Women in STEM and Entrepreneurship Round 2
Version August 2017
About the Women in STEM and Entrepreneurship Round 2 program

The Women in STEM and Entrepreneurship (WISE) program supports the Australian Government's commitment to:

- increase awareness and participation of girls and women in STEM and entrepreneurship education and careers, including in schools through to university and to the research sector
- increase participation of girls and women in other parts of the innovation ecosystem including innovative businesses, start-ups and entrepreneurial activities and careers
- stimulate an increase in the number of women in senior leadership and decision making positions in government, research organisations, industry and businesses.

The Program will support the Australian Government’s goals by funding outreach programs targeting girls and women to foster interest in STEM and entrepreneurship, to develop scientific and entrepreneurial knowledge and skills, and to build professional networks. The program also provides funding to identify and celebrate STEM role models in science and research, entrepreneurship and corporate leadership to inspire school-age girls.

The program’s intended outcomes are:

- increase the number of girls and women participating in STEM education and careers at schools, in universities and in research organisations
- increase participation by girls and women in other parts of the innovation ecosystem such as innovative businesses, start-ups and other entrepreneurial activities and careers
- increase the awareness of the range of opportunities for girls and women arising from STEM education
- increase the number of women role models in STEM and entrepreneurial sectors
- contribute to the evidence base for future policies by providing data on girls’ and women’s participation in STEM education and careers, including entrepreneurship
- produce effective strategies for improving gender equity in STEM-based organisations.

Completing this form

Please read the Program Guidelines before filling out this application.

This application form contains the following:

- Part A – Eligibility
- Part B – Applicant information
- Part C – Project details and funding
- Part D – Merit criteria
- Part E – Supporting documentation
- Part F – Contact details
- Part G – Applicant declaration

Disclosure of information

The Commonwealth's use and disclosure of your information (provided in this application or otherwise) is set out in the Women in STEM and Entrepreneurship Round 2 Program Guidelines.
Getting help

If you require assistance completing this application form please contact us on 13 28 46 or at business.gov.au. Our website and staff can help you with forms, finding business information and services and allow you to provide feedback, comments or suggestions.

You should also read and understand the Program Guidelines and general grant agreement before completing an application. View these documents at business.gov.au.

Submitting your application

Applications may be submitted at any time up until 5.00pm AEDT on 15 November 2017.

If you are unable to use the online form you can contact us on 13 28 46 or at business.gov.au and we can provide you with a word fillable form.
A. Eligibility

A.1. Eligible entities and activities

This section will help you determine whether you are eligible for the program.

You are required to answer all questions in this section.

Does your organisation have an Australian Business Number?  
☐ yes  ☐ no

Is your organisation one of the following?

- an entity incorporated in Australia
- a publicly funded research organisation (PFRO) as defined in Appendix A of the program guidelines, or
- a government or non-government vocational education and training (VET) provider as defined in Appendix A of the program guidelines, or technical and further education (TAFE) institution
- a not for profit organisation registered, or that will register prior to receiving funding if successful, with the Australian Charities and Not-for-Profits Commission.

Does your project have at least $5,000 in eligible expenditure?  
For detail on eligible expenditure please see the program guidelines.

☐ yes  ☐ no

Will you be able to finish your project within 24 months?  

☐ yes  ☐ no

Is your project aimed at addressing discrimination against or inequality for girls and women in STEM and entrepreneurship by:

- increasing awareness and participation of girls and women in STEM and/or entrepreneurship education and careers, including in schools through to university and the research sector; or
- increasing participation of girls and women in other parts of the innovation ecosystem including innovative businesses, start-ups and entrepreneurial activities and careers; or
- stimulating an increase in the number of women in senior leadership and decision making positions in government, research organisations, industry and businesses?

Can you provide evidence from the lead applicant’s governing or managing Board (or support from the owner or Chief Executive Officer or equivalent if there is no Board) that the project is supported, and that the applicant(s) can complete the project and meet the costs of the project not covered by grant funding?

You must attach the evidence later in the form.

If you have answered ‘yes’ to all of the questions above you are eligible to apply for this program.
Is your organisation a primary or secondary school?

Primary and secondary schools cannot apply in their own right. However, primary and secondary schools may be part of a joint application if the lead applicant is eligible.

Are you applying as an individual or trust?

Individuals and trusts are not eligible to apply. However, a corporate trustee may apply on behalf of a trust.

Is your organisation a Commonwealth, state or local government agency or body including a government business enterprise other than an eligible PFRO, VET provider or TAFE institution?

Commonwealth, state and local government agencies and bodies including government business enterprises other than eligible PFROs, VET providers and TAFE institutions are not eligible to apply.

Is your organisation currently receiving funding through a previous round of the program (identified by the ABN used in your application)?

You are not eligible to apply if you are currently receiving funding through a previous round of the program.

If you answered ‘yes’ to the question above you are not eligible to apply for this program.

For further information regarding eligibility requirement for this program refer to the Women in STEM and Entrepreneurship Round 2 Program Guidelines.
### B. Applicant information

#### B.1. Joint applications

*Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply.*

| Is this a joint application? | ☐ yes ☐ no |

If you answered ‘yes’ to this question the lead applicant must complete this form. If you are unsure whether your application should be a joint application contact us on 13 28 46 or at [business.gov.au](http://business.gov.au).

#### B.2. Type of applicant

*In this section you must indicate what type of entity you operate under.*

*All entities must have an ABN*

Select which type of entity your organisation is:

| ☐ Company |
| ☐ An incorporated trustee of a trust |
| ☐ An incorporated entity |
| ☐ A publicly funded research organisation (PFRO) |
| ☐ A not for profit organisation |
| ☐ A government or non-government vocational education and training (VET) provider |
| ☐ A technical and further education (TAFE) institution |

#### B.3. Applicant details

*If you are applying as a trustee on behalf of a trust leave this question blank and go to the next question.*

| Australian Business Number (ABN) |
| Australian Company Number (ACN) |

If applicable

| Legal/ registered entity name |
| Business/trading name |

*Your organisation may have registered one or more business names. If you operate under a business or trading name enter these names here.*
GST registered? □ yes □ no

B.4. Trustee and trust details

Australian Company Number (ACN) of the trustee

Australian Business Number (ABN) of the trustee
*(if different to trust, otherwise leave blank)*

Legal/registered entity name of the trustee

Australian Business Number (ABN) of the trust

Legal/registered entity name of the trust

Business/trading name

*Your organisation may have registered one or more business names. If you operate under a business or trading name enter alternate names here.*

Is the trust GST registered? □ yes □ no

You must provide a copy of the trust documents showing the relationship of the incorporated trustee to the trust.

B.5. ANZSIC details

What is the applicant’s main revenue earning activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

*The ANZSIC codes and titles are available from the Australian Bureau of Statistics (ABS) website. Phone 13 28 46 if you require assistance.*

B.6. Address details

Provide your **business street address** (Australian Head Office).

Address

Suburb/ town

State/ territory

Postcode

Provide your **business postal address**.

☐ Same as your business street address, go to next section.

☐ Different to your business street address, provide details below.
Address
Suburb/ town
State/ territory
Postcode
Country Australia

B.7. Website address
Provide your business’ website address.

B.8. Project site address
Will your project’s activities occur solely at the above listed head office address?  
[ ] yes  [ ] no

If you answered ‘yes’ go the next question. If you answered ‘no’ complete the following table.  
*Project site address must be a street address not postal.*

**Site address 1**
Address
Suburb/ town
State/ territory
Postcode
Country Australia

**Site address 2**
Address
Suburb/ town
State/ territory
Postcode
Country Australia

**Site address 3**
Address
Suburb/ town
State/ territory
Postcode
Country Australia

B.9. Latest financial year figures

Has the applicant existed for a complete financial year?

- yes
- no

If you answered 'yes', enter the latest completed financial year, then complete the table below.

Example entry 2015-16

If you answered 'no', enter the number of months completed in financial year to date, then complete the table below.

We collect the following data from all applicants across all grant programs. We use this data to better understand your business and to help us develop better policies and programs.

All amounts in the table below 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 incorporated entity that is making the grant application (the ‘applicant’), regardless of whether the entity belongs to a consolidated group for tax purposes.

<table>
<thead>
<tr>
<th>Recent trading performance</th>
<th>Not applicable</th>
<th>Latest financial year figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales revenue (turnover)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Total revenue from the sale of goods and services, as reported in the applicant’s Business Activity Statement (BAS).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Export revenue</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Total revenue from export sales, as reported in the applicant’s Business Activity Statement (BAS).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R&amp;D expenditure</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Expenditure on Research and Development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxable income</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Taxable income or loss as per the applicant’s business income company tax return form.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees, including working proprietors and salaried directors (headcount)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Recent trading performance
Not applicable
Latest financial year figures

Independent contractors (headcount)
No of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

B.10. Ultimate Holding Company

Does your company have an Ultimate Holding Company?

If you answered ‘yes’ complete the following table. If you answered ‘no’ go to next question.

Ultimate Holding Company ABN (if applicable)

Legal/registered entity name of Ultimate Holding Company

Country

B.11. Project partner organisation details

If in the first question of this section you answered ‘yes’ to the question relating to joint applications you are required to provide details of the joint project partner organisations in the following table.

For an explanation of entity types refer to the second question. You may be required to provide further financial details about your collaborative project partners if your application is successful.

<table>
<thead>
<tr>
<th>No</th>
<th>Australian Business Number</th>
<th>Australian Company Number</th>
<th>Organisation name</th>
<th>Entity type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You must attach a letter of support from each of the other organisations involved in the proposal.

Refer to section 8.3 of the program guidelines for what is required in the letter of support.
C. Project details and funding

C.1. Project title and description

If your application is successful, the details you provide below will be published on the departmental website. Published project details will include:

- name of the applicant
- title of the project
- a description of the project and its intended outcomes
- amount of funding awarded.

Provide a project title.

70 character limit

Provide a brief project description for publication on our website.

Ensure your project description focuses on your project’s key activities and outcomes. If the application is successful this project description will be used by the Australian Government in published material.

Example project description: Women Leaders in Science Pty Ltd is an organisation that specialises in mentoring young women in science with leadership potential. The project will involve developing and delivering education and professional development activities including courses and training to expand on the mentoring program.

1000 character limit

C.2. Field of research (FoR) Codes

Field of research (FoR) code 1

Enter up to 3 FoR codes that are most relevant to this project, using the 4-digit Group level codes found on Australian Bureau of Statistics (ABS) website. Phone 13 28 46 if you require assistance.

Field of research (FoR) code 2

Field of research (FoR) code 3

Socio-economic objective code 1

Select up to 3 Socio-Economic Objectives codes that are most relevant to this project.

Socio-economic objectives code 2
Socio-economic objective code 3

Field of education code 1

*Enter up to 3 FoE codes relevant to this project, using the 4-digit Group level codes. Use the Australian Standard Classification of Education (ASCED) provided on the ABS website.*

Field of education code 2

Field of education code 3

C.3. Targeted markets

List your project's targeted market or markets; for example university, primary school, professionals

List the reach of your project; for example national, regional, state

List the number of impacted participants

C.4. Project Plan

Provide a plan of the project activities you will conduct, include a timetable and budget for all significant activities. You may attach a project plan if you like or use the free text field below.

5000 character limit

C.5. Project milestones and key activities.

You must complete your project within 24 months.

You must list and describe all major activities and outcomes for each stage of your project. Your grant payments may be tied to the achievement of milestones. Ensure that each milestone has
specific and measureable outcomes and that you will be able to provide evidence of milestone achievement. You can group multiple related and unrelated outcomes within a single milestone.

Projects can have a maximum of 6 milestones and payment points. The final project payment is made when you meet your final project reporting obligations. Projects which go for a period of less than 6 months can have a single milestone and a maximum of 2 milestones. The project start date is the date you commence project activities and should be the date you commence milestone 1.

You may start your project from the date that we notify you that your application is eligible and complete. If you choose to start your project before you enter into a grant agreement with the Commonwealth, you do so at your own risk.

*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.*

<table>
<thead>
<tr>
<th>Milestone 1</th>
<th>Milestone title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Milestone description</td>
</tr>
<tr>
<td></td>
<td>Milestone start date</td>
</tr>
<tr>
<td></td>
<td>Estimated eligible milestone cost ($A) (ex GST)</td>
</tr>
<tr>
<td></td>
<td>Evidence to be provided</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Milestone 2</th>
<th>Milestone title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Milestone description</td>
</tr>
<tr>
<td>Milestone start date</td>
<td>Milestone end date</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated eligible milestone cost ($A) (ex GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evidence to be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Milestone 3**

**Milestone title**

**Milestone description**

<table>
<thead>
<tr>
<th>Milestone start date</th>
<th>Milestone end date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated eligible milestone cost ($A) (ex GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evidence to be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### C.6. Project duration

*The maximum project period is 24 months. You cannot start your project until we notify you that your application is eligible and complete.*

*Your project start and end dates are a result of the dates you entered into your milestones. If they are not right you will need to modify your milestones.*
C.7. Project budget

Provide details on your total project costs over the life of the project including both eligible and ineligible costs.

*Amounts must be GST exclusive. Projects must have a minimum of $5,000 in eligible expenditure.*

<table>
<thead>
<tr>
<th>Cost item</th>
<th>FY 2017-18</th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries for staff directly employed for the project</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Contractor costs</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Costs of developing and delivering educational materials</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Costs of developing and delivering events including courses</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Research costs supporting project outcomes</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Communication and promotional costs</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Staff training costs</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Workshop costs</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>International travel costs</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other eligible expenditure</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total eligible costs</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Ineligible costs</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total project costs</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

If you included other eligible expenditure, please describe it below

<table>
<thead>
<tr>
<th>Eligible expenditure item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$</td>
</tr>
</tbody>
</table>
C.8. Source of funding

Complete the table below to show how you will fund the eligible project costs.

*Amounts must be GST exclusive. Note, the minimum grant amount under the program is $5,000 and the maximum grant amount is $250,000.*

<table>
<thead>
<tr>
<th>a. Total project cost ($A)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Applicant’s contributions ($A)</td>
<td>$</td>
</tr>
<tr>
<td>c. Applicant’s partner contributions ($A)</td>
<td>$</td>
</tr>
<tr>
<td>d. Other government funding</td>
<td>$</td>
</tr>
<tr>
<td>e. Total cash contributions (b+c+d) ($A)</td>
<td>$</td>
</tr>
<tr>
<td>f. In-kind contributions ($A equivalent)</td>
<td>$</td>
</tr>
<tr>
<td>g. Total cash and in-kind contributions (e+f) ($A)</td>
<td>$</td>
</tr>
<tr>
<td>h. Program grant amount requested ($A)</td>
<td>$</td>
</tr>
<tr>
<td>i. Grant percentage of total project costs including in-kind contributions h/(e+f) (%)</td>
<td>%</td>
</tr>
</tbody>
</table>

If you are receiving other government funding as indicated in the table above, provide details of the other government grant funding.

<table>
<thead>
<tr>
<th>Program name</th>
<th>Funding amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

C.9. Your contribution

You must attach the following:

- Evidence from the lead applicant’s governing or managing Board (or support from the owner or Chief Executive Officer or equivalent if there is no Board) that the project is supported, and that the applicant(s) can complete the project and meet the costs of the project not covered by grant funding.
D. Merit criteria

To be competitive you will need to score highly against all merit criteria. Your application will be assessed against the indicators listed beneath each merit criterion. The merit criteria are weighted as indicated by the points. The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested.

D.1. Merit criterion one (50 points)

Expected impact and benefits of the project

a. Identify the specific problem, gap or opportunity that you aim to address through your project. Your project must relate to Australian girls and women’s participation in STEM and/or entrepreneurship education and careers.

b. Explain how your project will address the problem, gap or opportunity that would otherwise not be addressed.

c. Explain the expected reach and/or impact of the project and how the project will:
   - increase awareness and participation of girls and women in STEM and/or entrepreneurship education and careers, including in schools through to university and the research sector; and/or
   - increase participation of girls and women in other parts of the innovation ecosystem including innovative businesses, start-ups and entrepreneurial activities and careers; and/or
   - stimulate an increase in the number of women in senior leadership and decision making positions in government, research organisations, industry and businesses.

5,000 character limit

D.2. Merit criterion two (30 points)

Demonstrated capacity and capability to carry out the project

a. Describe your track record and/or experience with similar projects.

b. Describe your access to resources and personnel including their skills and experience.

5,000 character limit

D.3. Merit Criterion three (20 points)

Impact of grant funding on your project

You should demonstrate this through identifying:

a. Your need for funding and the likelihood that your project would not proceed without the grant.
   Explain how the grant will positively impact your project, for instance in terms of size, scale and timing.
b. The total investment the grant will leverage. Describe cash and/or in-kind contributions from partners including state, territory or local governments, philanthropic organisations and the private sector. To be competitive against this criterion you should make an in-kind or cash contribution to the project commensurate with the size of your project grant amount and your available resources.

5,000 character limit
E. Supporting documents

You should note any supporting documentation that you attach to the application here. The following restrictions apply to attachments:

- total size of all attachments and this application form should not exceed 20MB
- only files with the following file type extension can be uploaded (.pdf, .rdtf, .doc, .docx, .xls, .xlsx)

For assistance with any technical issues experienced while completing this application form or attaching documents please phone 13 28 46. Our staff can help you.

E.1. Attachment 01 – incorporated trustees

This is only for applicants where an incorporated trustee is applying on behalf of a trust, but is mandatory for those applicants:

<table>
<thead>
<tr>
<th>Part of application form</th>
<th>Type of attachments</th>
<th>Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part B4 - trustee and trust</td>
<td>A copy of the trust documents showing the relationship of the Incorporated trustee to</td>
<td>yes</td>
</tr>
<tr>
<td>details</td>
<td>the trust.</td>
<td></td>
</tr>
</tbody>
</table>

E.2. Attachment 02 – evidence of support from the board, CEO or equivalent

This is a mandatory attachment.

<table>
<thead>
<tr>
<th>Part of application form</th>
<th>Type of attachments</th>
<th>Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part C8 – Your contribution</td>
<td>Evidence of support from the board, CEO or equivalent</td>
<td>yes</td>
</tr>
</tbody>
</table>

E.3. Attachment 04 – letters of support from project partner organisations

This is only for joint applications, but is mandatory for those applications.

<table>
<thead>
<tr>
<th>Part of application form</th>
<th>Type of attachments</th>
<th>Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part B11 – joint project partners</td>
<td>For joint applications, letters of support from project partner organisations as</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>outlined in Program Guidelines 8.3.</td>
<td></td>
</tr>
</tbody>
</table>
F. Contact details

F.1. Details of primary contact

Person authorised to act on behalf of the applicant.

(Note: You must provide at least one phone or mobile number. Other than title, all the remaining fields below are mandatory unless stated otherwise.)

Provide details of the primary contact.

<table>
<thead>
<tr>
<th>Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name</td>
<td></td>
</tr>
<tr>
<td>Family name</td>
<td></td>
</tr>
<tr>
<td>Position title</td>
<td></td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td>Mobile number</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
</tbody>
</table>

Provide the postal address of the primary contact

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suburb/town</td>
<td></td>
</tr>
<tr>
<td>State/territory</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
</tbody>
</table>

Country | Australia

F.2. Contact’s relationship to applicant

Is the applicant the primary contact’s employer? □ yes □ no

If you answered ‘yes’ go the next question. If you answered ‘no’ complete the following table.

What is the relationship of the primary contact to the applicant?

Name of primary contact’s employer

Australian Business Number (ABN) of primary contact’s employer
Provide a contact for the applicant organisation

Title

Given name

Family name

Position title

Phone number

Mobile number

Email address

F.3. How did the applicant hear about the program?

--- Please select ---
If Other, please specify:
G. Applicant declaration

G.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following:

- Australian Government Public Data Policy Statement,
- Commonwealth Grants Rules and Guidelines,
- program guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and with 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 program 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.
G.2. Applicant declaration

I declare that I have read and understood the Program 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 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 and complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the Criminal Code 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 of Industry, Innovation and Science (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 acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading, or I become unable to meet any of the above obligations, 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 Standard and Fraud Control Guidelines and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient 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 and submit 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.

☐ By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

G.3. Signature

Name of signatory

Email address of signatory

Date

Signature