



Application Form

Defence Global Competitiveness Grants Sample Application questions

Please note you must complete and submit an online application on the business.gov.au portal.

This document provides a list of questions that we will ask you in the online application on the business.gov.au portal.

1. Eligibility

Does your organisation have an Australian Business Number (ABN)?

Is your organisation a company, incorporated in Australia (includes an incorporated trustee applying on behalf of a trust)?

Is your organisation an SME with less than 200 employees as defined in appendix A of the grant opportunity guidelines?

Is your organisation:

- an individual
- a partnership
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a Commonwealth, State, Territory or local government body (including government business enterprises).

Does your project have at least \$30,000 in eligible expenditure?

Does your project include the eligible activities as outlined in the grant opportunity guidelines?

Can you 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 provide this evidence with your application.

Can you provide an external Accountant Declaration that confirms you can fund your share of the project costs?

2. Application address

Provide your business street address (Australian head office)

Provide your business postal address (Australian head office).

3. Applicant financials

Has the applicant existed for a complete financial year?

Recent trading performance

- sales revenue (turnover)
- export revenue
- R&D expenditure
- taxable income
- number of employees (headcount)
- number of independent contractors (headcount).

4. Project information

Detailed project description and outcomes

Provide a detailed description of your project including the project scope and key activities.

Provide a summary of the expected project outcomes.

Project details for publication

- project title
- project description
- estimated project commencement date
- estimated project completion date.

Milestones

Milestone name, description, estimated start date, estimated end date.

Project location

Enter project site 1 (click add another address to add additional locations)

Estimated % of project value expected to be undertaken at each site.

Export revenue

What is your organisation's export revenue for the latest complete financial year, including the value of direct and indirect exports?

5. Project funding information

Project budget summary

Provide a summary of your eligible project costs over the life of the project. We only provide grant funding based on eligible expenditure.

Project budget

Types of expenditure

- plant and equipment - including acquiring, construction and related commissioning costs
- direct labour costs
- contract expenditure
- domestic travel (maximum of 10% of total eligible expenditure)
- international travel (maximum of 10% of total eligible expenditure)
- building modifications
- staff training, qualifications and accreditations
- planning, environmental or other regulatory approvals
- contingency costs (maximum of 10% of total eligible expenditure)
- independent audit costs where we request one (up to 1% of total eligible project costs)
- other.

Source of funding

- grant amount requested
- your cash contributions
- total source of funding.

6. Project partners

Collaborators

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead

organisation can submit the application form and enter into the grant agreement with the Commonwealth.

The application should identify all other members of the proposed group and include a letter of support from each of the project partners.

Is this a joint application?

Attach a letter of support from each project partner if applicable.

7. Merit criteria

To be competitive, you will need to address all merit criteria in your application. We will assess your application against each merit criterion using the weighting indicated.

We will only award funding to applications that score highly against all merit criteria, as these represent best value for money.

You are not required to provide a response up to the maximum character limit. The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define and quantify and provide evidence to support your answers.

Merit criterion 1: The extent that your project will help your business to build defence industry export capability (50 points)

(limited to 5000 characters, including spaces and paragraph returns).

You should demonstrate this through identifying:

- the extent that your project will improve the capability of your business to compete successfully in global defence markets
- the export opportunities the project will open up for your business and how you will take advantage of the opportunities
- the broader benefits to your business and to defence industry from undertaking the project.

Merit criterion 2: Your capacity, capability and resources to deliver the project (30 points)

(limited to 5000 characters, including spaces and paragraph returns).

You should demonstrate this through identifying:

- your plan to manage the project. Include detail on the key risks, timeframes and budget
- your track record managing similar projects. Include detail on the key personnel with the right skills and experience, including management and technical staff who will manage the delivery of the project
- how you will measure the success of the project.

Merit criterion 3: The impact of grant funding (20 points)

Demonstrate how the grant funding will assist your organisation by:

- describing the likelihood the project would proceed without the grant and explain how the grant will benefit the size and timing of your project. If you have already received a Defence Global Competitiveness or other related grant explain why you need additional funding
- justifying the funding amount requested with respect to the scale of the project and intended outcomes.

8. Application finalisation

Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Program feedback

How did you hear about the grant opportunity?

Supporting documentation

You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

- trust documents
- evidence of support from your board
- external accountant declaration.

9. Primary Contact Information

Primary Application Contact

- title
- given name
- family name
- position title
- email address
- phone number
- mobile number

- primary address.

10. Application declaration

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, and
- 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 for:

1. purposes directly related to administering the program including governance and research and the distribution of funds to successful applicants and
2. to facilitate research, assessment, monitoring and analysis of other programs and activities
3. 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.

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, 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 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 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

11. Contact us

For more information, visit business.gov.au or call 13 28 46. More in depth face-to-face assistance is also available from AusIndustry's national network.