a copy of the instructor's qualifications documentation later in this form.

Instructor's Title

Your response is limited to 150 characters including spaces and does not support formatting.

Is the course internal or provided externally?

Select from dropdown

Internal

External

If Internal

Instructor's wages for the duration of the training

Where an internal instructor conducts your training you may claim the costs/wages on a cost recovery basis for the duration of the training. All costs must be GST exclusive. You must attach evidence of the wages later in this form.

Mentoring or business advisory services can also be claimed only if directly related to increasing the capability of the business in the area of human resources.

$ *amount*

Venue hire and audio visual equipment hire

Costs associated with the use of an applicant's own equipment during training or onsite training facility costs are ineligible.

$ *amount*

Cost of training materials and text books

$ *amount*

Travel and accommodation costs

Domestic travel is limited to the reasonable cost of accommodation and transportation required to conduct agreed project activities in Australia. Overseas travel is limited to the reasonable cost of accommodation and transportation to receive approved training where a comparable alternative is not available in Australia.

Later in the application you must attach an itemised budget that includes travel details for each leg of the trip:

1. *Air transport details for each leg of the trip (economy class only, excluding GST) including: date of departure; sector/route; number of participants; estimated cost per participant, total cost in $AUD*
2. *Accommodation details for each leg of the trip (room only, excluding GST) including: location; date of arrival; number of nights; number of rooms; room cost per night per person, total cost in $AUD*

$ *amount*

Estimated total cost

Is the course internal or provided externally?

Select from dropdown

Internal

External

If External

External staff training costs and on-the-job training fees

Course provider

You must attach a copy of the itemised quote/s later in this form.

For OEM training, you must attach later in the application:
• a training plan/syllabus
• an itemised quote for the proposed training
• correspondence from the OEM training is not incorporated in the products purchase price
• if applying for training to be undertaken overseas, correspondence from the OEM that clearly states the training is not available in Australia.

Course location

Enter the suburb and state where the course is being undertaken

External staff training costs and on-the-job training fees

Includes TAFE, University, online training courses, and external training instructor's costs.

For OEM, this includes training where the training is not incorporated in the products purchase price and is limited to a maximum of three staff.
For HR training, mentoring or business advisory services can also be claimed only if directly related to increasing the capability of the business in the area of human resources.

Human resources skills training can be claimed if it directly improves the staff retention capability of the business and encourages staff in continuous learning.

$ *amount*

External venue hire and audio visual equipment hire

$ *amount*

Cost of training materials and text books

$ *amount*

Travel and accommodation costs

Later in the application you must attach an itemised budget that includes travel details for each leg of the trip:

1. *Air transport details for each leg of the trip (economy class only, excluding GST) including: date of departure; sector/route; number of participants; estimated cost per participant, total cost in $AUD*
2. *Accommodation details for each leg of the trip (room only, excluding GST) including: location; date of arrival; number of nights; number of rooms; room cost per night per person, total cost in $AUD*

Estimated total cost

Later in this application you must attach an itemised budget that includes costs for all project activities.

$ *amount*

Apprenticeship supervision support

Apprenticeship supervision support to provide supervision of an apprentice who primarily spends their time on Defence projects according to the following scale per applicant, funding caps apply:

Year 1 - $4,000 per semester towards the costs of supervision

Year 2 - $3,000 per semester towards the costs of supervision

Year 3 - $2,000 per semester towards the costs of supervision

Year 4 - $1,000 per semester towards the costs of supervision.

New Entry

Certificate name.

Your response is limited to 150 characters including spaces and does not support formatting.

You must not start your project, including incurring any costs, until you execute a grant agreement with the Commonwealth.

Explain how your activity will:

Your response is limited to 2000 characters including spaces and does not support formatting.

- improve the capacity and capability of your business to service the defence industry sector
- reduce barriers faced in the defence sector when upskilling or retraining staff and/or
- develop skills in the defence sector and/or
- support establishment of human resources practices and training plans that will build lifelong learning activities when supplying to the defence sector

Select the upskilling area provided by the supervision support

Engineering design

Planning and production management

Project management

Integrated logistics

Systems engineering cyber security

Software design

Electrical engineering

Other

Number of first year apprentices

Number of semesters

Total year one costs.

You may claim up to $4,000 per apprentice per semester.

$ *amount*

Number of second year apprentices

Number of semesters

Total year two costs.

You may claim up to $3,000 per apprentice per semester.

$ *amount*

Number of third year apprentices

Number of semesters

Total year three costs.

You may claim up to $2,000 per apprentice per semester.

$ *amount*

Number of fourth year apprentices

Number of semesters

Total year fourth costs.

You may claim up to $1,000 per apprentice per semester.

Estimated total cost

$ *amount*

On the job training supervision support

On the job training supervision support where the training is appropriately supervised by a company employee, is purely technical in nature and directly supports Defence projects. Support may be funded at an hourly rate of $80.00 (funding caps may apply) and you must demonstrate that the training:

- *is being supervised by a suitably qualified company employee*
- *is of a purely technical nature (e.g. machine use)*
- *is directly in support of a Defence contract or contracts*
- *the level of competency attained can be verified*
- *the trainee is not an apprentice*
- *the training activity is not classroom based*
- *log books (for the training and hours of supervision) can be provided if required by the Commonwealth.*

New Entry

Name of technical on the job training supervision support activity

Only include the training activity if it is not classroom based.

You must not start your project, including incurring any costs, until you execute a grant agreement with the Commonwealth.

On the job upskilling area

Select the type of upskilling this supervision activity will achieve

Engineering design

Planning and production management

Project Management

Integrated logistics

Systems engineering cyber security

Software design

Electrical engineering

Other

Explain how your activity will:

Your response is limited to 2000 characters including spaces and does not support formatting.

- improve the capacity and capability of your business to service the defence industry sector

- reduce barriers faced in the defence sector when upskilling or retraining staff and/or

- develop skills in the defence sector and/or

- support establishment of human resources practices and training plans that will build lifelong learning activities when supplying to the defence sector

Identify which Defence contract or tender this activity supports

Your response is limited to 150 characters including spaces and does not support formatting.

Supervisor's name

Supervisor's qualifications

You must provide details of their relevant qualifications to deliver/supervise this training.

Number of trainees

Only include trainees who are not apprentices.

Estimated number of total hours to complete on the job supervision support

On the job training supervision support where the training is appropriately supervised by a qualified company employee, is purely technical in nature and directly supports Defence projects. Support may be funded at an hourly rate of $80.00 (funding caps apply).

Estimated total cost

$ *amount*

G. Project budget

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

Total budget costs must equal the total value of your project activities. 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 grant opportunity guidelines for guidance on eligible expenditure.

The funding is capped at $500,000 in a six-year period from 2020-21 to 2025-26 for:

- *each eligible business and*
- *each industry association which is applying to train their own staff.*

If you are an Industry Association you can apply for multiple grants or group multiple eligible activities in one application; however each business you are representing will be capped at $500,000.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Staff training costs		$
		2020/21	$
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
		2025/26	$
	Contractor Costs in conducting training activities		$
		2020/21	$
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
		2025/26	$
	Domestic Travel		$
		2020/21	$
		2021/22	$
		2022/23	$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2023/24	$
		2024/25	$
		2025/26	$
	Overseas Travel		$
		2020/21	$
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
		2025/26	$
	HR skills training costs		$
		2020/21	
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
		2025/26	$
Total Project Costs ($AUD & GST exclusive)			

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.

Ensure your total project budget above exactly matches your milestones total on the Project information page.

H. 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.

Your response to each assessment criterion is limited to 5000 characters including spaces and does not support formatting. You can attach documents to support your responses later in the application.

H.1. Assessment criterion 1 (40 points)

How your project improves the capacity and capability of your business to service the defence industry sector *

Demonstrate this by describing:

a. the skills your project will develop

b. the extent that your project will increase the capacity and capability of your business or others

c. the extent that your project will increase your ability to service the defence industry sector

d. the extent to which your project meets defence priority areas of STEM, project management, design and/or human resources

e. the extent to which your project assists in reducing the skills shortages in the following priority areas: engineering design, planning and production management, project management, integrated logistics, systems engineering cyber security, software design and electrical engineering.

You should demonstrate this by answering each dot point. You should include the dot point question in the answer and fill in your response directly under each dot point

H.2. Assessment criterion 2 (30 points)

Your capacity, capability and resources to deliver the project *

Demonstrate this by describing:

a. your ability and plan to maximise the skills developed for the business to ensure continuous improvement beyond the life of the project

b. your track record managing similar projects and access to personnel with the right skills and experience, including management and technical staff

c. the relevant skills and experience of your training provider(s)

d. your strategy to measure the project's success, including any targets and metrics.

You must present a strong case that you are using appropriately skilled and experienced training providers to score greater than 50% against this criterion.

You should demonstrate this by answering each dot point. You should include the dot point question in the answer and fill in your response directly under each dot point

H.3.   Assessment criterion 3 (30 points)

Impact of grant funding on your project *

Demonstrate this by describing:

a.   your value for money proposition, with respect to the scale of the project and its intended outcomes

b.   your demonstrated need for funding, specifying in particular your current challenges with regards to upskilling staff.

You should demonstrate this by answering each dot point. You should include the dot point question in the answer and fill in your response directly under each dot point.

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 and how you anticipate managing them.

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

If applicable, attach the following supporting documentation.

▪   Trust documents

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.

▪   Itemised project budget for training

You must use the template provided on business.gov.au. You must complete with budget details grouped for each activity type. Include details of provider, description, quote number, cost and travel details. Each activity must be equal to the milestone value entered in the application and must exclude GST. The total must equal the total project cost in the application.

▪   Course outline

Provide a breakdown of the course being provided.

▪   Instructor qualifications

Provide details of the instructor's qualifications demonstrating their suitability to provide the course.

▪   Instructor wages

Provide a breakdown of the instructor's wages for the course.

▪   OEM Syllabus

An itemised quote for the proposed OEM training must be provided. Scan multiple documents and upload as one file.

▪   OEM correspondence

Letter/email from the OEM provider stating that training costs were not incorporated in the product purchase price.

▪   Travel cost quote

Air transport details for each leg of the trip (economy class only, excluding GST) including: date of departure; sector/route; number of participants; estimated cost per participant, total cost in $AUD.

Accommodation details for each leg of the trip (room only, excluding GST) including: location; date of arrival; number of nights; number of rooms; room cost per night per person, total cost in $AUD.

- **Itemised** quote for training

If you are using multiple providers you will need to submit a quote from each provider. The quote must address: the name of the course and who will be trained, break down of key activities, delivery timeframes, costs (including hourly or daily rates) and an estimated number of hours or days for each of the key activities.

- **Evidence** for activity delivery

Provide evidence the project is delivered by a registered training organisation (RTO), an experienced training provider, an appropriately qualified employee in your business or an original equipment manufacturer (OEM).

- Defence Industry Association members

If you have indicated you are a Defence Industry Association, you must provide membership details and if you're applying on behalf of a business, you must provide a letter of support from each business.

I.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](#)).

I.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.

J.   Primary contact page

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

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

K. Application declaration

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

K.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that 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](#)
- Skilling Australia's Defence Industry Grants Program
- 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 and

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 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 Skilling Australia's Defence Industry Grants Program 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 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/grant opportunity], 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 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.