Australian Government
Department of Industry, Science, Energy and Resources
Department of Infrastructure, Transport, Regional Development and Communications

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Sample application form

Regional Aviation Access Program – Remote Airstrip Upgrade Program – Round 8

Version September 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

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 - Remote Airstrip Upgrade Program: Round 8
- Field 2 select - Remote Airstrip Upgrade Program: Round 8

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

This grant opportunity will run over 2 years from 2021-22 to 2021-22. Up to $7 million is available for this grant opportunity.

The objective of the Remote Airstrip Upgrade Program is to enhance the safety and accessibility of aerodromes in remote and very remote areas of Australia. Safe, operational aerodromes are vital in the delivery of essential goods and services in remote and very remote communities, particularly where road access is unavailable, unreliable or disrupted for extended periods due to seasonal weather conditions. An effective airstrip, accessible all year round, improves the delivery of health care services such as those provided by the Royal Flying Doctor Service (RFDS) or other

aeromedical providers, improves access to work and education opportunities and helps connect residents of remote communities.

The intended outcome of this grant opportunity is improved safety and air access for remote airstrips that will:

- improve the safety of aircraft, operators and passengers using remote and very remote airstrips
- facilitate improved delivery of essential goods and services such as food supplies, health care, community mail and passenger air services
- complement air services delivery to communities subsidised under the Australian Government's RAAP through the RASS Scheme, and/or
- meet operational requirements of the RFDS or operators providing similar aeromedical services.

The maximum grant amount is $500,000 and the minimum is $5,000.

You should read the grant opportunity guidelines and sample grant agreements before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm [AEST/AEDT] on 12 November 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

We will ask you the following questions to establish your eligibility for the Remote Airstrip Upgrade Program – Round 8 grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is.*
    - An entity incorporated in Australia (including incorporated trustees on behalf of a trust)
    - An Australian local government agency or body as defined in appendix A
    - An Australian State/Territory Government agency or body
    - A corporate Commonwealth entity
    - An Aboriginal and Torres Strait Islander Corporation registered under the Corporations(Aboriginal and Torres Strait Islander) Act 2006 (Cth)

State agencies or other eligible entities may apply on behalf of aerodrome owners/operators (excluding Indigenous Owned and/or Operated aerodromes where you are seeking 100 per cent funding). In such cases, the state agency or other eligible entity will be the lead applicant in a joint application and will be wholly responsible for the project, including administering, reporting and acquitting all project expenditure. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth.

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

- Are you applying on behalf of an owner and/or operator of an existing aerodrome in a remote or very remote area in Australia?*

You must answer yes/no to proceed to next question.

- Is your total project costs equal to or less than $150,000 (Small Project)?*

Local governments seeking funding for projects at multiple sites should submit separate applications for each site where the combined value of all projects is more than $150,000.

You must answer yes/no to proceed to next question.

- Are you an owner and/or operator of an existing aerodrome in a remote or very remote area in Australia?*
- Is your aerodrome identified as 'remote or very remote' as defined by the 2016 Australian Statistical Geographic Standard (ASGS) Remoteness Area?[1]*
- 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 next question.

- Are you and a third party (State government or other entity) both contributing to eligible project costs*

You must answer yes/no to proceed to next question.

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[1] https://www.nationalmap.gov.au/#share=s-tJQMAssPrSlqxMuqTJAYWCYU27E

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. An example of a brief project description is: 'Grant funds will be used to upgrade the airstrip power supply and fuse box and purchase a new Pilot Activated Lighting system and LED battery operated backup emergency lighting.'

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 30 April 2022.

- 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 longer than 14 months.

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 8 milestones.

Examples of milestone titles and descriptions

Milestone Title: Project planning   Description: Site survey, design specifications

Milestone Title: RFT   Description: Request for quotation/tender process

Milestone Title: Resealing   Description: Start and complete resealing activity

▪   Milestone title

Your response is limited to 100 characters including spaces and does not support formatting.

▪   Description

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

▪   Estimated start date
▪   Estimated end date

E.6. Project location

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

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

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

Project location site details

You will be required to provide the following information in relation to the project location site details:

▪   Airport/Aerodrome Name
  ▪   Airstrip information - confirm your project site location

      1.   Click on the National Map (this has Electoral Divisions and Remoteness Area already filtered)[2]

      2.   Once loaded (can take a few minutes) click on "Search for locations"

      3.   Find your airstrip (either using the longitude and latitude, or name of your airstrip, or the location, or official place name or address)

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[2] https://www.nationalmap.gov.au/#share=s-tJQMAssPrSlqxMuqTJAYWCYU27E

4. Click on the airstrip

5. Click on Share/Print icon

6. Confirm information (longitude, latitude) and click on "copy" and paste into the following field

- Project site address latitude
- Project site address longitude
- Is your project site Remote or Very Remote?
- Project electorate
- What is the nearest town (inc. postcode) or service centre to the aerodrome?
- What is the runway length (metres)?
- What is the runway surface?
- What is the aerodrome category?

E.7. Indigenous Corporation Number (ICN)

If you are an Indigenous Corporation, please enter your ICN (If applicable).

Input your ICN (if applicable) exactly as it is issued to you. Your ICN may be a 4 or 5 digit number. The form will not accept more than 5 digits.

F.   Project budget

F.1.   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 $5,000.

The grant amount will be up to 50 per cent of eligible project costs (grant percentage), unless:

- *where the applicant (you) and a third party (could include State/Territory or local government, or neighbouring cattle station) are both contributing to eligible project costs, the grant amount will be up to 33.3 per cent of eligible project costs or*

- *where the applicant meets the Small Project criteria in section 3.2 as an Australian local government agency or body and the total project cost is equal to or less than $150,000, the grant amount will be up to 100 per cent of eligible costs or*

- *where the applicant (you) meets the definition in these Guidelines as an Indigenous Owned and/or Operated Aerodrome, the grant will be up to 100 per cent of eligible project costs.*

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Contractor costs		$
		20xx/xx	$
		20xx/xx	$
	Employee costs		$
		20xx/xx	$
		20xx/xx	$
	Aviation-safety related staff training		$
		20xx/xx	$
		20xx/xx	$
	Capital expenditure		$
		20xx/xx	$
		20xx/xx	$
	Materials		$
		20xx/xx	$

Type of expenditure	Head of expenditure	Financial Year	Cost
		20xx/xx	$
	Tender design and process costs		$
		20xx/xx	$
		20xx/xx	$
	Other eligible expenditure		
		20xx/xx	$
		20xx/xx	$
Total			

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

F.2.   Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

Provide details of contribution to the project.

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-Commonwealth government grants*
- o *Other non-government contribution*

- Value of contribution *(cash and in kind)*
- Date due of contribution
- Description

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

Where you are receiving other government funding you will need to provide details.

G. Assessment criteria

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 you responses you must include mandatory attachments later in the application.

G.1. Assessment criterion 1 (45 points)

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

Demonstrated need for your project

You should demonstrate this by explaining:

a. the extent of need to improve general access, all weather access and/or safety of the airstrip to facilitate delivery of essential services to the community (where applicable, attach evidence to support your application, including airstrip inspection or engineering reports).

Where applicable, attach evidence to support your application, including airstrip inspection or engineering reports.

b. the extent to which upgrades are required to support the operation of the RFDS or operators providing similar aero-medical services to the community

c. the extent to which the project is time critical and the extent to which it cannot proceed without grant funding.

Your written response should include:

- *a description of the essential services delivered via the airstrip (RASS, RFDS/aeromedical, air schools, food/medical supplies, other essential)*

- *the extent that the community relies upon the airstrip to deliver these essential services*

- *information, and where possible support documents, regarding the number of days annually where:*
    - *there have been safety or access related concerns and/or incidents*
    - *the airstrip has been closed due to landing surface safety concerns*
    - *the airstrip has been closed due to weather impacts, for example, poor visibility or lack of landing access*
    - *an aeromedical operator (e.g. RFDS) used the aerodrome airstrip*
    - *a clear explanation of how this project will address these safety/access concerns.*

Other evidence to support claim can be included, for example, photographs of safety/access issues, airstrip inspection or engineering reports.

You should also demonstrate the need for grant funding by providing:

- *an explanation of why your project is time critical and why it cannot proceed without grant funding; the impact on scope, specification and timing of works*

- *information on your financial position or your ability to raise funds*

- *other evidence to support claim, for example, reference to ABS 2016 SEIFA index.*

G.2.   Assessment criterion 2 (30 points)

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

Capacity, capability and resources to deliver the project

You should demonstrate this by explaining:

a.   your track record managing similar projects

Your written response should include:

- *a short description of one or more projects ideally from the last 5 years that demonstrates your track record managing similar projects. Briefly describe the project, list the key activities, identify the project manager, explain the outcome.*

b.   your plan to manage the project including addressing scope, implementation plan, procurement and works, timeframes, budget and risk management (including workplace health and safety) (you will need to attach a project plan to your application)

The current project's detailed project plan including:

- *a description of the full scope of works including tender/procurement and constructions phases (task/activity, milestone inspections, payment points, etc.) and associated timelines.*

- *a description of how you will carry out the project including: who is accountable, a list of resources, identification of any constraints (time, labour, costs) and how you will manage risk including weather/seasons and WH&S.*

c.   your strategy to maintain the project outcomes beyond the term of the grant funding.

G.3.   Assessment criterion 3 (25 points)

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

Impact/benefit of grant funding on your project

You should demonstrate this by explaining:

a.   the benefits to be provided to the communities serviced by the aerodrome (including what services the community relies upon the aerodrome for)

Your written response should include:

- *a description of the benefits that will be provided to the community if the project is approved. For example:*
  - *having a safe and accessible airstrip will ensure the community receives the goods/services that we rely on. These could include, for example: health, education, jobs, passenger flights, charter flights, commercial operations, mail/freight, RASS.*
  - *Information on the increased benefits associated with the proposed airstrip upgrade project could include that the safe and accessible airstrip will provide benefits to other programmes (including State or Australian Government) or initiatives. Examples might include:*
    - *current or future contributions to delivering on outcomes under the COAG Closing the Gap (CTG) framework, delivery of education sector programs;*

delivery of employment programmes; delivery of social programs; and/or delivery of supplies relating to Australian Government programs

b. the total investment the grant will leverage (including the level of State/Territory Government co-funding and/or the contribution to other Commonwealth Government programs).

Quantify and/or describe the State/Territory Government or other co-funding you will or expect to receive for this project. Provide evidence for this support and financial commitment (for example, letter from their CEO or equivalent).

H. Project partners

You must provide details about your [project partners][collaborators].

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

You must provide

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

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. Supporting documentation

You must attach the following supporting documentation. Note that the maximum size is 20mb for all attachments total.

- Evidence of support from the Council, board, CEO or equivalent

Mandatory: You must provide evidence from your Council, 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.

- Trust documents

Mandatory (where relevant): 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.

- A project plan

Mandatory: You must attach a project plan outlining all the project activities including a timetable to support your claims against merit criterion 2.

- Project partner letter of support

Mandatory (where relevant): Where you have included project partners in your application you must attach letters of support from the project partners as outlined in the guidelines.

- Letters of support for your project

You may attach letters of support for your project from RFDS and other operators using your aerodrome.

- Other supporting documentation

You may attach other evidence to support your responses to assessment criteria. For example, you may attach evidence such as airstrip inspection reports or engineering reports, photos, incident reports and quotes.

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](#)
- [program/ 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 [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.