Sample application form

Artificial Intelligence and Digital Capability Centres Grants

Version March 2022

This document shows the questions included in the online application form for this program. 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.

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.

Saving your responses

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.

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.

You can modify saved responses up until you submit your application.

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, Google Chrome and Microsoft Edge
- 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

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 – Artificial Intelligence and Digital Capability Centres
- Field 2 select – Artificial Intelligence and Digital Capability Centres

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

This grant opportunity will run over four years from 2021-2022 to 2024-2025.

The grant opportunity was announced as part of the Artificial Intelligence Action Plan, which itself is part of the Digital Economy Strategy. Up to $44 million is available for this grant opportunity.

The objectives of the program are to establish a 'front door' for small and medium enterprises (SMEs) to:

- access the capabilities, innovative technologies, expertise and advice to adopt, adapt, test and deploy AI technologies
- connect with local customers, opportunities, networks, experts and supply chains to lift productivity, increase revenue and create jobs

- foster collaboration with local business, industry, research organisations, investors and other partners to accelerate development, upskill the workforce and solve industry challenges
- promote local capabilities and showcase AI in action to drive commercialisation and export of novel and improved products, processes and services.

The maximum grant amount is $11 million. The grant amount will be up to 75 per cent of eligible project expenditure.

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 on Thursday 12 May 2022. Please take account of time zone differences when submitting your application.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Artificial Intelligence and Digital Capability Centres grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is *
    - an entity, incorporated in Australia
    - a publicly funded research organisation (PFRO) as defined in Section 14 (however a Commonwealth, State, Territory or local government body is not eligible)
    - none of the above

You must select one of the eligible options from a drop down menu to proceed to next question.

- Do you certify that your project is supported by project partners and a lead organisation including at least one Australian industry partner (such as domestic AI or technology firms)?*

You must answer yes to proceed to next question.

- Do you certify that your project is supported by your board (or chief executive officer or equivalent if there is no board), 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.

- Do you certify that you have or will have relevant intellectual property arrangements in place in order to undertake your project?*

You must answer yes to proceed to next question.

- Do you certify that your activities will support the creation of AI products or services by SMEs primarily for an overseas or interstate market?

- Do you certify that your activities will support the use of AI or digital capability within an SME to create or improve products or services primarily for an overseas or interstate market?*

You must answer yes to one of these questions to proceed to next question.

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.

D. About your 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.

D.1. Latest financial year figures

All values must be whole numbers. For example

6.5 months should be presented as 7 months

$2 million should be presented as $2,000,000

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

You must provide the following financial information about the applicant organisation for the financial year you have entered above.

Values must be that of the entity applying (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 Statement (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's Business Activity Statement (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 humankind, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per your organisation's income tax return form.

- Number of employees (headcount)

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

- Number of independent contractors (headcount)

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

D.2. Your ANZSIC code

Provide 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).

D.3. 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.

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 Australian businesses.

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 project plan which you should attach later in your application. Refer to the grant opportunity guidelines for the requirements of the project plan.

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 project must be completed in line with the dates provided in the grant opportunity guidelines. The project length will be calculated by the start and end dates you enter. Your project cannot have a start date before 27 May 2022 and must be completed by 31 March 2025.

The start and end dates you enter here will drive the visible financial years in the project budget on the next page.

- Estimated project start date (*27 May 2022*)
- Estimated project end date (*31 March 2025*)
- Estimated project length (in months)

E.5. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone. You can add up to 10 milestones.

The milestone start and end dates must be between the project start and end dates.

▪ Milestone title

Your response is limited to 100 characters including spaces and does not support formatting.

▪ Description

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

▪ Estimated start date
▪ Estimated end date

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. Do not provide a postal address, institution or building name.

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

E.7. Disclosure of financial penalties

Template instructions: Delete this section if not required.

Have any of your board members, management or persons of authority been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, state, or territory court or a Commonwealth, state, or territory entity?

If yes, provide details of the penalty.

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

E.8. Foreign affiliations

Does your project receive any funding or non-financial support from a foreign source?

If yes, provide details of the foreign financial support.

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

Do any entities or key personnel involved with the project receive financial support or benefits from a foreign source?

If yes, provide details of the arrangement.

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

Do any entities or key personnel involved with the project have any current or former association with a foreign talent program?

If yes, provide details of the foreign talent program.

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

Do any entities or key personnel involved with the project have any ties to a foreign government, military or state-owned enterprise?

If yes, provide details of the affiliations or associations.

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

E.9.   National security plan

Does your organisation have a plan or framework in place to manage any potential security risks associated with the project and your organisation more broadly?

This includes protecting your organisation from potential national security risks including cyber security threats and the secure handling of data. We may ask for a copy of your plan or framework at a later stage.

F. Project budget

F.1. Project budget summary

Provide a summary of your eligible project expenditure over the life of the project.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The financial years below are derived from the project start and end dates you entered on the previous page. If incorrect, you must ensure all amounts below are zero before going back to the previous page to update your project duration.

You must attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.

The cost of an independent audit of project expenditure (where we request one) is limited up to a maximum of 1 per cent of total eligible project expenditure

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is $175,000 per financial year. The grant amount will be up to 75 per cent of eligible project expenditure.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Labour		$
		2022/23	$
		2023/24	$
		2024/25	$
	Labour On Costs		
		2022/23	$
		2023/24	$
		2024/25	$
	Contract expenditure		$
		2022/23	$
		2023/24	$
		2024/25	$
	Domestic Travel		$
		2022/23	$
		2023/24	$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2024/25	$
	International Travel		$
		2022/23	$
		2023/24	$
		2024/25	$
	Workshops and conference costs		$
		2022/23	$
		2023/24	$
		2024/25	$
	Staff training		$
		2022/23	$
		2023/24	$
		2024/25	$
	Capital expenditure		$
		2022/23	$
		2023/24	$
		2024/25	$
	Independent Audit		$
		2022/23	$
		2023/24	$
		2024/25	$
	Other eligible expenditure		$
		2022/23	$
		2023/24	$
		2024/25	$
Total			$

F.2.   Source of funding

In this section you must provide details of how you will fund the project.

The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:

- *grant amount sought*
- *your contribution*
- *other contributions as allowed in the grant opportunity guidelines*

F.3.   Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

The grant amount can be up to 75% of total eligible project expenditure up to a maximum of $11 million.

F.4.   Contributions

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

- o *Your contribution*
- o *Other non-Commonwealth government grants*
- o *Other non-government contribution*

- Value of contribution (cash and/or in-kind)
- Date due of contribution
- Description

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.

G.1. Assessment criterion 1 (30 points)

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

How your proposed Capability Centre will support SMEs to commercialise their AI products and services.

You should demonstrate this by identifying:

- How you will support Australian AI solutions and products to be commercialised and exported across Australian markets and/or markets in other countries
- How you will attract private sector investment in AI technologies.

G.2. Assessment criterion 2 (20 points)

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

How your proposed Capability Centre will lower the barriers of entry for AI adoption by providing SMEs with access to AI expertise and technology.

 You should demonstrate this by identifying:

- the focus area(s) from the National Manufacturing Priorities (Appendix A of guidelines) that your Capability Centre will deliver in and the market need for your proposed Capability Centre

- how your proposed Capability Centre will help SMEs to adopt AI by providing access to innovative technology, experts and advice

- how you will reduce barriers to AI adoption that have previously been reported by SMEs.

G.3. Assessment criterion 3 (20 points)

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

How your proposed Capability Centre will improve the skills, confidence and capability of SMEs to adopt, adapt and develop AI solutions.

You should demonstrate this by identifying:

- how your Capability Centre will increase the capability of SMEs to confidently engage with and adopt, develop and adapt responsible AI

- the services your Capability Centre will provide to SMEs to equip them with the skills and knowledge to work with AI and digital technologies

- how your capability centre will build on an existing technology or manufacturing hub/precinct, university or centre of excellence

G.4. Assessment criterion 4 (20 points)

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

Capacity, capability and resources to deliver the project.

You should demonstrate this by identifying:

- your team's knowledge, skills and access to resources to effectively manage your project, including your access to personnel with relevant skills and experience

- your access, or future access, to any infrastructure, capital equipment, technology and intellectual property

- your ability to attract additional private sector investment to your Capability Centre

- the ability of your Capability Centre to have broad reach and impact in supporting SMEs to adopt, adapt and develop AI solutions within your focus area(s)

- information on the project partners and their contribution to the outcomes of the centres

- your project plan, including your plan to:

    o manage the project including scope, implementation methodology, market analysis and timeframes

    o mitigate delivery risks (including national and cyber security risks) and secure any required regulatory approvals

    o secure required regulatory or other approvals

- information on how you intend to meet the collaborative project requirements

- your engagement plan, including your plan to work and engage with the National Artificial Intelligence Centre (NAIC), other Capability Centres, industry, research organisations, international and other stakeholders

- how you will measure the success of your project

You must attach a project plan, engagement plan and a detailed project budget with your application. Successful applicants are expected to develop and report against an implementation plan, which includes performance metrics.

G.5. Assessment criterion 5 (10 points)

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

Impact of grant funding.

You should demonstrate this by describing:

- any additional investment your project will leverage (cash or in-kind)

- how the grant will impact your project scope including the likelihood your project would not proceed without the grant

- the extent to which your project complements, builds on, and does not duplicate existing or planned research and engagement activities

- how your Capability Centre will support the AI ecosystem of expertise and capability by working with non-project partners on collaborative projects.

-

H.   Project partners

You must provide details about your project partners.

For details about project partner contributions refer to the grant opportunity guidelines.

Each joint application must include amongst its project partners and lead organisation at least one Australian industry partner (such as domestic AI or technology firms)

Applications that include the following project partners will be viewed favourably:

- *an Australian innovation precinct or centre of excellence*

- *an Australian research partner (such as universities or research centres)*

- *multi-national technology firm*

- *a large sector-specific firm*

- *a state and territory agency or body.*

 You must provide

- Australian Business Number (ABN)

- Other registration number where applicable

- Business address

- Postal address

- Contact details

- Project partner letter of support attached. Letter to include details of partner contributions.

I.   Bank account details

I.1.   Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

I.2.   Account details

Account name

BSB

Account number

I.3.   Payment contact

Given name

Family name

Email address

Phone number

J.   Application finalisation

You must answer the following questions and add any supporting documentation required.

J.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.

J.2.   Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

J.3.   Additional information

You must attach the following supporting documentation. You should only attach documents we have requested.

The total of all attachments cannot exceed 20 MB.

Individual files must be smaller than 2.0mb, and be one of the following types:doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

- Project Plan

Include your plan and your key performance indicators used to manage the project, mitigate delivery risks and secure any regulatory approvals

- Engagement Plan

Include your plan to work and engage with the NAIC, other Artificial Intelligence and Digital Capability Centres, industry, research organisations, international and other stakeholders.

- Detailed Project Budget

K. Primary contact

You must provide the details of a primary contact for your application.

The primary contact is the person authorised to act on behalf of the applicant. We consider them our primary contact point for all aspects of this application. We will send all email correspondence to this person. If these details change, you must inform us as soon as possible so automated emails can be redirected. The details include

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

L.   Application declaration

In order to submit your application you will be required to agree to the following declaration.

L.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.

L.2.   Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, 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 applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

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.