



Australian Government
Department of Industry, Science,
Energy and Resources
Department of Home Affairs

Sample application claim form

Making a claim under the Regional and Remote Airport Security Awareness program

Version July 2021

This document shows the questions included in the online form, and mandatory attachments you will need to upload with your application (claim).

Instructions

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

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

You can save your changes at any time by using the Save button. To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

Participants

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

- 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

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

- Australian Business Number (ABN)

A.1. Invitation code

To be eligible you must be invited to apply and will receive an invitation code to be entered here.

A.2. Program selection

You must select from a drop-down menu the program that you are applying for. (If you have entered the correct invitation code, this will be the only program that appears.)

- Field 1 select – Regional and Remote Airport Security Awareness Program
- Field 2 select – Regional and Remote Airport Security Awareness Program (this will auto-fill once Field 1 selected)

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

The Regional and Remote Airport Security Awareness Program (the program) invites eligible participating regional and remote airports to make a claim in respect of a re-imbusement program to support regional and remote airports to meet requirements of the Screener Accreditation Scheme.

Under the program, eligible regional or remote airports can apply for up to two reimbursements per financial year, up to a maximum of \$25,000 per financial year.

Re-imbursements under the program to eligible airports are from 2021-22 to 2023-24.

An application is eligible if:

- an invoice(s) demonstrating proof of delivery and payment of eligible activities. Invoices must be paid between 1 July and 30 May in the financial year of application
- an eligible regional and remote airports have not received the maximum \$25,000 in the financial year of application
- the requirements of the program are met
- the necessary documents as set out in the Regional and Remote Airport Security Awareness program guidelines.

You should read the [Regional and Remote Airport Security Awareness program Guidelines](#) before filling out this application/claim.

Applications close at 5pm AEST 30 May each financial year (2021-24), and will reopen 1 July.

You should take into account time zone differences when submitting your application.

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.

B. Eligibility

Have you received less than \$25,000 in reimbursements this financial year?

Yes/No

You must have received less than \$25,000 to be eligible.

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. Claim information

On this page you must provide details of the applicant including Airport Name and ABN.

D.1. Airport Details

Legal Name

ABN (Validation Button)

- Business Name
- GST Registered

Name of Airport the claim relates to?

D.2. 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

D.3. Activity details

Name of Activity:

Start date:

End date:

Amount:

Add new for each activity

D.4. Claim Documentation

You must attach the following supporting documentation.

- Tax invoice(s)

A scanned copy of the tax invoice from your provider(s)/supplier(s) demonstrating proof of delivery and payment of the eligible activities.

D.5. 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.

E. Budget amount

You must provide your total Claim amount.

This amount should reflect the total amount for all the activities entered previously on this form, up to a maximum of \$25,000.

Type of expenditure	Head of expenditure	Financial Year	Cost
	CLAIM		\$ <i>Enter claim amount</i>
Claim Total			
Total Amount			

F. Primary contact page

You must provide the details of a primary contact for your application. The details include

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

G. Application declaration

In order to submit your application you must agree to the following declarations:

G.1. Regional and Remote Airport Security Awareness Program

I declare that this claim relates to the Regional and Remote Airport Security Awareness program provided to an eligible airport in accordance with the Aviation and Transport Security Act 2004.

G.2. 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.

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.

G.3. Financial information

I understand that where my claim is accepted and approved, 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 claims in the public domain, including on the department's website, unless otherwise prohibited by law.

G.4. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the privacy, confidentiality and disclosure provisions, and will comply with all applicable laws.

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

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process,

consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in a claim is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding a claim from further consideration; withdrawing an offer of funding; using the information contained in the claim 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 or other government agencies.

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.

Sample