



Australian Government
Department of Industry, Science,
Energy and Resources

Business

business.gov.au
13 28 46
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Sample Application Form

Boosting Female Founders Initiative – Round 1 Stage two

Version February 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.

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

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 names. 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 Grant application (Stage 2) – 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

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.

- Have you been invited to submit an application for the Boosting Female Founders Initiative round 1?*

You must answer yes 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.

- Can you provide evidence to support your source of funding (e.g. letter from contributor/s confirming funding amount)?*

You must answer yes or not applicable to proceed to next question..

Sample

C. Applicant address

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

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

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

Your project must be completed by 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 milestones

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

- Milestone title
- Description
- Estimated start date
- Estimated end date

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

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 not a postal address.

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

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.

Amounts must be GST inclusive, less any GST credits that you can claim. 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:

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

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Salaries		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
	Contract		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
	Equipment		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
	Travel		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
	Other eligible expenditure		
		2020/21	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2021/22	\$
		2022/23	\$
Total			

Grant funding requested

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

F.2. Source of funding

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

Where you have other organisations contributing to the project,, their contribution will be recorded later in the application.

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

- *Your contribution*
- *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Details

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

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 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.

You will also be required to provide a pitch deck (PDF power point presentation max 10 slides) to support your response to the assessment criteria.

To support your responses you must include mandatory attachments later in the application.

G.1. Assessment criterion 1 (40 points)

Alignment with the program objectives and outcomes

You should demonstrate this by identifying:

- how your project will assist you to support and grow your startup
- how your project will enable your startup to develop, scale-up, and expand into domestic and global markets
- how your project will assist in removing challenges and barriers faced by you in growing your startup
- the benefits to Australia, your region and/or community from your project.

G.2. Assessment criterion 2 (30 points)

Capacity, capability and resources to deliver the project

You should demonstrate this by identifying:

- you and/or your team's qualifications, experience or track record in startups and managing similar projects
- your project business plan, including, business/revenue model, addressable market, identified customers, customer acquisition, company/management structure, scope, implementation methodology, timeframes, budget, risks and how you will measure the success of the project
- your plan to attract ongoing investment and build a sustainable self-funding model.

G.3. Assessment criterion 3 (30 points)

The impact of grant funding

You should demonstrate this by identifying:

- whether your project will go ahead without the grant. Explain how the grant will impact your project in terms of scale, timing and reach (you must have a genuine need for funding)
- your justification for the funding amount requested with respect to the scale of the project, grant period and intended outcomes

- the extent to which the project leverages additional partnerships or support from other organisations.

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H. Application finalisation

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 of support from lead founder, the board, Chief Executive Officer (CEO) or equivalent

You must provide evidence from your board (or chief executive officer, general manager 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.

- evidence to support your source of funding

You must provide evidence to support your source of funding such as a letter from contributors confirming the funding amount.

- a pitch deck PDF PowerPoint presentation

This must be a PDF PowerPoint presentation, with a maximum of 10 slides, to support your response in the assessment criteria

- a business plan

You must include a business plan including revenue model, customer acquisition and company/management structure, scope, implementation methodology, timeframes, budget, risks and how you will measure the success of the project (see section 6.2.2 Assessment criterion 2 in the guidelines)

- evidence to meet the additional requirements for a higher grant percentage, if relevant

If you are seeking a higher grant percentage, you must provide evidence to demonstrate you meet at least one of the following additional requirements. That your startup is:

- *for a startup founded and led by a person with disability - a certificate or a letter from a registered medical practitioner confirming that you are a person with a disability*
- *for a startup founded and led by a first-generation migrant and/or refugee - a certified copy of your permanent residency status or a certified copy your Australian citizenship certificate*

to confirm you are a permanent resident in Australia or an Australian citizen. You may access the [Visa Entitlement Verification Online System \(VEVO\)](#) to download a record of your relevant visa details and conditions

- for an Indigenous businesses - Indigenous Business Direct (Supply Nation) registration or confirmation of Aboriginality documents confirming you are an Indigenous business.
- trust deed (where applicable).

You must attach a copy of your trust deed if this is applicable to your business.

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

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

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.

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