Sample application form

Beetaloo Cooperative Drilling Program Grant opportunity

Version January 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

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 - Beetaloo Cooperative Drilling Program
- Field 2 select - Beetaloo Cooperative Drilling Program

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

The Beetaloo Cooperative Drilling Program (the program) is a component of the [Beetaloo Strategic Basin Plan](#) delivered under the Australian Government's broader Gas-fired recovery plan. The program is designed to encourage investment by accelerating exploration and appraisal activities in the Beetaloo sub-basin within a time-defined window. The program will run over two years from 2021-22 to 2022-23, with an aim to accelerate exploration efforts by the end of 2022.

Up to $50 million is available for this grant opportunity. Applications can be submitted until the available funding for this grant opportunity is fully subscribed, or by 30 June 2022, whichever

occurs earlier. You must submit an application per well and can submit a maximum of three applications.

The minimum grant is $750,000 and the maximum grant amount is capped at $7.5 million per well.

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 an application at any time over the life of the grant opportunity.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Beetaloo Cooperative Drilling grant opportunity.

Questions marked with an asterisk are mandatory.

▪ Do you have an Australian Business Number (ABN)? *

You must answer yes to proceed to next question.

▪ Are you 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. *

You must answer yes to proceed to next question.

▪ Does your corporation hold a petroleum exploration permit or retention licence from the Northern Territory Government, and have commenced all necessary approval processes to undertake petroleum exploration onshore ? *
  You must attach this evidence later in this form.

You must answer yes to proceed to next question.

▪ Can you provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, can commence within three months of entering into a grant agreement, and that you can complete the project and meet the costs of the project not covered by grant funding? *

You must answer yes to proceed to next question.

▪ 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?

  You must attach this evidence later in this form. An accountant declaration template is available on business.gov.au and GrantConnect. *

You must answer yes to proceed to next section.

C.   Applicant address

C.1.   Applicant street address

You must provide your street address

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

C.2.   Applicant postal address

You must provide your postal address

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

D.   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.

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 which you should attach later in your application. Refer to the grant opportunity guidelines for the requirements of the project plan.

E.3. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

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

E.4. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines. It is expected that proposed exploration and appraisal activities will occur prior to the end of the 2022 calendar year.

- Estimated project start date (no earlier than 1 July 2021)
- Estimated project end date (no later than 31 December 2022)
- Estimated project length (in months)

The project length will be calculated by the start and end dates you enter.

E.5. 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
- Expenditure estimate for each milestone

E.6. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project site must be a street address. Do not provide a postal address, institution or building name.

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

F. Project budget

Project budget summary

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.

The minimum project expenditure for this grant opportunity is $3 million. Grant funding will be up to 25 per cent of the eligible expenditure. You must submit an application per well and can submit a maximum of three applications.

The minimum grant amount is $750,000 and the maximum grant amount is capped at $7.5 million per well.

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.

NOTE: all fields in the table below need to be completed. If no expenditure please enter zero ($0).

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Labour expenditure		$
		2021/22	$
		2022/23	$
	Labour on-costs (up to 30% of labour expenditure)		$
		2021/22	$
		2022/23	$
	Technical project management (up to 10% of total labour costs):		
		2021/22	$
		2022/23	$
	Contract expenditure		$
		2021/22	$
		2022/23	$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Plant and equipment		$
		2021/22	$
		2022/23	$
	Plant and equipment commissioning costs		
		2021/22	$
		2022/23	$
	Other eligible expenditure		$
		2021/22	$
		2022/23	$
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

  o *Your contribution*
  o *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.

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 70 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 you responses you must include mandatory attachments later in the application.

G.1. Assessment criterion 1

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

The extent to which your project contributes to understanding of petroleum resource prospects in the Beetaloo sub-basin

You should demonstrate this by identifying

a. the amount of exploration and appraisal activities you plan to undertake and the timeframe of the project

b. how your project will expand the understanding of petroleum resources in the Beetaloo region prior to the end of the 2022 calendar year and explain how this understanding will impact upon future likelihood of resource production

c. that your project; will be delivered at least 90 calendar days earlier than would otherwise would have occurred in the absence of grant funding, or will be delivered in addition to your work program activities. You must outline your internal decisions, announced plans, and work plans disclosed to the Northern Territory Government.

G.2. Assessment criterion 2

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

Your capacity, capability and resources to deliver the project

You should demonstrate this by identifying

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

b. your access, or future access to, any infrastructure, capital equipment, technology, intellectual property and required regulatory or other approvals

c. the level of technical risk associated with the project and how these risks will be mitigated

d. a credible project plan and budget (see section 7.1).

G.3. Assessment criterion 3

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

Impact of the grant funding on your project

You should demonstrate this by identifying

a. how the grant will impact your project in terms of size, scale, timing, return on investment and project payback period

b. the total additional investment the grant will create.

H. Project partners

You must provide details about your project partners.

For details about project partner contributions refer to the grant opportunity guidelines.

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Details of contribution to the project
- Project partner letter of support attached

I. Application finalisation

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

I.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

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

If yes, describe how you anticipate managing this conflict.

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

I.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Supporting documentation

Files must be smaller that 2MB and be one of the following types: doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif. Filenames should only include letters and numbers and should be fewer than 40 characters in length.

Please note there is a cumulative file size limit of 20MB for each application. For any issues please contact business.gov.au or 13 28 46, or email beetaloo@industry.gov.au.

You will not be able to submit your application until all mandatory attachments have been uploaded.

You must attach the following supporting documentation.

- Evidence of support from your Board or CFO

You must provide evidence from your board or chief executive officer (or equivalent if there is no board) that your project is supported, that you can commence within three months of entering into a grant agreement, and that you can complete the project and meet the costs of the project not covered by grant funding. Use mandatory template provided on business.gov.au.

- Project plan

A detailed project plan including the scope of the project, a timeline of activities (include gantt charts), a project feasibility analysis, relevant insurances (e.g. for well control, general business etc) and a list of all key management and technical staff

- Project budget

A detailed project budget that identifies costs under each head of expenditure and includes an explanation of how the costs were determined.

- Evidence of funding strategy

You must provide evidence of your funding strategy that includes financial statement, loan agreements, and/ or cash flow documents; include signed Authorisations for Expenditure.

- Accountant Declaration

You must provide an accountant declaration as evidence that you can fund your cost of the project. Use mandatory Accountant's declaration template provided on businesss.gov.au. If you do not use the template provided, you must include equivalent information and the declaration in your own document.

- Trust deed (where applicable)

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust. If your trust deed is too large or you cannot upload your document please contact us via beetaloo@industry.gov.au.

- Relevant permits and approvals

We can only accept applications from corporations that hold a petroleum exploration permit or retention licence from the Northern Territory Government, and have commenced all necessary approval processes to undertake petroleum exploration onshore

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 the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants

b. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

K.2.   Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board 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 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 complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.