



## Sample application form

# National Radioactive Waste Management Facility New Community Benefit Program 2019-22

Version May 2020

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

# Instructions

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The online form captures the information required by the department to assess and manage your application for 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.

## Participants

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

- Select the Participants button
- Enter the details

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

## Submitting your application

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

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

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

## Internet browsers supported by the portal

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

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

## Getting help

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

## A. Program selection

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We need to first identify what type of entity is applying. If you are a trustee applying on behalf of a trust the details are slightly different.

### A.1. Trustee and trust details

If you have selected trustee on behalf of a trust we require details of both trust and trustee. A trustee must be incorporated.

#### Trust details

We require the following details.

*When you have entered your ABN, the form should populate some details for you.*

- Australian Business Number (ABN) of the trust
- Legal name of the trust
- Business name of the trust

*Your business may have registered one or more business name. If you operate under a business name, you must provide the alternative name.*

- Date of registration of ABN of the trust
- GST registration status

#### Trustee details

We require the following details.

*When you have entered your ABN, the form should populate some details for you.*

*Do not enter your trust ABN into the trustee field. You may not have a separate ABN for the trustee in which case you should leave this field blank.*

- Australian Company Number (ACN) of the trustee
- Or
- Australian Business Number (ABN) of the trustee (if different to trust)
- Legal name of the trustee
- Charity status of the trustee
- Not for profit status of the trustee

### A.2. Other type of entity details

If you are not a trustee / trust entity you will be asked to complete the following details.

*When you have entered your ABN, the form should populate some details for you.*

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Organisation Legal name
- Organisation Business Name

*Your business may have registered one or more business name. If you operate under a business name, you must provide the alternate name.*

- Date of registration of ABN
- GST registration status
- Charity status
- Not for profit status

### **A.3. Australia and New Zealand Standard Industrial Classification (ANZSIC) Details**

You must select 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](#)).

### **A.4. Program selection**

You must select from a drop-down menu which National Radioactive Waste Management Facility New Community Benefit Program that you are applying for.

- Field 1 select [New Community Benefit Program – Kimba OR Hawker]
- Field 2 select [New Community Benefit Program – Kimba OR Hawker]

Provides funding to support shortlisted communities through the site selection process for the National Radioactive Waste Management Facility.

## B. Eligibility

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We will ask you the following questions to establish your eligibility for the National Radioactive Waste Management Facility New Community Benefit Program 2019-22 grant opportunity.

*You must answer yes to all questions to be eligible to apply.*

- Are you one of the following?
  - a company, incorporated in Australia
  - an incorporated trustee on behalf of a trust
  - a not-for-profit organisation, including community groups with voting and/or financial membership of at least five individuals
  - an Aboriginal and/or Torres Strait Islander organisation, council or incorporated association
  - The District Council of Kimba OR the Flinders Ranges Council
  - the Outback Communities Authority.
- Will your project be located within the Local Government Area of the District Council of Kimba OR within a 50km radius of Hawker (Wallerberdina Station), plus the remainder of the Local Government Area of The Flinders Ranges Council?

*A map of these areas can be found on [business.gov.au](http://business.gov.au)*

- Will your project provide social and/or economic benefits to the community?

## C. Applicant address

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### C.1. Business street address

You must provide your business street address (Australian Head Office).

*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. Business postal address

You must provide your business postal address (Australian Head Office).

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

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## D. Applicant financials

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### D.1. Latest Financial Year Figures

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

### D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

*We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.*

*All amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.*

*These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.*

- Sales Revenue (Turnover)

*Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statements (BAS).*

- Export revenue

*Total revenue from export sales, as reported in your organisation's BAS.*

- R&D expenditure

*Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.*

- Taxable income

*Taxable income or loss as per the applicant's Business Income Company Tax Return form.*

- No 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.*

- No of independent contractors (headcount)

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

## E. Project information

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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](#). 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.

*Example project title: Building an Interpretation Facility*

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

Provide a brief project description.

*Example project description: Building an interpretation centre at site x to improve cultural and heritage information for tourists including interactive displays.*

*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. Explain what it is you are going to do and how it will benefit your organisation.*

### 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 may also provide a project plan of the project activities you will conduct including timetable and budget (and quotes where applicable) for all significant activities.

### 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

- Estimated project start date
- Estimated project end date
- Estimated project length



*The project length will be calculated by the start and end dates you enter. Your project must be completed by 31 May 2022*

## **E.5. 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 estimated project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add extra milestones as required up to a maximum of ten milestones.

- Milestone title
- Description
- Start date
- End date
- Estimated eligible expenditure

## **E.6. Project location**

You must provide the address where you 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.

- Project site street 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 project costs over the life of the project in a table as shown below.

Amounts must be GST inclusive, less any GST credits that you can claim. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

*The minimum eligible project expenditure for this grant opportunity is \$5000*

You will also be required to attach a detailed project budget later in the application form.

| Type of expenditure | Head of expenditure | Financial Year | Cost |
|---------------------|---------------------|----------------|------|
| Project expenditure |                     |                | \$   |
|                     | Labour costs        |                | \$   |
|                     |                     | 2020/21        | \$   |
|                     |                     | 2021/22        | \$   |
|                     | Contract costs      |                | \$   |
|                     |                     | 2020/21        | \$   |
|                     |                     | 2021/22        | \$   |
|                     | Plant and Equipment |                | \$   |
|                     |                     | 2020/21        | \$   |
|                     |                     | 2021/22        | \$   |
|                     | Other               |                | \$   |
|                     |                     | 2020/21        | \$   |
|                     |                     | 2021/22        | \$   |
| Total               |                     |                |      |

### Grant funding requested

You will be asked to enter the amount of grant funding you are requesting (minimum of \$5000 and maximum of \$1 million).

### 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 (if any) 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*
- Value of contribution
- Date due of contribution
- Details

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## G. Assessment criteria

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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 relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers.*

To support your responses you must include mandatory attachments later in the application.

### G.1. Assessment criterion 1 (40 points)

#### Capacity and capability to carry out the project.

You should demonstrate this by describing:

- a. your access to the skills and expertise necessary to manage and undertake the project
- b. your plan to manage the project, including timelines and project budget.

You must also attach a project plan later in the application.

### G.2. Assessment criterion 2 (40 points)

#### The benefit to the community the project will achieve.

You should demonstrate this by describing:

- a. the community your project is intended to benefit and the proximity of that community to the nominated site
- b. how your project aims to strengthen community outcomes and assist your community in adapting to potential impacts. Preference will be given to projects that focus on the priorities identified in section 2.1 of the National Radioactive Waste Management Facility New Community Benefit Program Grant Opportunity Guidelines
- c. the level of community support for your project. You should provide evidence of community support relative to your project size. If your project is over \$250,000 you must provide strong evidence of community support
- d. how your project will continue to benefit the community once it is completed
- e. how your project may use local contractors and suppliers.

### G.3. Assessment criterion 3 (20 points)

#### Impact of grant funding on your project.

You should demonstrate this by describing:

- a. how the project cost is consistent with proposed activities
- b. your level of commitment to the project, including level of in-kind and/or cash contributions.

## H. Project partners

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For joint applications, you must provide details about your project partners.

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

For each partner, you must provide

- Business address
- Postal address
- Contact details
- Details of contribution to the project
- Project partner letter of support

## **I. Application finalisation**

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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 them.

*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**

You must attach the following supporting documentation.

- project plan
- supporting letters from the community and end users (where applicable)
- trust deed (where applicable).

### **I.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.*

## J. Primary contact page

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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

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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 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 and
- 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 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/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

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 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.