



Australian Government  
Department of Industry, Science,  
Energy and Resources  
Department of Agriculture,  
Water and the Environment

## Sample application form

### Off-farm Efficiency Grants Program

Version November 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

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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 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.

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## A. Program selection

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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
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

If you do not have an ABN we will ask you why you do not have one. You should note the following.

*If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.*

### 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 – Off-farm Efficiency Grants Program
- Field 2 select – Off-farm Efficiency Grants Program

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

The Off-farm Efficiency Grants Program will run over three years from 2021-22 to 2023-24. The program is part of the Government's \$1.5 billion package to achieve a sustainable future for the Murray-Darling Basin, its people, industries and the environment.

The objectives of the program are to:

- better prepare water delivery networks, irrigators and communities for the future
- provide economic stimulus to support regional communities
- achieve neutral to positive socio-economic outcomes which are supported by the community
- reduce water losses to increase the volume of available water for the environment, irrigation networks, irrigators and communities

- enhance the environmental outcomes that can be achieved by the Murray–Darling Basin Plan 2012:
  - by increasing the volume of Murray–Darling Basin water resources available for environmental use by up to 450 GL
  - by helping to ensure long term Murray–Darling Basin health and water quality for the environment, irrigators, towns and cities.

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 Australian Eastern Standard Time on 27 May 2022. Please take account of time zone differences when submitting your application.

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## B. Eligibility

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We will ask you the following questions to establish your eligibility for the Off-farm Efficiency grant opportunity.

*Questions marked with an asterisk are mandatory.*

- Select which type of entity your organisation is.\*
  - an entity, incorporated in Australia
  - a company limited by guarantee
  - an incorporated trustee on behalf of a trust
  - an incorporated association
  - none of the above.

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

- Will your project be delivered in a catchment within the Murray-Darling Basin as defined by the Murray-Darling Basin Authority? \*

*You must answer yes to proceed to next question.*

- Does your organisation own or operate water delivery infrastructure within the Murray–Darling Basin for the purpose of delivering water for use in irrigation, urban, stock and domestic, or industrial uses?\*

*You must answer yes to proceed to next question.*

- Is your project consistent with the purposes of the Water for the Environment Special Account (WESA) as specified in section 86AD of the Water Act 2007 (Cth)?\*

*You must answer yes to proceed to next question.*

- Does your organisation agree to provide evidence of ownership of unencumbered water entitlements and agree to transfer ownership of these unencumbered water entitlements to the Commonwealth Environmental Water Holder by 30 June 2024? \*

*You must answer yes to proceed to next question.*

- Does your organisation agree to 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? \*

*You must answer yes to proceed to next question.*

- Will your project generate water savings, some of which will be transferred and registered with the Australian Government by 30 June 2024? \*

*You must answer yes to proceed to next question.*

- Will your project result in the transfer of unencumbered water entitlements in perpetuity by 30 June 2024 for use by the Commonwealth Environmental Water Holder? \*

*You must answer yes to proceed to next question.*

- Will your project have neutral or positive socio-economic impacts? \*

*You must answer yes to proceed to next question.*

- Will your project be consistent with item 38 or 39 of the [Register of Measures \(mdba.gov.au\)](https://www.mdba.gov.au/register-of-measures) that were agreed by the Murray–Darling Basin Ministerial Council and notified to the Murray–Darling Basin Authority in May 2016 to outline the set of works that can be categorised as an

efficiency measure through 'on farm irrigation efficiency and other water use efficiencies' or 'urban or industrial and mining areas efficiency'? \*

*You must answer yes to proceed to next question.*

- Does your project address at least one of the following activities:\*
- improve the water efficiency of the irrigation infrastructure that uses Murray–Darling Basin water resources
- provide irrigation infrastructure that delivers, stores or drains water from the Murray–Darling Basin
- better utilise existing dams and storage to deliver water from the Murray–Darling Basin
- adjustment of a long-term average sustainable diversion limit
- otherwise achieve the objects of Part 2AA of the *Water Act 2007* (Cth), which are to enhance the environmental outcomes that can be achieved by the Basin Plan.

*You must answer yes to proceed to next section.*

Sample

## C. Applicant address

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### 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.*

Sample



## D. About your organisation

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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.*

- 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.*

Sample

## 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](#) 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.*

### 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 must also provide a project plan 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

*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. Your project must be completed by 31 March 2024.*

## 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 expected 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 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.6. 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

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 minimum eligible expenditure for this grant opportunity is \$50,000.*

*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			\$
	Salaries		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	External Labour and Consulting		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Equipment and Materials		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Administrative Support and Overheads		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Auditing and Reporting		\$
		2021/22	\$
		2022/23	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		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 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.*

## 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 commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.*

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

### G.1. Assessment criterion 1 (50 points)

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

#### Project alignment with program objectives

Describe your project and provide information that demonstrates how your project will:

- better prepare water delivery networks, irrigators and communities for the future
- provide economic stimulus to the region
- have neutral to positive socio-economic outcomes due to water efficiency improvements

### G.2. Assessment criterion 2 (25 points)

#### Capacity, capability and resources to deliver the project

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

You should demonstrate that your project has

- sufficient support where applicable, from its direct stakeholders (such as customers within the water delivery network, potential individual rationalisation customers, and third parties with assets affected by the proposal)
- a sound project plan, demonstrating how you will successfully deliver and manage the project and maintain the benefits of the project beyond the terms of the grant funding
- a detailed budget based on the eligible activities required to achieve the proposed water savings
- overall project risks identified with appropriate risk mitigation strategies

### G.3. Assessment criterion 3 (25 points)

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

#### Benefits of your project and value for money

You should demonstrate this by describing how your project:

- has independently verified the water savings
- where appropriate, shares the water savings between the environment and water users resulting from the project
- will deliver eligible unencumbered water entitlements that can be transferred by 30 June 2024

- will result in a market multiple that balances the request for funding and the value of the water entitlements returned to the Commonwealth

*For information about what the market multiple is refer to section 6.3 of the grant opportunity guidelines.*

## H. Project partners

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You must provide details about your project partners.

*For details about project partner contributions, including what should be included in each project partner letter of support, refer to section 7.2 of the grant opportunity guidelines.*

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached.

## I. Bank account details

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### H.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.*

#### Account details

Account name

BSB

Account number

#### Payment contact

Title

Given name

Family name

Position Title

Email address

Phone Number



Mobile number

Sample

## J. Application finalisation

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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. Program feedback

How did you hear about the grant opportunity?

*You may select from a drop-down menu.*

### J.3. Additional documentation

You must attach the following supporting documentation.

*If a file is too large to attach to your application contact [OFEP@industry.gov.au](mailto:OFEP@industry.gov.au)*

- Project plan

*A sound project plan demonstrating how you will successfully deliver and manage the project and maintain the benefits of the project beyond the terms of the grant funding*

- Project budget

*A detailed budget with eligible activities only*

- Outcomes of the socio-economic test

*The outcomes of the socio-economic test undertaken for your project as outlined in section 2.1 of the grant opportunity guidelines*

- Risk assessment and risk management plan

*A risk assessment and management plan demonstrating a consideration of risks associated with delivery of the project and suitable risk mitigation strategies*

- Water savings calculation

*You must provide a water savings calculation using the template available on [business.gov.au](http://business.gov.au)*

- Evidence of ownership of water entitlements

*Evidence of ownership of water entitlements proposed to be transferred to the Commonwealth Environmental Water Holder*

- Evidence of support from the board, CEO or equivalent

*Evidence of support of the project from the board, CEO or equivalent (template provided on [business.gov.au](http://business.gov.au) and [GrantConnect](http://GrantConnect)). Where the CEO or equivalent submits the application, we will accept this as evidence of support*

- Trust deed

*If you have indicated you are an incorporated trustee on behalf of a trust, a trust deed must be supplied*

## K. 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

## L. Application declaration

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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, 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.

## **L.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 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.