Australian Government

Department of Industry, Science and Resources

Department of the Treasury

Sample application form

Small Business Cyber Resilience Service

Version March 2024

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.

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

Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

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

You can modify saved responses up until you submit your application.

Participants

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

- Select the Participants button
- Enter the details

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

Submitting your application

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

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

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

Internet browsers supported by the portal

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

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- 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)

Where applicable, international organisations will need to provide

▪ country of registration
▪ registration number

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

▪ Field 1 select – Small Business Cyber Resilience Service
▪ Field 2 select – Small Business Cyber Resilience Service

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

This grant opportunity will run over 3 years from 2024-25 to 2026-27.

The grant opportunity was announced as part of the 2023-2030 Australian Cyber Security Strategy which offers small businesses enhanced Government and industry support to build their cyber security resilience and capability. Up to $8.1 million is available for this grant opportunity.

The objectives of the program are:

▪ build the cyber resilience and capability of small businesses
▪ provide support to small businesses impacted by a cyber incident.

Only one grant is available under this program. The program will fund one service provider to service businesses located across Australia, in both metropolitan and regional locations.

The maximum grant amount is $8.1 million. We expect applications will be for the maximum grant amount available.

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

You may submit your application at any time up until 5.00pm AEST on 26 April 2024. Please take account of time zone differences when submitting your application.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Small Business Cyber Resilience Service grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is. *
    - an entity incorporated in Australia
    - an Aboriginal and Torres Strait Islander Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)
    - a company limited by guarantee
    - an incorporated trustee on behalf of a trust
    - an incorporated association
    - an incorporated not for profit organisation or registered charity
    - a publicly funded research organisation as defined in section 14.

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

- Do you have evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, 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 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. About your 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.

D.1. Latest financial year figures

All values must be whole numbers. For example

6.5 months should be presented as 7 months

$2 million should be presented as $2,000,000

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

You must provide the following financial information about the applicant organisation for the financial year you have entered above.

Values must be that of the entity applying (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 Statement (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's Business Activity Statement (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 humankind, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per your organisation's income tax return form.

- Number of employees (headcount)

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

- Number of independent contractors (headcount)

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

D.2. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification (ANZSIC).

- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification (ANZSIC).

D.3.   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.

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 improve the cyber security of small businesses and their ability to recover from a cyber incident.

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 by 31 March 2027.

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

Your project can be no longer than 33 months.

E.5.   Project milestones

Provide details on the project milestones including the key activities occurring at each milestone.

The milestone start and end dates must be between the project start and end dates.

- 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

F.   Project budget

F.1.   Project budget summary

Provide a summary of your eligible project expenditure over the life of the project.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

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.

Contingency costs are limited to 10 per cent of your total eligible expenditure.

Independent Audit costs are limited to 1 per cent of your total eligible expenditure.

Labour On Costs are limited to 35 per cent of total eligible Labour Costs.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Labour		$
		2024/25	$
		2025/26	$
		2026/27	$
	Labour On Costs (up to 35% of Labour costs)		$
		2024/25	$
		2025/26	$
		2026/27	$
	Contract		$
		2024/25	$
		2025/26	$
		2026/27	$
	Independent Audit (up to 1% of eligible project expenditure)		$
		2024/25	$
		2025/26	$
		2026/27	$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Contingency Costs (up to 10% of eligible project expenditure).		$
		2024/25	$
		2025/26	$
		2026/27	$
	Domestic Travel		$
		2024/25	$
		2025/26	$
		2026/27	$
	Staff Training		
		2024/25	$
		2025/26	$
		2026/27	$
	ICT Costs		
		2024/25	$
		2025/26	$
		2026/27	$
	Recruitment Costs		
		2024/25	$
		2025/26	$
		2026/27	$
Total			

F.2. Source of funding

In this section you must provide details of how you will fund the project.

The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:

- *grant amount sought*
- *your contribution*
- *other contributions as allowed in the grant opportunity guidelines*

F.3. Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

- The maximum grant amount under this grant opportunity is $8,100,000. We expect applications will be for the maximum grant amount available.

F.4. Contributions

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contribution

Contributors are divided into the following types

- o *Your contribution*
- o *Other Commonwealth government grants*
- o *Other non-Commonwealth government grants*
- o *Other non-government contribution*
- Value of contribution
- Due date 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.

G.1.   Assessment criterion 1 (40 points)

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

Extent to which your proposed service will improve the cyber security of small business and support impacted small businesses following a cyber incident

You should demonstrate this by identifying

- how your proposed service and delivery format mix will meet demand and improve cyber security of small business
- how your proposed service and delivery format mix will meet demand and improve post-incident support using a case management approach
- the customer journey for a small business accessing your services including how they will discover, access and participate in services, as well as how you will work to refer small businesses to other relevant services
- the reach of your services across Australia and the number of businesses that you anticipate assisting including through each service delivery format.

G.2.   Assessment criterion 2 (40 points)

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

Capability to deliver the service

Detailed Project Plan will need to be uploaded later in the application form.

You should demonstrate this by identifying

- your track record managing similar projects
- your access to personnel with the right skills and experience, including management and technical staff personnel who are, or will be, appropriately qualified, trained or experienced in cyber security, small business matters and counselling clients in distress
- your access to any capital equipment, technology, intellectual property, administrative systems, including record keeping practices, data collection, information sharing and reporting and required regulatory or other approvals
- your ability to comply with relevant policies and laws to ensure the privacy and security of client data
- a sound project plan to manage and monitor the project and risks.

G.3.   Assessment criterion 3 (20 points)

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

Financial capability and governance

Detailed Project Budget will need to be uploaded later in the application form.

You should demonstrate this by identifying

- a detailed project budget broken down by financial year that identifies the costs of all key project activities/services, including the development of content, travel and end of project financial audit, and demonstrates that costs are commensurate with the level of service to be provided
- your ability to fund the running costs of your organisation external to the project and any project costs that are not covered by the grant
- how your organisation meets appropriate governance standards.

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

Will you be able to meet the service requirements throughout the duration of the program listed in section 5.1.1 of the guidelines? *

H.   Project partners

You must provide details about your project partners (if applicable).

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

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support. Letter to include details of partner contributions.

I.   Bank account details

I.1.   Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

I.2.   Account details

Account name

BSB

Account number

I.3.   Payment contact

Given name

Family name

Email address

Phone number

J. Application finalisation

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

J.1. Conflict of interest

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

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

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

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

If yes, describe how you anticipate managing this conflict.

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

J.2. Additional information

You must attach the following supporting documentation. You should only attach documents we have requested.

The total of all attachments cannot exceed 20 MB.

Individual files must be smaller than 2.0mb, and be one of the following types: doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

- Project Plan

A project plan to manage and monitor the project and identify potential risks

- Project Budget

A detailed project budget broken down by financial year that identifies the costs of all key project activities/services, including the costs of promotional activities, the development of content, travel and end of project financial audit, and demonstrates that costs are commensurate with the level of service to be provided

- Evidence of Support

Evidence of support from the board, CEO or equivalent (template provided on business.gov.au and GrantConnect). Where the CEO or equivalent submits the application, we will accept this as evidence of support

- Trust Deed (where applicable)

Mandatory (where relevant): Where you have indicated your entity type is an incorporated trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

J.3. Program feedback

How did you hear about the grant opportunity? *

You must select from a drop-down menu.

Did you read the grant opportunity guidelines? *

You must select from a drop-down menu.

How useful were the guidelines when completing your application? (only appears if you have selected that you have read the grant opportunity guidelines).

You must select from a drop-down menu.

We welcome any additional feedback on the guidelines.

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

How satisfied were you with the process of applying for a grant? *

You must select from a drop-down menu.

We welcome any additional feedback on the application process.

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

K. Primary contact

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

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

If this application is successful, the primary contact will also need to nominate an authorised signatory to accept an agreement with the Commonwealth. The primary contact will not be able to accept an agreement unless they invite themselves to be the authorised signatory as well.

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

L. Application declaration

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

L.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science 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.

L.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, 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 applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

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

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this 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 declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.