



## Sample Application Form

# Boosting Female Founders Initiative – Round 1 Expression of Interest (Stage one)

Version March 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

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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.

## 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

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We need to first identify what type of entity is applying. If you are a trustee applying on behalf of a trust the details are slightly different.

### A.1. Trustee and trust details

If you have selected trustee on behalf of a trust we require details of both trust and trustee. A trustee must be incorporated.

#### Trust details

We require the following details.

*When you have entered your ABN, the form should populate some details for you.*

- Australian Business Number (ABN) of the trust
- Legal name of the trust
- Business name of the trust

*Your business may have registered one or more business name. If you operate under a business name, you must provide the alternative name.*

- Date of registration of ABN of the trust
- GST registration status

#### Trustee details

We require the following details.

*When you have entered your ABN, the form should populate some details for you.*

*Do not enter your trust ABN into the trustee field. You may not have a separate ABN for the trustee in which case you should leave this field blank.*

- Australian Company Number (ACN) of the trustee
- Or
- Australian Business Number (ABN) of the trustee (if different to trust)
- Legal name of the trustee
- Charity status of the trustee
- Not for profit status of the trustee

### A.2. Other type of entity details

If you are not a trustee / trust entity you will be asked to complete the following details.

*When you have entered your ABN, the form should populate some details for you.*

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Organisation Legal name
- Organisation Business Name

*Your business may have registered one or more business name. If you operate under a business name, you must provide the alternate name.*

- Date of registration of ABN
- GST registration status
- Charity status
- Not for profit status

### **A.3. Australia and New Zealand Standard Industrial Classification (ANZSIC) Details**

You must select 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](#)).

### **A.4. Program selection**

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

- Field 1 select Boosting Female Founders Initiative – Round 1
- Field 1 select Expression of Interest – Round 1

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

The Boosting Female Founders Initiative (the program) is part of the Women's Economic Security Package, which helps to support more Australian women into work. The program will provide targeted support on a co-contribution basis to female founders of startup businesses (startups) to launch and scale their businesses into domestic and global markets.

The objectives of the program are to:

- stimulate private sector investments into innovative startups led by women
- help female entrepreneurs overcome the disadvantages they face in getting access to finance and support to grow their startups
- enable female founders to scale-up, expand into domestic and global markets, and become self-sufficient
- boost the economy through increasing the diversity of startup founders.

The intended outcomes of the program are:

- increased number of startups founded by women
- new products and services are brought to market by startups founded by women
- increased financial investment in startups founded by women
- women improve their earning potential through entrepreneurship
- increased job creation and economic growth.

## B. Eligibility

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We will ask you the following questions to establish your eligibility for the Boosting Female Founders Initiative grant opportunity.

*Questions marked with an asterisk are mandatory.*

- Are you a female founded (majority owned and led by women) startup?\*

*You must answer yes to proceed to next question.*

- Are you registered for the Goods and Services Tax (GST)?\*

*You must answer yes to proceed to next question.*

- Are you one of the following entities: \*

- an entity incorporated in Australia
- an incorporated trustee on behalf of a trust
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- a partnership
- a sole trader.

*You must answer yes to proceed to next question.*

Are you any of the following:\*

- income tax exempt
- unincorporated association
- any organisation not included in section **Error! Reference source not found.** of the Grant Opportunity Guidelines
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a Commonwealth, State, Territory or local government body (including government business enterprises)

*You must answer no to proceed to next question.*

- Are you able to provide 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 question.*

- Will your project support and grow your female founded startup? \*

*You must answer yes to proceed to next question.*

- Will your project have at least \$50,000 in eligible project expenditure?\*

*You must answer yes to proceed to next section.*

- Will your project support your female founded startup to launch and scale into domestic and global markets? \*

*You must answer yes to proceed to next section.*

- Can you provide evidence that your startup is female founded (majority owned and led by women)?

*Evidence could include documentation proving ownership or partnership arrangements. You will be required to attach this to your application.*

*You must answer yes to proceed to next section.*

Sample

## C. Applicant address

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### C.1. Business street address

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

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

### C.2. Business postal address

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

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

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## D. Applicant financials

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### 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.*

- No 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.*

- No 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

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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](#). 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. Explain 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 business plan which you should attach later in your application.*

### E.3. Grant percentage

Do you identify as any of the following? \*

- located in a regional, rural or remote area
- an Indigenous business
- founded and led by first-generation migrants and/or refugees
- founded and led by a person or persons with a disability.

### E.4. Project duration

*Your expected start dates for projects should begin no earlier than November 2020.*

*Your project must be completed 31 December 2022.*

*The project length will be calculated by the start and end dates you enter. Your project can be no longer than:*

- *12 months (tier one)*
- *24 months (tier two)*

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

### **E.5. Project location**

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

*A project site must be a street address not a postal address.*

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

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## F. Project budget

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### 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.

Provide your total eligible project expenditure and the proposed grant amount sought.

Total eligible project expenditure (\$A) entry box

Program grant amount sought (\$A) entry box

*The minimum project expenditure for this grant opportunity is:*

- \$50,000 (tier one)
- \$200,001 (tier two).

## G. Assessment criteria

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Your EOI will be reviewed against your responses to the questions listed below. For further information regarding the application process refer to the grant opportunity guidelines.

*Your response is limited to 1500 characters per question including spaces and does not support formatting.*

You must provide information about your startup and explain why you should be considered for a grant application. You will need to address the following:

- how your business meets the definition of a female founded (majority women-owned and women led) and startup for the purposes of the program
- tell us about you and your team
- what is your new or novel product, service, or innovative/different business model
- what problem does your startup solve and who are your customers
- how does, or will the startup generate revenue, or become profitable and self-sufficient
- have you received any money from external sources? If yes, how much and from where. If no, why
- are you receiving any non-financial assistance (e.g. mentoring, access to networks, advice, or other guidance)
- how will you grow the startup up in Australian and/or overseas markets
- how much grant funding do you require and how do you propose to fund your contribution
- what would you use the grant funding for
- what barriers do you have to accessing funding for your startup.

## H. Application finalisation

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

### H.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.*

### H.2. Program feedback

How did you hear about the grant opportunity?

*You may select from a drop-down menu.*

### H.3. Supporting documentation

You must attach the following supporting documentation.

- evidence that your startup is a female-majority owned and led business

*Provide evidence that your startup is a female-majority owned and led business. This may be company ownership documents showing female majority and ownership and/or an Organisation Chart showing female led positions of your company.*

### H.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.*

## I. Primary contact page

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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

## J. Application declaration

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

### J.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules 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 and
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

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

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

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

### J.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/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

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

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process,

consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

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

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

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