



Application Form

International Space Investment (ISI) – Expand Capability 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 you will be asked in the online application on the business.gov.au portal.

1. Eligibility

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

Is your organisation registered for the Goods and Services Tax (GST)?

Are you able to provide evidence from your board (or chief executive officer or equivalent if there is no board) that your project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding?

Is your organisation a company, incorporated in Australia or a publicly funded research organisation (PFRO) as defined in section 14 of the Guidelines?

Does your project have at least \$100,000 in eligible expenditure?

Can you certify that your project has links to international space agencies or their supply chains?

Can you certify that a minimum of 80% of the investment will be made in Australia, for the benefit of Australian space industry firms?

2. Application Address

Provide your Business Street Address (Australian Head Office) heading structure as detailed in first point.

Provide your Business Postal Address (Australian Head Office) heading structure as detailed in first point.

3. Project Information

This page is in three sections.

- In the first section you should provide the details of your project and the expected outcomes. The grant opportunity guidelines outlines all mandatory aspects of your project which you should reference in this description.
- In the second section you should provide a summary of details for publication.
- In the third section you are required to breakdown your project (including all mandatory activities) into milestones. You should include the key activities occurring at each milestone. 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. Milestone information will not be published.

Detailed project description and outcomes

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

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

Provide a summary of the expected project outcomes.

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

Project details for publication

(limited to 750 characters (including spaces and paragraph returns)).

Project Title

Project Description

Estimated Project Commencement Date

Estimated Project Completion Date

Milestones

Milestone Name, Description, Estimated Start Date, Estimated End Date, Action (click Add Milestone button to add additional milestones)

(limited to 750 characters (including spaces and paragraph returns)).

4. Project Funding Information

Project budget summary

Provide a summary of your eligible project costs over the life of the project. Amounts must be GST exclusive. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

Expenditure can only be claimed for the period 2019-20 to 2021-22. You must provide a figure for each field. \$0 is acceptable, if applicable.

5. Assessment Criteria

To be competitive you will need to score highly against all assessment criterion. The assessment criteria are of equal weighting.

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, quantify and provide evidence, to support your answers.

Assessment criterion 1: The benefits of your project to the Australian space industry (score out of 40 and limited to 5000 characters (including spaces and paragraph returns)).

You should demonstrate this by describing:

- a. how a minimum of 80% of the investment will be made in Australia for the benefit of Australian space industry firms
- b. how your project will build the capability and capacity of the Australian space sector
- c. how your project will support jobs creation in the Australian space sector
- d. how your project will unlock international opportunities for the Australian space sector, including to deliver products and services to international space agencies and their supply chains, in line with the

National Civil Space Priorities. These priorities, along with key international partner agencies for Australia, are in the [Australian Civil Space Strategy 2019-28](#).

Assessment Criterion 2: Your capacity, capability and resources to deliver the project (score out of 30 and limited to 5000 characters (including spaces and paragraph returns)).

You should demonstrate this by describing:

- a. your track record in managing similar projects, and your access to personnel with relevant skills and experience, including project management and technical staff
- b. your access to any infrastructure, capital equipment, technology and intellectual property
- c. how you will ensure that the project will continue to deliver outcomes beyond the grant funding period
- d. your project plan, including your plan to:
 - manage the project including scope, implementation methodology and timeframes
 - mitigate delivery risks (including national security risks)
 - secure required regulatory or other approvals.

You must attach a project plan and budget to your application. A template will be available for the project plan and budget attachments.

Assessment Criterion 3: The impact of grant funding on your project (score out of 30 and limited to 5000 characters (including spaces and paragraph returns)).

- a. the total investment the grant will leverage, including direct contributions to the project
- b. the likelihood of the project proceeding without the grant, including the impact the grant will have on project size, value and timing.

6. Collaborator Information

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply. You must have a formal arrangement in place with all

parties prior to execution of the grant agreement.

Is this a joint application?

7. 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 program?

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.

- Project partner letter(s) of support (if applicable)
- Evidence of support from your board
- Project plan
- Project budget

8. Primary Contact Information

Primary Application Contact

- Title
- Given Name
- Family Name
- Position Title
- Email Address
- Phone Number
- Mobile Number
- Primary Address

9. 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 Programme, 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

10. Contact us

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

SAMPLE