



Sample application form

Boosting Female Founders Initiative Round 2 Expression of Interest (Stage one)

Version December 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.

Sample

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. To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory. If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)
or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - Boosting Female Founders (Round 2) EOI (Stage 1)
- Field 2 select - Boosting Female Founders (Round 2) EOI (Stage 1)

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

The Boosting Female Founders Initiative provides targeted support on a co-contribution basis to female founders of start up businesses (startups) to launch and scale their businesses into domestic and global markets.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm [AEST/AEDT] on [closing date of opportunity]. Please take account of time zone differences when submitting your application.

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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.

- Is your business a startup?*

A startup is an early stage, innovative or disruptive business that is scalable and working on a new or novel product, service or has a different business model.

You must answer yes to move to the next question.

- Is your startup female-founded?*

Female founded is defined in the grant guidelines as 51% female owned and led.

You must attach a signed declaration using the template provided on business.gov.au later in this application that certifies you have undertaken required steps to confirm your startup is female founded.

You must answer yes to move to the next question.

- Do you certify that your startup will remain majority owned and led by women for the duration of the grant?

This will be a requirement of the grant agreement.

You must answer yes to move to the next question.

- Select which of the following entities you are: *

- an entity incorporated in Australia
- a partnership
- a sole trader
- none of the above.

You must be an eligible entity to proceed. Refer to the guidelines..

Are you any of the following:*

- unincorporated association
- an organisation not included in section 4.1 of the Grant Opportunity Guidelines
- a Commonwealth, State, Territory or local government body (including government business enterprises)

You must answer no to proceed to next question.

- Are you aiming to launch and scale your product and/or service into domestic and global markets? *

You must answer yes to proceed to next section.

C. Applicant address

C.1. Applicant street address

You must provide your street address

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

C.2. Applicant postal address

You must provide your postal address

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

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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.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

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

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your organisation.

E.2. About your product or service

What is your new or novel product or service?

What problem does your product or service solve?

Why is your product or service new or novel?

Who are your customers? What is the market size of the opportunity you're chasing?

How will you generate revenue and become profitable?

E.3. Grant percentage

Are you applying for a grant greater than 50 per cent of eligible project expenditure?

If yes, which of the following applies?

- your head office is located in a regional area
We consider your business as located in a regional area if your head office is in a regional area as defined in the mapping tool. For this grant opportunity, we consider Inner Regional, Outer Regional, Remote and Very Remote locations as regional areas.
- at least one of your founding team members (owners and leaders) is an Indigenous Australian or your business is an Indigenous business
- at least one of your founding team members (owners and leaders) is a person with a disability
- at least one of your founding team members (owners and leaders) has migrated to Australia as a refugee or humanitarian entrant

You will be required to attach evidence to support your eligibility and your claim for a higher grant percentage later in this application

E.4. Project duration

Your expected start dates for projects should begin no earlier than November 2021.

Your project must be completed 30 April 2024.

The project length will be calculated by the start and end dates you enter. Your project can be no longer than 24 months

- 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.

A project site must be a street address. Do not provide a postal address, institution or building name. You can have multiple locations but your first entry must be your head office address.

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

F. Project budget

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 grant is \$25,000.

G. Assessment criteria

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 2000 characters per question including spaces and does not support formatting.

G.1. Assessment criterion 1 (40 points)

Your response is limited to 2000 characters including spaces and does not support formatting.

How a grant will help you to scale-up, expand into domestic and global markets, and become self-sufficient

Tell us:

- a. how grant funding will assist in removing barriers and help you to grow your startup
- b. what growth looks like for your business (e.g. in terms of revenue, employees)
- c. how ready your product or service is to take to market (expected Technology Readiness Level (TRL) 6 or above)

G.2. Assessment criterion 2 (30 points)

Your response is limited to 2000 characters including spaces and does not support formatting.

Your capacity, capability and resources to grow (30 points)

Tell us:

- a. about you and your team
- b. if you have received any investment from external sources (including how much and where from). If not, why not?
- c. if you receive any non-financial assistance (e.g. mentoring, access to networks, advice or other guidance)

G.3. Assessment criterion 3 (30 points)

Your response is limited to 2000 characters including spaces and does not support formatting.

The impact of grant funding (30 points)

Tell us:

- a. how much grant funding you require and how you propose to fund your contribution
- b. how the grant will help you to leverage 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.

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

If yes, describe how you anticipate managing this conflict.

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

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.

- signed declaration that your startup is female founded (majority owned and led by women) and will remain majority female owned and led for the full funding period (see guidelines section 14)

A signed declaration that your startup is a female-majority owned and led business.

Where applicable, you must provide one of the following documents with your EOI to support your claim for a higher grant percentage:

- evidence of your indigenous business including:
 - an Indigenous Business Direct (Supply Nation) registration to confirm you are an Indigenous business
 - a letter from an incorporated Indigenous organisation confirming the Aboriginal and/or Torres Strait Islander heritage of at least one of your founding team members (owners and leaders)
- evidence that at least one of your founding team members (owners and leaders) is a person with a disability which:
 - is recent
 - is completed by a treating health practitioner who is relevant to your primary disability
 - confirms the impacts of your disability
- evidence that at least one of your founding team members (owners and leaders) has migrated to Australia as a refugee or humanitarian entrant including a current or previous:
 - Global Special Humanitarian visa (subclass 202)
 - Protection visa (subclass 866)

- Refugee visas (subclass 200, 201, 203 and 204)
- Temporary Protection visa (subclass 785)
- Safe Haven Enterprise visa (subclass 790)

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 the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

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

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

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

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

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

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

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.