



Australian Government
Department of Industry,
Science and Resources

Industry Growth Program
AusIndustry

Sample application form

Industry Growth Program Advisory Service

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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 opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

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

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

- Australian Business Number (ABN)
or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

A.1. Program selection

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

- Field 1 select – Industry Growth Program – Advisory Service
- Field 2 select - Industry Growth Program – Advisory Service

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

You should read the [Industry Growth Program Information Guide](#) (the guide) before filling out this application. We recommend you keep the guide open as you are completing your application so you can refer to it when providing your responses.

The objectives of the program are to support innovative SMEs undertaking projects in NRF priority areas to:

- commercialise their ideas into innovative products, processes and services and grow their operations
- improve their ability to engage in, or increase, their interstate and/or international trading operations
- better position them to seek future investment and further scaling opportunities, including through the NRF where relevant.

You may submit an application at any time over the life of the program.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Industry Growth Program - Advisory Service.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is: *
 - a company incorporated in Australia
 - a co-operative
 - an incorporated trustee applying on behalf of a trust
 - none of the above

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

- Are you non tax-exempt? *

You must answer yes to proceed to next question.

- Are you registered for the Goods and Services Tax (GST)? *

You must answer yes to proceed to next question.

- Does your organisation have a **combined annual turnover** of less than \$20 million for each of the three financial years prior to the lodgement of the application? *

You must answer yes to proceed to next question.

*For a definition of the term **combined annual turnover** refer to the [Industry Growth Program Information Guide](#).*

- Does your organisation have an innovative product, process or services that you are seeking to commercialise and/or grow in one or more of the National Reconstruction Fund (NRF) priority areas?

See the [Industry Growth Program Information Guide](#) for additional detail on the NRF priority areas, and the types of products, processes and services in scope for the program.

You must answer yes to proceed.

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.

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D. About your organisation

We collect the following data from all applicants across all programs. We use this data to better understand your organisation and to help us develop better policies and programs. The questions below are for program information purposes only

D.1. Latest financial year figures

All values must be whole numbers. For example

6.5 months should be presented as 7 months

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

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

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

Values must be that of the entity applying (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

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

- Sales revenue (turnover)

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

- Export revenue

Total revenue from export sales, as reported in your organisation's Business Activity Statement (BAS).

- R&D expenditure

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

- Taxable income

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

- Number of employees (headcount)

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

- Number of independent contractors (headcount)

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

D.2. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

D.3. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

D.4. Women owned and led

Is your business majority women owned?

A business is considered majority women owned where at least 51% of the business' members or proprietors are women.

Is your business led by women?

A business is considered led by women where at least 51% of the business' board or management committee are women.

D.5. Founding member information

To better understand your business and help us develop policies and programs, please select from the list below as many statements that apply to your business.

Does your business include at least one founding member that:

- *has migrated to Australia as a refugee or humanitarian entrant*
- *is a person with a disability*
- *is culturally and linguistically diverse*
- *identifies with other areas of diversity or inclusion (please specify)*
- *none of the above*

Where you selected "identifies with other areas of diversity or inclusion" above, provide details.

Your response is limited to 200 characters including spaces and does not support formatting.

E. Business information

E.1. Your business

Tell us about your business?

Your response is limited to 500 characters including spaces and does not support formatting.

Do you have a website for your business?

If yes, provide your website.

Do you have any online videos available explaining your business and/or project?

If yes, provide the web URLs.

What advice or support are you seeking from the program?

Your response is limited to 500 characters including spaces and does not support formatting.

E.2. Recent trading performance

Provide your combined annual turnover for the past three complete financial years.

- Financial year*
 - Combined annual turnover*
- Financial year*
 - Combined annual turnover*
- Financial year*
 - Combined annual turnover*

All amounts must show a whole dollar value e.g. \$2 million should be presented as \$2,000,000.

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

For a definition of combined annual turnover refer to the [Industry Growth Program Information Guide](#)

E.3. Innovative product, process or service description

Describe your project including how your product, process or service is **innovative**.

For a definition of the term innovative product, process or service refer to the [Industry Growth Program Information Guide](#). Your response is limited to 2000 characters including spaces and does not support formatting.

What stage is your innovative product, process or service currently at in its commercialisation and growth journey?

Select the one that is most relevant to your current stage.

- Concept or idea
- Proof of concept
- Invention/research and development
- Proving technology performance/function at prototype stage

- Proving commercial viability
- Early-stage commercialisation
- Commercialisation and earning income
- Growing the business and scaling up of activities related to the innovative product, process or service.

Tick one or more of the following NRF priorities areas that best fits your innovative product, process or service.

Please select all relevant options.

- value-add in resources
- value-add in agriculture forestry and fisheries
- transport
- medical science
- renewables and low emission technologies
- defence capability
- enabling capabilities.

Describe how your project is aligned with the NRF priorities selected above.

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

E.4. Industry Growth Adviser

Have you been in contact with an Industry Growth Program Adviser?

If yes, provide the name of the adviser.

Your response is limited to 200 characters including spaces and does not support formatting.

F. Application finalisation

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

F.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

[Refer to the guide 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.

F.2. Program feedback

This information is for quality assurance purposes only

How did you hear about the opportunity? *

You must select from a drop-down menu.

Did you read the guidelines? *

You must select from a drop-down menu.

How useful were the guidelines in completing your application?

You must 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? *

You must 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.

G. 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.

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

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H. Application declaration

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

H.1. Privacy and Confidentiality

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- [The Department's Privacy Policy](#)
- any applicable Australian laws.

Accordingly, I understand that the department may use, or disclose any personal or confidential information provided with other government agencies for a relevant Commonwealth purpose such as:

- a. to improve the effective administration, monitoring and evaluation of Australian Government programs
- b. for research.

unless otherwise prohibited by law.

I understand that information is 'confidential' if it meets all of the following conditions:

- I clearly identify the information as confidential and explain why the information is confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm
- I provide the information with an understanding that it will stay confidential.

I understand that confidential information may be disclosed:

to our Commonwealth employees and contractors, to help us manage the program effectively

- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

H.2. Applicant declaration

I declare that I have read, understood, and agree to the Privacy and Confidentiality section above.

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 guidance 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 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.

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