



Grant Opportunity Guidelines

Cyber Security Small Business Program

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Commonwealth policy entity:	Department of Industry, Innovation and Science
Administering entity	Department of Industry, Innovation and Science
Enquiries:	If you have any questions, contact us at business.gov.au .
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1. Cyber Security Small Business Program processes

The Cyber Security Small Business Program is designed to achieve Australian Government objectives

This grant opportunity contributes to the Department of Industry, Innovation and Science's Outcome 1: Enabling growth and productivity for globally competitive industries through supporting science and commercialisation, growing business investment and improving business capability and streamlining regulation. The department has worked with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect.



You receive and pay for a certified small business health check

You register for and receive a certified small business health check through CREST and pay for the service on receipt of a tax invoice from the CREST approved provider



You complete and submit a grant application



We assess all grant applications

We will assess and approve applications in the order we receive them, subject to available funding.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application.



We enter into a grant agreement and make a payment

We will enter into a grant agreement with successful applicants by approval letter and pay the grant amount



Evaluation of the program

We evaluate the specific grant activity and program as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The Cyber Security Small Business Program (the program) was announced as part of [Australia's Cyber Security Strategy](#)¹ and will run over two years from 2018-19 to 2019-20.

The program has two related parts to address the increasing threat of cybercrime to small business:

- a grant to the [Council of Registered Ethical Security Testers Australia New Zealand](#) (CREST) to assist in growing the pool of CREST approved members, and to expand its range of quality assured cyber security services. This grant was approved through separate program guidelines.
- a grant of up to \$2,100 to small businesses for 50 per cent of the value of a certified small business health check.

The objective of the program is to improve cyber security for Australian small businesses.

Intended outcomes of the program are:

- an increase in approved experts available to assist small businesses assess their cyber security, helping them to take responsibility for the security of their own networks
- small businesses understand their potential cyber security vulnerabilities and where to find trusted cyber security advice
- small businesses have the knowledge they need to make considered cyber security investments to protect their business long term

We administer the program according to the *Commonwealth Grants Rules and Guidelines* (CGRGs)².

2.1. About the Cyber Security Small Business Program grant opportunity

These grant opportunity guidelines contain information about the small business grants component of the program. We will publish the open and closing dates on [business.gov.au](#) and GrantConnect.

The objective of this grant opportunity is to support small businesses across Australia to have their cyber security tested by a CREST approved provider.

This document sets out:

- the eligibility criteria
- how we consider and assess grant applications
- how we monitor and evaluate grantees
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Innovation and Science (the department) is responsible for administering the grant opportunity.

We have defined key terms used in these guidelines in appendix A.

You should read this document carefully before you fill out an application.

¹ <https://cybersecuritystrategy.pmc.gov.au/assets/img/PMC-Cyber-Strategy.pdf>

² <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

2.2. Grant amount and grant period

The Australian Government has announced \$10 million available over two years for this grant opportunity. The grant opportunity is demand-driven and will close once this funding amount has been exhausted.

3. Grants available

The grant amount will be up to \$2,100 for 50 per cent of the cost of a micro, small or standard certified small business health check. The health check involves a certified CREST approved provider performing a cyber security test to determine your business risk and areas that need attention. These health checks are essentially the same, but vary in price depending on the number of devices that are checked. More information is available on the CREST small business website.

You cannot use funding from other Commonwealth, state, territory or local government grants to fund your share of eligible project costs.

3.1. Project duration

You must have your certified small business health check undertaken and your application submitted by 30 June 2020 or before available funding is committed.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)
- be registered for the Goods and Services Tax (GST)
- employ 19 or fewer full-time equivalent employees
- and be one of the following:
 - an entity incorporated in Australia
 - a partnership
 - a sole trader

4.2. Who is not eligible?

You are not eligible to apply if you are:

- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a publicly funded research organisation (PFRO) as defined in appendix A
- a Commonwealth, state, territory or local government body (including government business enterprises)
- a business that employs more than 19 full-time equivalent people

You are not eligible to apply if you have previously received funding under the Cyber Security Small Business Program.

5. Eligible grant activities

5.1. Eligible activities

Eligible activities include:

- a micro, small or standard certified small business health check undertaken by a CREST approved provider.

5.2. Eligible expenditure

Eligible expenditure for this grant opportunity is the direct cost of a micro, small or standard certified small business health check undertaken by a CREST approved provider.

6. How to apply

Before applying you should read and understand these guidelines to ensure that you are eligible to receive a grant. You should also read the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and [GrantConnect](#).

The following process outlines how you apply for a grant:

Step 1	You register for a health check on the CREST small business website.
Step 2	You have the certified small business health check undertaken by a certified CREST approved provider.
Step 3	You pay in full the tax invoice from the CREST approved provider.
Step 4	You complete and submit an application to the department for reimbursement of 50 per cent of your expenditure through a grant up to \$2,100. You must include a tax invoice from your CREST approved provider, quoting a CREST test certificate number, as evidence of your expenditure.
Step 5	You enter into a grant agreement with the department and receive a payment, once eligibility is confirmed and subject to available funding.

We will assess and approve applications in the order we receive them, subject to available funding.

To submit an application for reimbursement of a grant (step 4) you must:

- complete the online [application form](#) on business.gov.au
- provide all the information requested
- address all eligibility criteria.

You will need to provide a tax invoice from your CREST approved provider, quoting a CREST test certificate number, as evidence of your expenditure.

You must pay for the certified small business health check upfront. Once eligibility and availability of funding is confirmed, we will pay you the grant.

When you submit your online application, we will provide you with an automated receipt number and we will send a copy of your complete application to both the contact email address and the declarant email address that you provide in the form. You must retain a copy of your application as it will form part of your grant agreement.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If you need further guidance regarding the application process or if you are unable to submit an application online [contact us](#) at business.gov.au or by calling 13 28 46.

6.1. Timing of grant opportunity

You can only submit an application from the published opening date up to 30 June 2020, or when the program closes due to funding being fully committed. We cannot accept late applications. Once funding for the grant opportunity has been fully committed, we will remove access to the online application form, as the program will be closed from that time.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
<ul style="list-style-type: none">Assessment and approval of applications	Within 10 business days from receipt of application
<ul style="list-style-type: none">Notification of successful applicants by approval letter	Within 10 business days from receipt of application
<ul style="list-style-type: none">Notification of unsuccessful applicants	Within 10 business days from receipt of application

7. The selection process

The program delegate decides which grants to approve. You will not be awarded a grant if:

- you are not eligible to apply; or
- you have not received a micro, small or standard certified small business health check undertaken by a CREST approved provider; or
- there is no longer available funding.

The program delegate's decision is final in all matters, including the:

- approval of applications for funding
- amount of grant funding awarded
- terms and conditions of funding.

We will not review decisions about your application.

The program delegate will not approve funding if there is insufficient program funds available across relevant financial years for the program.

8. Notification of application outcomes

If your application is successful you will receive written notification in the form of an approval letter grant agreement.

If you are unsuccessful, we will notify you in writing. You can submit a new application while the program is open and while funds are still available so long as you address the reasons why you were unsuccessful.

9. If your application is successful

9.1. Grant agreement

You must enter into a grant agreement with the Commonwealth. We will use an approval letter grant agreement for this program, which comprises your completed application form and the approval letter we send advising that your application has been successful. We consider the agreement to be executed (take effect) from the date of our approval letter.

A sample [approval letter grant agreement](#) is available on business.gov.au and GrantConnect.

If you enter an agreement under this program, you cannot receive other grants for the same certified small business health check from other Commonwealth, state or territory granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

9.2. How we pay the grant

You will organise to have a certified cyber security small business health check undertaken by a CREST approved provider.

You will pay the CREST approved provider and then apply to the department to be reimbursed with a grant of 50% of your expenditure, up to \$2,100. We will pay the grant on receipt of your tax invoice from the CREST approved provider confirming that you have received a certified small business health check.

9.3. Compliance visits

We may visit you during the project period, or at the completion of your project, to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

9.4. Keeping us informed

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

9.5. Evaluation

We will evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. We may use information from your application for this purpose. We may also interview you, or ask you for more information to help us understand how

the grant impacted you and to evaluate how effective the program was in achieving its outcomes. We may contact you up to one year after you finish your project for more information to assist with this evaluation.

9.6. Tax obligations

We will add GST to your grant payment where applicable and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

10. How we use your information

Unless the information you provide to us is:

- confidential information as per 10.1, or
- personal information as per 10.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

10.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

10.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

10.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)³ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

10.4. Public announcement

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)⁴, unless otherwise prohibited by law. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

10.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek

³ <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

⁴ <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

11. Conflicts of interest

11.1. Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

We will ask you to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

11.2. Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, and others delivering the program between:

- their program duties, roles and responsibilities and
- their private interests.

We manage our conflicts of interest according to the APS Code of Conduct (section 13 (7) of the *Public Service Act 1999* (Cth)). We publish our [conflict of interest policy](#)⁵ on the department's website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

12. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

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<https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division
AusIndustry - Business Services
Department of Industry, Innovation and Science
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman⁶](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁶ <http://www.ombudsman.gov.au/>

Appendix A. Definitions of key terms

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Certified small business health check	A micro, small or standard health check comprising CREST defined cyber security tests performed by a certified CREST approved provider, to determine business risk and areas that need attention. These tests are essentially the same, but vary in price depending on the number of devices that are checked.
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Minister	The Commonwealth Minister for Industry, Science and Technology.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: <ul style="list-style-type: none"> Information or an opinion about an identified individual, or an individual who is reasonably identifiable: <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An AusIndustry general manager or senior responsible officer within the department with responsibility for the program.

Term	Definition
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Publicly funded research organisation (PFRO)	All higher education providers listed in Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and state and Territory business enterprises which undertake publicly funded research.