



Australian Government

Department of Industry, Science and Resources

**Department of Climate Change, Energy,
the Environment and Water**

Sample application form

COP31 Climate Conference Travel Support Program

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

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.

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

Selecting a program

On the following page you must enter your details and then select the program you are applying for.

Are you eligible to apply?

Before you start your application, you must answer some questions to self-assess whether you are eligible to apply.

Completing your application

The application consists of separate pages, shown in a 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 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. If a question is not mandatory it will be clearly marked – Optional.

Saving your responses

Once you start your application, 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. A tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

Once you start your application, you may invite others to assist, via the application summary page. To do this:

- select the Application summary link at the top of the page
- select the Participants button
- enter the details.

An email will be sent to the participant inviting them to access the application.

Saving with multiple participants

If more than one participant is working on your application at the same time you cannot save simultaneously. You should coordinate your entries to prevent losing your work.

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.

Getting help

If you require further assistance completing your application, [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.

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

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 - COP31 Climate Conference Travel Support Program
- Field 2 select - COP31 Climate Conference Travel Support Program

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

This grant opportunity will run over the 2026–27 financial year.

This grant opportunity was announced as part of the 2026-27 Budget.

The objective of the grant opportunity is to support the travel of individuals from diverse and underrepresented groups, primarily First Nations Australians and youth (over the age of 18), to attend and contribute to Australia's inclusive climate engagement at COP31, to be held in Antalya, Türkiye, from 9 to 20 November 2026

The intended outcomes of the grant opportunity are:

- enhance inclusion and diversity of Australian participation in COP31, the Australian National Pavilion and the COP Climate Action Agenda
- promote voices and perspectives of First Nations Australians and youth (over the age of 18)
- enhance relationships between the Australian Government and Australian stakeholders
- support participation and engagement in the Australian Pavilion's events program and the COP Action Agenda
- facilitate support and engagement with Australia's climate negotiations teams
- build practical and operational understanding of the UNFCCC and COP's process amongst Australian groups and stakeholders.

COP31 Climate Conference Travel Support Program - application requirements

The maximum grant amount is \$20,000 and the minimum is \$15,000.

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 AEST on the closing date of opportunity. Please take account of 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.

If more than one participant is working on your application at the same time you cannot save simultaneously. You should coordinate your entries to prevent losing your work.

Sample

B. Eligibility

We will ask you the following questions to establish your eligibility for the COP31 Climate Conference Travel Support grant opportunity.

Questions marked with an asterisk are mandatory.

- an entity, incorporated in Australia
- an Aboriginal and Torres Strait Islander Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)
- a company limited by guarantee
- an incorporated trustee on behalf of a trust
- a co-operative
- a partnership
- an incorporated not for profit organisation
- an unincorporated association.
- none of the above.

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

Does your project support the travel of Australian individuals from diverse backgrounds to attend and contribute to Australia's inclusive engagement at COP31 in Türkiye in November 2026?

You must answer yes to proceed to next question.

Does your project engage and demonstrate Australia's leadership in mobilising climate action, with a particular focus on showcasing Australia's work engaging with and promoting the voices of First Nations Australians and Australia's relationship with Pacific Island Countries?

You must answer yes to proceed to next question.

Do you acknowledge and agree that, if successful, acceptance of the grant funding requires active participation in, attendance at and contribution to COP31 related activities?

You must answer yes 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. Key contacts

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.

Primary contact

- Title (optional)
- Given name
- Family name
- Phone number
- Email address
- Relationship to applicant

Authorised signatory

- Title (optional)
- Given name
- Family name
- Phone number
- Email address

E. About your organisation

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

E.1. Indigenous organisations

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.

F. Project information

On this page you must provide the detailed information about your proposed project. The use of artificial intelligence or other automation in developing application content is permissible, but you are responsible for the content being correct, complete and secure.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of your organisation*
- *title of the project*
- *description of the project and its aims*
- *amount of grant funding awarded*
- *Australian Business Number*
- *business location*
- *your organisation's industry sector.*

F.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 for publication.

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 these activities will support COP31 Climate Conference Travel Support Program.

F.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 and key activities.

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

Describe in detail what your project involves. What activities are involved and how are you going to implement them?

F.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.

What result do you anticipate in undertaking this project? Explain how this will help your organisation, referencing the objectives of the grant opportunity.

F.4. Project Data Questions

These questions are used to identify whether applicants have previously received Australian Government support to attend international climate conferences.

Has anyone from your organisation previously attended a Conference of the Parties (COP) event?

If yes, list the COP event year(s). Your response is limited to 300 characters including spaces and does not support formatting.

Has anyone from your organisation previously received Australian Government funding to support attendance at a Conference of the Parties (COP) event?

If yes, briefly state the program name(s), COP event year(s) and amount(s) received. This includes COP specific travel grants and any other Australian Government funding that supported COP attendance. Your response is limited to 300 characters including spaces and does not support formatting.

F.5. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

The project length will be calculated by the start and end dates you enter.

- Estimated project start date
- Estimated project end date
- Estimated project duration (in months)

F.6. Project location

You must provide your business or head office address.

A project location must be a street address. Do not provide a postal address, institution or building name.

- Project site address

G. Project budget

G.1. Eligible expenditure

Enter grant amount sought below. We will add GST to this where applicable.

Provide a summary of your eligible project expenditure over the life of the project.

- *Registered for GST - enter amounts exclusive of GST.*
- *Not registered for GST – enter amounts inclusive of GST.*

We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The financial years displayed are determined by your project start and end dates. You should confirm the project duration before providing your eligible expenditure.

The minimum project expenditure for this grant opportunity is \$15,000.

Head of expenditure	Financial Year	Total
		\$
Domestic and International Travel		\$
	2026/27	\$
Accommodation		\$
	2026/27	\$
Travel Insurance		\$
	2026/27	\$
Other eligible expenditure		
	2026/27	\$
Total project expenditure		\$

Details of 'Other' eligible expenditure.

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

You should carefully consider section 5.2 of the guidelines to ensure any expenditure you include under 'other eligible expenditure' is eligible. Other eligible expenditure includes:

- *telecommunications and related charges (e.g. SIM and data cards)*
- *information materials directly related to engagement at COP31*

- costs related to engagement at COP31 including but not limited to registration fees, meals whilst in attendance (excluding alcoholic beverages), passports, and visas.

If your application is successful, you will be asked for evidence to support your expenditure. Any grant funding spent on ineligible expenditure will be recovered as a debt.

G.2. Grant amount sought

Enter grant amount sought \$

sample

H. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. The use of artificial intelligence, automation or other third party in developing your application will not impact assessment outcomes. We will only award funding to applications that score highly against each assessment criterion.

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.

H.1. Assessment criterion 1 ([100] points)

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

Application alignment with policy intent (100 points).

You should demonstrate this by identifying

- a. how your participation will enhance inclusive and diverse Australian representation at COP31, particularly by promoting the voices and perspectives of First Nations Australians and/or youth (18 years and over)
- b. how your organisation will actively contribute to COP31-related activities, including, but not limited to, Australian Government led or supported activities, Local Communities and Indigenous Peoples Platform events, high-level events, and Youth or Indigenous caucus activities, including through their pavilions or events
- c. who will represent your organisation, how their background or lived experience aligns with Australia's international climate priorities, and the preparations made to support their attendance, including travel and relevant visas
- d. any financial or non-financial contributions you will make to support participation.

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

All payments are in AU\$ and must be made into an account with an Australian financial institution.

Account name

BSB

Account number

I.3. Payment contact

We will send the payment remittance advice to this person. All other notifications are sent to the primary contact.

Title (optional)

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

Attach additional supporting documentation here. You should only attach documents that we have requested.

The total of all attachments cannot exceed 50 MB.

Individual files must be smaller than 25 MB, and be one of the following types: docx, rtf, pdf, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

Trust Deed

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust

J.3. Program feedback

Your responses help us improve the design and delivery of programs. They will not affect the assessment or outcome of this application.

How did you hear about this grant opportunity?

You must select from a drop-down menu.

Did you read the grant opportunity guidelines?

You must select from a drop-down menu.

If yes, how useful were the guidelines in completing your application?

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 this grant?

You must select from a drop-down menu.

We welcome any additional feedback on the application process

COP31 Climate Conference Travel Support Program - application requirements

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

Sample

K. Declaration

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

K.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Data and Digital Strategy](#)
- [Commonwealth Grants Rules and Principles](#)
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may collect, use and 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
- c. for the purposes of due diligence, preventing, detecting, investigating or dealing with suspected fraud in grant applications and related processes

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.

K.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.

COP31 Climate Conference Travel Support Program - application requirements

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

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I acknowledge that this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by providing a letter of agreement with annexed Grant Terms and Conditions a copy of which is available on [business.gov.au](#). On provision of this letter of agreement, a legally binding agreement will be in effect comprising:

- this application
- the grant opportunity guidelines in place at the time I submitted the application form
- the letter and annexed Grant Terms and Conditions.

I declare that I am authorised to enter into an agreement with the Commonwealth on behalf of the applicant.

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.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

Sample