Sample application form

Securing Raw Materials Program Round 2

Version December 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.

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 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.

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

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 –Securing Raw Materials Program Round 2
- Field 2 select - Securing Raw Materials Program Round 2

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

The grant opportunity provides funding to trading entities incorporated in Australia to support them to relocate or expand into regional areas in Australia and partner with a regional university or research organisation to undertake research into and development of innovative and locally sourced raw material supplies.

The objectives of the program are to:

- support research and/or development of innovative and locally sourced raw material supplies and capitalise on a region's comparative advantages
- increase economic activity, diversity and jobs in regional areas, including by establishing new industry sectors, businesses and suppliers
- support and strengthen partnerships between industry and regional universities and research organisations

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 AEDT on 24 February 2022. 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 Securing Raw Materials Program Round 2 grant opportunity.

Questions marked with an asterisk are mandatory.

You must select the eligible option from the drop down menu to proceed to next question.

The evidence to support your answers must be uploaded at the Application Finalisation section.

▪ Are you an entity incorporated in Australia and a trading corporation?

You must answer yes to proceed to the next questions.

▪ Will your project support research into, and development of, innovative or improved locally sourced raw material supplies?*

You must answer yes to proceed to next question.

▪ During the first 12 months of your project will you do one of the following?*

    ▪ relocate or expand from a capital city to a regional area, or

    ▪ establish a new operation, branch or outpost of your capital city operation in a regional area, or

    ▪ expand from a regional area to establish a new operation, branch or outpost of your operation in a different regional area

You must answer yes to proceed to next question.

▪ Will you have at least 10 full-time equivalent (FTE) employees in your organisation who are relocating or commencing work in the regional operation, branch or outpost?*

You must answer yes to proceed to next question.

▪ Can you provide a letter of support from a university or research organisation located in regional Australia confirming your relationship relating to the research and development component of the project?*

You must answer yes to proceed to next question.

▪ Can you provide a project plan and detailed budget?*

You will be required to attach these later in your application.

You must answer yes to proceed to next question.

▪ Can you provide evidence of support from the board, CEO or equivalent 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 will be required to attach evidence later in your application. A template is available on business.gov.au and GrantConnect. If you do not use this template, you must include equivalent information and the declaration in your own document.

You must answer yes to proceed to next question.

▪ Can you provide an accountant declaration that confirms you are a trading corporation?*

You will be required to attach evidence later in your application. A template is available on business.gov.au and GrantConnect. If you do not use this template, you must include equivalent information and the declaration in your own document.

You must answer yes to proceed to next question.

- Can you declare that you and any project partner/s are not included on the National Redress Scheme's list of 'Institutions that have not joined or signified their intent to join the Scheme' (see [website:](https://www.nationalredress.gov.au/) https://www.nationalredress.gov.au/)?*

You must answer yes to proceed to next question.

- Can you declare that you and any project partner/s have not been named by the Workplace Gender Equality Agency as an organisation that has not complied with the Workplace Gender Equality Act (2012) (see website: https://www.wgea.gov.au/what-we-do/compliance-reporting/non-compliant-list).*

You must answer yes to proceed to next question.

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

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.

D.3. 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.4. 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 benefit Regional Australia.

E.2.   Detailed project description and key activities

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

Provide a detailed description of your project including the project scope and key activities.

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

You must also provide a project plan and detailed budget 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.   Relocation or expansion to regional Australia

Identify the relocation or expansion activity your project will undertake?

You may choose one of the following.

- Relocate from a capital city to a regional area
- Establish a new operation or branch or outpost of your capital city based operation in a regional area
- Expand from a regional area into a different regional area

For applicants expanding from a regional area only:

Describe the distance between the sites and explain how the new site will improve your business. For example, to undertake a new activity, improve access to new suppliers or customers, or utilise more efficient transport networks.

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

E.5.   Establishing your business at the new regional site

Describe the activities you will undertake to establish your business at the new regional site.

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

How many full-time equivalent jobs will be relocated to the new regional operation, branch or outpost by the end of the project period?

How many full-time equivalent jobs will be created at the new regional operation, branch or outpost by the end of the project period?

What will be the total number of full-time equivalent jobs in your business in the regional area by the end of the project period?

E.6.   Research and development activities

Describe the research and development activities you will undertake with the regional university or research organisation to create or implement innovative or improved locally sourced raw material supplies. Include details of any proof of concept and commercialisation activities.

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

E.7.   Project duration

Your project must be completed 31 March 2025.

- Estimated project start date (cannot be earlier than the date you submit your complete application)
- 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 36 months.

E.8.   Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add 10 milestones.

- Milestone title

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

- Description

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

- Estimated start date

- Estimated end date

E.9. 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

E.10. Disclosure of financial penalties

Have any of your board members, management or persons of authority been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, State, or Territory court or a Commonwealth, State, or Territory entity?

If yes

Provide Details

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

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.

The minimum project expenditure for this grant opportunity is $500,000.

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.

Refer to the Appendicies of the program guidelines for information about eligible and ineligible expenditure

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Labour		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
	Labour on costs (up to 30% of eligible Labour costs)		
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
	Contract		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
	Plant and equipment		$
		2021/22	$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2022/23	$
		2023/24	$
		2024/25	$
	Domestic Travel		
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
	Contingency (maximum 10% of eligible project costs)		
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
	Other eligible expenditure		
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
Total			

If you selected 'other eligible expenditure' provide details of this expenditure.

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

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. You will not be able to submit your budget unless the total project costs equals the contributions plus the grant funding requested.

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.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Contributions must be cash. In-kind contributions are ineligible under this grant program.

Your own contribution to the project is also considered a 'source of funding'. The evidence of support from the board, CEO or equivalent must demonstrate that your own contribution can be met. You can upload this documentation later in this application.

Where you receive a cash contribution from another source (e.g. State government), the source must provide you with formal documentation confirming the cash contribution to attach to your application. You can upload this documentation later in this application.

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

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- *Your contribution*
- *Other non-Commonwealth government grants*
- *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.

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 60 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 (70 points)

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

Project alignment with policy intent (program objectives/ outcomes)

You must demonstrate this by describing

- how your project will develop or increase the supply of new, innovative or improved locally-sourced raw materials
- how your project will develop or strengthen relationships with suppliers of locally-sourced raw materials and universities or research organisations in the regions
- the benefits of your project to regional Australia, including job creation and economic prosperity, in the short and medium term

G.2. Assessment criterion 2 (30 points)

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

You must attach a project plan and detail budget (refer to 7.1 of the grant opportunity guidelines for guidance).

Capability, capacity and resources to deliver your project

You must demonstrate this by describing:

- your plan to deliver the project, including details of scope, implementation, timeframes, budget and risk
- your track record in managing similar projects
- the role of each partner in the delivery of your project

H. Bank account details

H.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.

Account details

Account name

BSB

Account number

Payment contact

Given name

Family name

Email address

Phone Number

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. Additional documentation

You must attach the following supporting documentation.

- A project plan and detailed project budget

You must attach a project plan and detailed project budget. The amount of detail and supporting evidence you provide in your project plan should be relative to the project size, complexity and grant amount requested.

- Confirmation from your board, CEO or equivalent

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.

- An accountant declaration

An accountand declaration (template provided on business.gov.au and GrantConnect) that confirms you can fund your share of the project costs, including any ineligible expenditure and that you are a trading corporation.

- Letter of support

A letter of support from a university or research organisation located in a regional area confirming your relationship relating to the research and development component of the project.

- Contributions

Formal documentation confirming the cash contribution from another source (e.g. State government) (where applicable).

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 Securing Raw Materials Program Round 2 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 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 submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.