



Sample application form

Modern Manufacturing Initiative – Manufacturing Collaboration Stream

Version August 2021

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.

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, you can invite an internal person (a person from your organisation) or external person (from outside your organisation – i.e. a consultant) as a participant on the application to help you:

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.

Sample

A. Program selection

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

Are you a trustee on behalf of a trust? *

Please select from dropdown

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

If applying as a trustee on behalf of a trust, you must provide a copy of your executed trust deed to support your application. Please ensure you submit using the corporate structure reflected in your trust deed.

If applying on behalf of a trust, you must use the ABN of the trust (not the trustee) to create your application.

If you have any questions on how to apply on behalf of a trust please contact us via MCS@industry.gov.au

Do you have an ABN? *

Please select from dropdown

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 commence an application using an incorrect ABN or applicant entity, please be aware you will need to start and submit a new application as the form will not allow for a change of entity once commenced.

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

Australian Business Number (ABN)

Enter your ABN details and Validate, if valid your Legal name, Date of Registration and if you are GST registered will be automatically populated.

If you have previously submitted an application and with the same ABN some details will be pre-populated

Fields displayed as grey are not editable. If the information is not correct, please [contact us](#) by email or web chat or on 13 28 46.

Are you a charity registered with the Australian Charities and Not-for-Profit Commission (ACNC)? *

Please select from dropdown

If no

Are you a not-for-profit? *

Please select from dropdown

A.1. Program selection

You must select from a drop-down menu the program that you are applying for.

Field 1 select - Modern Manufacturing Initiative – Manufacturing Collaboration Stream

Field 2 select - Modern Manufacturing Initiative – Manufacturing Collaboration Stream

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

The **Manufacturing Collaboration Stream** grant opportunity will support large-scale manufacturing projects with business-to-business and business-to-research collaboration at their core. The stream will catalyse long-term transformation in the National Manufacturing Priority areas, focusing private and public investment to help create the environment and incentives for Australian manufacturers to collaborate, scale up, move towards higher value added activities and become more competitive.

The Manufacturing Collaboration Stream will provide funding for a small number of large, transformational projects that will either directly feature collaboration or will create and facilitate collaborative ecosystems and the foundations for collaboration.

The objectives of the Manufacturing Collaboration Stream are to:

- foster collaboration between businesses, research organisations, investors and other parties to realise transformation in Australia’s manufacturers towards higher value added segments of the manufacturing “smile curve”
- support manufacturers to work together to build manufacturing networks and ecosystems, unlock complementary capabilities, overcome barriers to scale and grow, access global markets
- support long-term job creation and a more highly skilled workforce in the Australian manufacturing sector
- increase investment in Australian manufacturing, particularly in high-value add activities
- increase manufacturing capability, business acumen, knowledge diffusion and expertise

The minimum grant amount is \$20 million.

The maximum grant amount is \$200 million.

We cannot fund the same project activities more than once as part of the Modern Manufacturing Initiative. 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.

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.

Select Continue at the bottom of the screen create the application. The application number MCS will appear at the top of the next page (Eligibility).

B. Eligibility

We will ask you the following questions to establish your eligibility for the Manufacturing Collaboration Stream grant opportunity.

Questions marked with an asterisk are mandatory.

Do you have an Australian Business Number (ABN)? *

Joint applications are strongly encouraged but applications can be from a single entity.

We recognise there are many ways collaborative arrangements can be established between partners. For some collaborations, an eligible lead applicant may apply on behalf of a group and this entity will be responsible for managing the project on behalf of the group. In other circumstances, if your application is successful you may establish a new eligible entity to manage the collaboration that would enter into the grant agreement.

For further information on joint applications, refer to section 7.3.

Please select from drop down menu

You must answer yes to proceed to next question.

Does your project align with one or more of the six National Manufacturing Priorities? *

- Yes/No

Refer to Section 2 of the Guidelines

Please select from drop down menu

You must answer yes to proceed to next question.

Does your project have at least \$60.6 million in eligible project expenditure? *

Refer to Appendix A of the grant opportunity guidelines and 5.1 and 5.2 on the eligible activities and eligible expenditure respectively

Please select from drop down menu

You must answer yes to proceed to next question.

Will no more than 50% of your project be funded from Commonwealth funding sources? *

Please select from dropdown

You must answer yes to proceed to next section and hit save and continue to validate your answers.

Will no more than 65% of your project be funded from all government sources (including Commonwealth, State and Territory and local)

Please select from dropdown

You must answer yes to proceed to next section and hit save and continue to validate your answers.

Does your project shows the potential to expand or promote interstate or international trade?

Please select from drop down menu

You must answer yes to proceed to next question.

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?

The evidence of support template must be used and is available on business.gov.au and GrantConnect

Please select from drop down menu

You must answer yes to proceed to next question.

Can you provide letters of support from your project partners?

Please select from drop down menu

You must answer yes to proceed to next question.

Can you provide a detailed governance plan including the governance model and arrangements for managing your project and relationships with partners and why the chosen model and arrangements are the most appropriate for your project?

You must answer yes to proceed to next question.

Can you declare that you and any project partner/s are not included on the National Redress Scheme's website list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)

You must answer yes to proceed to next question.

Can you declare that you and any project partner/s have not been named by the Workplace Gender Equality Agency as an organisation that has [not complied](#) with Workplace Gender Equality Act (2012). *

You must answer yes to proceed to next section and hit save and continue to validate your answers.

C. Applicant address

C.1. Applicant street address

Is the address located in Australia?

Please select from dropdown

Only addresses in Australia should be provided here.

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

Is the address located in Australia?

Please select from dropdown

Only addresses in Australia should be provided here.

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.

You can select to postal address (tick box) as same as street address.

D. About your organisation

D.1. Latest Financial Year Figures

Has the applicant existed for a complete financial year?

Please select from dropdown

If yes, what was the latest complete financial year? *

Please select from dropdown

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. **This must be a whole number.***

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. **This must be a whole number.***

D.3. 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.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.

D.5. National Security Plan

Does your business have a plan or framework in place to manage any potential security risks associated with the project and your business more broadly? This includes protecting your business from cyber security threats and the secure handling of data (a copy of your plan or framework may be requested at a later stage).

Select Yes or No from dropdown list

D.6. Foreign Affiliations

Do you or any of your key personnel receive any foreign financial support (cash or in-kind)?

If yes

Provide Details

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

Are you or any of your personnel under any obligation to report or replicate the findings of your research to a foreign institution or government?

If yes, please specify the nature of the arrangement

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

Are you or any of your personnel currently or previously been associated or affiliated with a foreign sponsored talent recruitment program?

If yes

Provide Details

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

Are you or any of your personnel currently associated or affiliated with a foreign government, foreign political party, foreign state-owned enterprise, military or foreign policy organisation?

If yes

Provide Details

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

D.7. Disclosure of financial penalties

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

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

D.8. Program evaluation questions

How many employees do you currently employ (headcount)?

How many employees are you expecting to hire by participating in this program (headcount)?

What was your net profit during the last quarter?

How much gross value add (GVA) did you generate this financial year (2021-current)?

How much gross value add (GVA) did you generate last financial year (2020-2021)?

How much gross value add (GVA) did you generate the year before last (2019-2020)?

Please provide details of you and your project partners' export revenue for the previous full financial year

How much do you expect your participation in the program to increase your ability to manufacture exports?

- a. Very significantly
- b. Significantly
- c. Not affected
- d. Detrimental effect
- e. Not applicable

Did your organisation introduce any of the following new or significantly improved goods or services in the previous financial year?

- Goods
- Services
- None of the above

Tick all that apply

What was the percentage of your total income associated to new products, processes or services developed in the previous financial year?

How much do you currently invest in:

Provide figures for the previous full financial year. All amounts must show a whole dollar value

- Research and development
- Capital equipment
- New technology to you and your project partners
- Design
- Acquisition of licenses
- Intellectual property

- Digital transformation activities
- Transaction costs

Sample

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. Company Detail

Provide a description about your business, including its history/background, the type of manufacturing you undertake or intend to undertake. Also indicate if the ABN and Entity you are applying under is likely to be the ABN and entity you will enter into a grant agreement with if your application is successful. *

Include details of your supply chain, domestic and export market. What do you manufacture and who do you supply?

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

E.2. 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.

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

E.4. 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.5. National Manufacturing Priorities

Identify which of the six National Manufacturing Priorities your project aligns with.

Select from the list below (you may select more than one priority)

resources technology and critical minerals processing

food and beverage manufacturing

medical products

clean energy and recycling

defence

space

Provide a brief description of how your project aligns with at least one of the six National Manufacturing Priorities (see Section 2).

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

E.6. Potential to Promote Interstate or International Trade

Describe how your project shows the potential to expand or promote interstate or international trade.

Your response is limited to 150 characters including spaces and does not support formatting.

E.7. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

Estimated project start date

Estimated project end date

Estimated project length (in months)

The project length will be calculated by the start and end dates you enter. Projects must be completed by 31 March 2024.

The project start date should reflect a period of up to three months from the date you intend to submit your application. If approved, you may elect to commence your project from the date you receive the letter of offer; however, we are not responsible for any expenditure you incur until a grant agreement is executed. Refer to Section 5.2 of the grant opportunity guidelines for guidance on when you may commence your project.

E.8. Project milestones

You must breakdown your project 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. All milestone start and end dates must be within the project dates provided under E.9.

You will be required to complete the following fields. You can have up to 10 milestones.

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.9. 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

F. Project budget

F.1. Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

We only provide grant funding based on eligible expenditure. Refer to the grant opportunity guidelines for guidance on eligible expenditure.

Please enter the GST Exclusive amount for all expenditure included within the table.

The minimum grant amount is \$20 million. The maximum grant is \$200 million.

The minimum project expenditure for this grant opportunity is \$60.6 million. Grant funding will be up to 33 per cent of the eligible expenditure.

No more than 50% of your project is to be funded from Commonwealth funding sources and no more than 65% of your project is to be funded from all government sources (including Commonwealth, State and Territory and local).

In-kind contributions are limited to 10% of total eligible project expenditure, capped at a maximum of \$16 million.

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

NOTE: all fields below need to be completed. If no expenditure please enter zero (\$0).

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Plant and Equipment (including acquiring, construction and commissioning costs)		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Labour expenditure (including labour on costs and administrative overhead)		
		2020/21	\$
		2021/22	\$
		2022/23	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2023/24	\$
	Contract expenditure		
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Prototype expenditure		
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Travel and overseas expenditure		
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Construction or modifications of buildings or facilities		
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Other eligible expenditure		
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
Total			

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.

F.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

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

- *Your contribution*
- *Other Commonwealth grants and concessional loans*
- *Other non-Commonwealth government grants*
- *Other non-government contribution*

Value of contribution

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.

Where you are receiving other government funding you will need to provide details.

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.

Your response should cover all of the matters identified under each merit criterion.

G.1. Assessment criterion 1 (25 points)

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

Alignment of your project with the program objectives and Modern Manufacturing Strategy

You should demonstrate this by describing

- a. how your project will achieve the objectives and outcomes of the Manufacturing Collaboration Stream set out in Section 2.4.
- b. how your project will develop and contribute to ongoing and sustained collaborations, including how the collaboration will unlock benefits and capabilities
- c. how your project aligns with and supports implementation of the relevant National Manufacturing Priority road map(s), and the growth opportunities and goals set out in the road maps
- d. how the project will benefit or transform the relevant National Manufacturing Priority(ies) and the strategic benefit of the project to the project's locality or region.

G.2. Assessment criterion 2 (25 points)

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

Benefits to Australia

You should demonstrate this by identifying

- a. the nature, extent and timeliness of anticipated outcomes and the benefits the project will bring to Australia including how your project aligns with the Australian Government's broader policy objectives, particularly those relevant to the National Manufacturing Priority area(s) your project aligns with.
- b. the extent that your project will maximise Australian employment outcomes, such as increased jobs and/or a more highly skilled workforce over the life of the project and into the future. You need to identify the number and types of Australian jobs your project will create, when they will be filled and how you have determined this number
- c. how your project will create and retain other benefits for Australia, including intellectual property or new skills
- d. why the Australian Government should invest in your project including:
 - how the grant will impact the project in terms of scale and timing

- how this investment will impact participants ability to be self-sustaining and globally competitive into the future.

G.3. Assessment criterion 3 (25 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

- a. your track record and experience in managing projects of a similar nature or scale and your plan specific to this project to utilise and manage personnel with the right skills and experience, including strong governance, management, financial and technical expertise
- b. your plan to manage and deliver the project including collaborative arrangements and governance, implementation methodology, timeframes, delivery risks and budget
- c. your access, or future access, to any required infrastructure, capital equipment, technology, commercial agreements, intellectual property, specialist skills or expertise, and regulatory or other approvals (specify any approval conditions on the project)

G.4. Assessment criterion 4 (25 points)

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

Access to finance and investment

You should demonstrate this by identifying

- a. your access, or future access, to the required finance and investment required to fund your share of eligible project costs
- b. your intended funding arrangements to support ongoing collaborative activities beyond the grant period
- c. your ability to fund and manage any cost overruns
- d. the total private sector investment the grant will leverage (projects with a higher proportion of private sector funding will be more competitive). Cash contributions are preferred to in-kind contributions for this criterion.
- e. the total additional investment from other sources such as the research sector or state, territory or local governments the grant will leverage through partnerships. This may include supporting infrastructure or in-kind contributions that are not considered eligible expenditure.

Your project budget and other relevant attachments will inform the assessment of this criterion.

H. Project partners

You must provide details about your project partners.

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

You must provide

Australian Business Number (ABN)

Other registration number where applicable

Business address

Postal address

Contact details

Details of contribution to the project

Project partner letter of support attached *

*Letters of support should include details of the project partner, an overview of partnership arrangement, roles and responsibilities, resources, and relevant experience and/or expertise and including information listed in **Error! Reference source not found.***

Number of employees (headcount)

How many employees is this project partner expecting to hire by participating in this program (headcount)?

Provide details of this partner's net profit during the last quarter

How much gross value add (GVA) did this project partner generate this financial year (2021-current)?

How much gross value add (GVA) did this project partner generate last financial year (2020-2021)?

How much gross value add (GVA) did this project partner generate the year before last (2019-2020)?

Provide details of this project partner's export revenue for the previous full financial year

How much does this project partner expect their participation in the program to increase their ability to manufacture exports?

- Very significantly
- Significantly
- Not affected
- Detrimental effect
- Not applicable

Did this project partner introduce any of the following new or significantly improved goods or services in the previous financial year?

- Goods
- Services
- None of the above

Tick all that apply

What was the percentage of this project partner's total income associated to new products, processes or services developed in the previous financial year?

How much does this project partner currently invest in the following:

Provide figures for the previous full financial year. All amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. These fields are mandatory and entering \$0 is acceptable if applicable for the project partner organisation.

- Research and development
- Capital equipment
- New technology to you and your project partners
- Design
- Acquisition of licenses
- Intellectual property

- Digital transformation activities
- Transaction costs

Sample

I. Application finalisation

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

I.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 and how you anticipate managing this conflict.

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

I.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Supporting documentation (Additional information)

Files must be smaller than 2MB and be one of the following types: doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif. Filenames should only include letters and numbers and should be fewer than 40 characters in length.

Please note there is a cumulative file size limit of 20MB for each application. For any issues please contact business.gov.au or 13 28 46, or email MCS@industry.gov.au

You will not be able to submit your application until all mandatory attachments have been uploaded. Please attach one document for each of the supporting documents listed below.

You must attach the following supporting documentation.

Trust deed (where applicable)

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust. If your trust deed is too large or you cannot upload your document please contact us via MCS@industry.gov.au

Project Plan *

A detailed project plan (maximum of 50 pages) including the scope of the project, a timeline of activities, details of IP arrangements, and a list of all key management and technical staff, including their relevant experience and details of any contractors that you have, will or intend to engage as part of the project.

Project Budget *

A detailed project budget, accounting for both cash and in-kind contributions, which identifies sources of funding (private-sector, Commonwealth, State and Territory, etc.) and provides an explanation of the basis upon which the cost assumptions were made. Your budget should include a breakdown of the costs that sit under each head of expenditure and how these have been determined, such as quotes.

Financial model*

The Financial Model should be consistent with the detailed project budget which provides evidence of the long-term commercial viability of the project. The model should include monthly or quarterly projections of profit and loss, cash flow and balance sheet totals for the proposed project. This should include a drawdown schedule for all sources of funds, including the details of the assumed cost and repayment profile of any project debt financing. The model should be accompanied by a set of assumptions that are supported by the methodology used as well as external supporting evidence. Sensitivity or scenario testing of the revenue, demand and cost assumptions should be included. The model should also be consistent with the anticipated employment outcomes identified in response to Assessment Criterion 2. Any additional supporting information, studies and plans, in particular, offtake agreements, feasibility studies and cost/benefit analyses should also be included where appropriate to support the assumptions in the model.

Risk Management Plan *

A risk management plan, including risk related to COVID-19, and any supporting documentation, describing how you propose to monitor, manage and report identified risks including risks that may arise during your project

A Governance Plan *

Your governance plan must outline the intended arrangements for managing your project and relationships with partners and why the proposed arrangements are most suitable for your project.

Letter of support from Board or CEO *

Evidence of support from the board of proposed project partners, CEO or equivalent (mandatory template provided on business.gov.au and GrantConnect)

Letters of Support or Intent from Other Parties *

This includes state, territory or local governments and customers. Please combine all letters into one document.

Audited financial reports *

Audited financial reports for the past two (2) years and management accounts year-to-date for the current financial year, for the lead organisation and project partners. We may request additional evidentiary requirements agreed to by the Program Delegate to support detailed assessment of the lead organisation and partners' technical and financial capacity and ongoing viability.

Stakeholder engagement plan *

A detailed plan for stakeholder engagement, including stakeholder identification, impact analysis, engagement activities, and timeline.

Draft Aboriginal and Torres Strait Islander Participation and Engagement Plan *

A draft Aboriginal and Torres Strait Islander Participation and Engagement Plan which sets out opportunities for Aboriginal and Torres Strait Islander participation, including through procurement and employment opportunities that will arise as a result of the proposed project and that reflect the Aboriginal and Torres Strait Islander population in the region of the proposed project. If your application is successful you will need to finalise this plan as one of the first milestones of your grant agreement (further guidance will be provided on business.gov.au).

J. 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

K. Application declaration

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

K.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.

K.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 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 acknowledge that I must disclose all foreign ownership (including foreign government ownership), affiliations with foreign governments, organisations, institutions or companies, or membership of foreign government talent programs. I must report any material changes in the nature of the activity or key personnel involved, including affiliations/links with foreign governments or companies. I also declare that I can manage any national security risks.

I acknowledge that I must disclose whether any of our board members, management or persons of authority have 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. I also acknowledge that I must provide advice to the department regarding the matter for consideration. Further, I acknowledge that I have an ongoing obligation to disclose any material changes to this declaration.

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 complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.