Australian Government

Department of Industry, Science and Resources

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Remote Airstrip Upgrade Program – Round 10

Version October 2023

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 (ICN)

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 - Remote Airstrip Upgrade Program Round 10
- Field 2 select - Remote Airstrip Upgrade Program Round 10

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

The grant opportunity will run over three years from 2023-24 to 2025-26. Up to $12 million is available for this grant opportunity.

The grant opportunity provides funding to enhance the safety and accessibility of aerodromes in remote and very remote areas of Australia.

The objective of the Remote Airstrip Upgrade Program is to enhance the safety and accessibility of aerodromes in remote and very remote areas of Australia. Safe, operational aerodromes are vital in the delivery of essential goods and services in remote and very remote communities, particularly where road access is unavailable, unreliable or disrupted for extended periods due to seasonal weather conditions. An effective airstrip, accessible all year round, improves the delivery of health care services such as those provided by the Royal Flying Doctor Service (RFDS) or other aeromedical providers, improves access to work and education opportunities and helps connect residents of remote communities.

The intended outcome of this grant opportunity is improved safety and air access for remote airstrips that will:

- improve the safety of aircraft, operators and passengers using remote and very remote airstrips
- facilitate improved delivery of essential goods and services such as food supplies, health care, community mail and passenger air services
- complement air services delivery to communities subsidised under the Australian Government's RAAP through the RASS Scheme, and/or
- meet operational requirements of the RFDS or operators providing similar aeromedical services.

The maximum grant amount is $3 million and the minimum is $5,000.

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 AEDT on 15 December 2023. 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 Remote Airstrip Upgrade Program – Round 10 grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is. *
    - an entity incorporated in Australia (including incorporated trustees on behalf of a trust)
    - an Australian local government agency or body as defined in Appendix A of the guidelines
    - an Australian State/Territory Government agency or body
    - a corporate Commonwealth entity
    - an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) or
    - none of the above.

State agencies or other eligible entities may apply on behalf of aerodrome owners/operators (excluding Indigenous Owned and/or Operated aerodromes where you are seeking 100 per cent funding). In such cases, the state agency or other eligible entity will be the lead applicant in a joint application and will be wholly responsible for the project, including administering, reporting and acquitting all project expenditure. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth.

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

- Is your aerodrome identified as 'remote or very remote' as defined by the 2021 Australian Statistical Geographic Standard (ASGS) Remoteness Area? (check the remoteness of your aerodrome location using nationalmap.gov.au).

You must answer yes to proceed to next question.

- Can you provide evidence from your board or Council (or chief executive officer or equivalent if there is no board) that the project is supported by the applicant organisation, and that the organisation is willing to accept responsibility to complete the project and meet the costs of the project not covered by grant funding?*

See sample letter template on business.gov.au.

You must answer yes to proceed to next question.

- Are you an owner and/or operator of an existing aerodrome in a remote or very remote area in Australia?*

You must answer yes/no to proceed to next question.

- Are you applying on behalf of an owner and/or operator of an existing aerodrome in a remote or very remote area in Australia?*

You must answer yes/no 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

▪ 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.

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.

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.

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.

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 your community. An example of a brief project description is: 'Grant funds will be used to upgrade the airstrip power supply and fuse box and purchase a new Pilot Activated Lighting system and LED battery operated backup emergency lighting. 'The project will enhance pilot and passenger safety and access to the airstrip for essential services including aero-medical evacuations and other emergency services.'

E.2.   Detailed project description and key activities

This information refers to the scope of the project and will be included in the grant agreement if your application is successful.

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

For example include the type and quantity of materials needed for your project; the height and length of fencing; the number of LED lights; the width and length of the runway extension or re-sheeting/re-sealing area

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

You must also provide a project plan and project budget which you should attach later in your application.

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

If you are successful, we expect that your project will commence no earlier than April 2024. The project end date can be no later than 30 April 2026. The maximum project duration is up to 24 months.

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

- 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. .

E.5. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone. You can add up to 8 milestones.

Examples of milestone titles and descriptions

Milestone Title: Project planning   Description: Site survey, design specifications

Milestone Title: RFT   Description: Request for quotation/tender process

Milestone Title: Resealing   Description: Start and complete resealing activity

- 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

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

Project location site details

Use the following steps to source details for fields below.

1. Click on the National Map (this has Electoral Divisions and Remoteness Area already filtered)[1]
2. Once loaded (can take a few minutes) click on "Search for locations"
3. Find your airstrip (either using the longitude and latitude, or name of your airstrip, or the location, or official place name or address)

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nationalmap.gov.au

4. Click on the airstrip

5. Click on Share/Print icon and copy and paste URL to relevant field below

6. view Feature information (longitude, latitude, remoteness classification) and right click, select "copy" and paste details into relevant fields below.

- Airport/Aerodrome Name and URL from National Map website

- Project site address latitude

- Project site address longitude

- Is your project site Remote or Very Remote?

- Project electorate

- What is the nearest town (inc. postcode) or service centre to the aerodrome?

- What is the runway length (metres)?

- What is the runway surface?

- What is the aerodrome category?

E.7.   Indigenous Ownership

Is your aerodrome or airstrip Indigenous owned and/or operated?

If yes, answer the question below:

- If your organisation is registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) provide your ICN.

- If your organisation is a designated Aboriginal or Torres Strait Islander Council, provide the registration details including State of registration.

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.

Expenditure in financial years should be aligned with project duration as listed in the grant opportunity guidelines.

The following table should not include any in-kind costs.

The grant amount will be up to 50 per cent of eligible project costs (grant percentage), unless:

▪ *where the applicant (you) and a third party (could include State/Territory or local government, or other entity) are both contributing to eligible project costs, the grant amount may be reduced to 33.3 per cent of eligible project costs or*

▪ *where the applicant (you) meets the definition in these Guidelines as an Indigenous Owned and/or Operated Aerodrome, the grant will be up to 100 per cent of eligible project costs.*

The table below includes the following validations:

• *Independent audit limited up to 1 per cent of eligible project expenditure*

• *Contingency costs limited up to 10 per cent of eligible project expenditure.*

You must attach a detailed project budget later in the application form.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Contractor costs		$
		2023/24	$
		2024/25	$
		2025/26	$
	Employee costs		$
		2023/24	$
		2024/25	$
		2025/26	$
	Aviation-safety related staff training		$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2023/24	$
		2024/25	$
		2025/26	$
	Materials		$
		2023/24	$
		2024/25	$
		2025/26	
	Capital expenditure		$
		2023/24	$
		2024/25	$
		2025/26	
	Independent audit		
		2023/24	
		2024/25	
		2025/26	
	Tender design and process costs		$
		2023/24	$
		2024/25	$
		2025/26	
	Contingency costs		
		2023/24	
		2024/25	
		2025/26	
	Other eligible expenditure		$
		2023/24	$
		2024/25	$
		2025/26	$
Total			

Provide details of 'Other eligible expenditure'.

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

F.2. Grant amount sought

You will be asked to enter the amount of grant funding you are requesting. Validations will limit the amount you request to be within amount allowable in the grant opportunity guidelines.

F.3. Source of funding

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

Where you have project partners or collaborators, their contribution will be recorded later in the application.

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 government grants*
- *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.

F.4. In kind contribution

Contributions to your project may be cash and/or in-kind. An in-kind contribution is a non-cash contribution of goods or a service. In-kind includes labour; use of heavy plant and or equipment that has not been invoiced/paid for; donation of materials; or donation of services. In-kind values may be included in the total project value but they do not represent eligible expenditure and cannot be included as part of the grantee's agreed cash contribution (where applicable). Grant funds cannot be used to recover in-kind costs. Grant funds will be approved up to the percentages specified in the guideline for the total eligible expenditure, excluding in-kind.

Amount

Provide details

G. Assessment criteria

The committee will assess your application based on the weighting given to each criterion . We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value with relevant money. The assessment criteria are detailed in section 6 of the Guidelines.

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 (50 points)

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

Demonstrated need for your project

You should demonstrate this by

- explaining the extent of need to improve general access, all weather access and/or safety of the airstrip to facilitate delivery of essential services to the community (You will need to attach evidence to support your application, including airstrip inspection or engineering reports and photos of the problem area or issue)
- extent to which upgrades are required to support the operation of the RFDS or operators providing similar aero-medical services to the community.
- extent to which the project is time critical and the extent to which it cannot proceed without grant funding.

Your written response should include:

- *a description of the essential services delivered via the airstrip (RASS, RFDS/aeromedical, air schools, food/medical supplies, other essential)*
- *the extent that the community relies upon the airstrip to deliver these essential services*
- *information, and where possible support documents, regarding the number of days annually where:*
  - o *there have been safety or access related concerns and/or incidents*
  - o *the airstrip has been closed due to landing surface safety concerns*
  - o *the airstrip has been closed due to weather impacts, for example, poor visibility or lack of landing access*
  - o *an aeromedical operator (e.g. RFDS) used the aerodrome airstrip*
  - o *a clear explanation of how this project will address these safety/access concerns.*

Other evidence to support claim can be included, for example, photographs of safety/access issues, airstrip inspection or engineering reports.

You should demonstrate the need for grant funding by providing:

- *an explanation of why your project is time critical and why it cannot proceed without grant funding; the impact on scope, specification and timing of works*
- *information on your financial position or your ability to raise funds*
- *other evidence to support claim, for example, reference to ABS SEIFA 2021 index.*

G.2.   Assessment criterion 2 (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 explaining your

- track record managing similar projects

Your written response should include:

- *a short description of one or more projects ideally from the last 5 years that demonstrates your track record managing similar projects. Briefly describe the project, list the key activities, identify the project manager, explain the outcome.*

- plan to manage the project including addressing scope, implementation plan, procurement and works, timeframes, budget and risk management (including workplace health and safety) (you will need to attach a project plan, quotes or other relevant evidence to support your application)

The current project's detailed project plan including:

- *a description of the full scope of works including tender/procurement and construction phases (task/activity, milestone inspections, payment points, etc.) and associated timelines.*

- *a description of how you will carry out the project including: who is accountable, a list of resources, identification of any constraints (time, labour, costs) and how you will manage risk including weather/seasons and WH&S.*

- strategy to maintain the project outcomes beyond the term of the grant funding.

G.3.   Assessment criterion 3 (25 points)

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

Impact/benefit of grant funding on your project

You should demonstrate this by explaining

- benefits to be provided to the communities serviced by the aerodrome and Australia more broadly, including alignment with broader Government priorities (for example improved climate resilience, First Nations priorities and provision of essential services in respect of which the community relies upon the aerodrome for such as employment, community health access, emergency medical and other services etc)

Your written response should include:

- *a description of the benefits that will be provided to the community and Australia more broadly if the project is approved. For example:*

  o *having a safe and accessible airstrip will ensure the community receives the goods/services that we rely on. These could include, for example: health, education, jobs, passenger flights, charter flights, commercial operations, mail/freight, RASS.*

  o *Information on the increased benefits associated with the proposed airstrip upgrade project could include that the safe and accessible airstrip will provide benefits to other programmes (including State or Australian Government) or initiatives. Examples might include:*

    ▪ *current or future contributions to delivering on outcomes under the COAG Closing the Gap (CTG) framework, delivery of education sector programs;*

delivery of employment programmes; delivery of social programs; and/or delivery of supplies relating to Australian Government programs

- total investment the grant will leverage by providing the dollar amount of State/Territory Government and/or other co-funding you expect to receive for this project

Quantify and/or describe the State/Territory Government or other co-funding you will or expect to receive for this project. Provide evidence for this support and financial commitment (for example, letter from their CEO or equivalent).

H. Project partners

Complete this section if you are making a joint application. Refer to the Guidelines .

Provide details about your project partners.

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 if applicable. If you do not have any project partners, select 'save and continue' to move to the next page.

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.   Additional information

You must attach the following supporting documentation.

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.

- Evidence of support from the Council, board, CEO or equivalent

Mandatory: You must provide evidence from your Council, 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.

- Trust documents (where applicable)

Mandatory (where relevant): Where you have indicated your entity type is an incorporated trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

- Project plan

Mandatory: You must attach a project plan outlining all the project activities including a timetable to support your claims against merit criterion 2.

- Project budget

   Mandatory: You must attach a project budget itemising expenditure for the project

- Quotes for applications seeking $1 million or more in grant funding

You should attach quotes where available.

- Evidence of support from State/Territory Government's relevant transport department

Where you are seeking $1 million or more in grant funding , you should attach evidence of support from the State or Territory Government's relevant transport department.

- Letters of support for your project (where applicable)

You should attach letters of support for your project from RFDS and other operators using your aerodrome.

- Other supporting documentation

You should attach other evidence to support your application for funding and responses to assessment criteria.

For example, to support your application, we encourage you to attach evidence such as airstrip inspection reports or engineering reports, photos of the problem areas and issues, incident reports, quotes (where available) and demonstrated involvement of a project manager.

J.3.   Program feedback

How did you hear about the grant opportunity? *

You may select from a drop-down menu.

Did you read the grant opportunity guidelines?

You may select from a drop-down menu.

How useful were the guidelines in completing your application?

You may select from a drop-down menu.

We welcome any additional feedback on the guidelines.

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

How satisfied were you with the process of applying for a grant?

You may select from a drop-down menu.

We welcome any additional feedback on the application process.

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

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 and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

If this application is successful, the primary contact will also need to nominate an authorised signatory to accept an agreement with the Commonwealth. The primary contact will not be able to accept an agreement unless they invite themselves to be the authorised signatory as well.

- 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 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.