



Australian Government
Department of Industry,
Science and Resources

Business Grants Hub

Sample application form

Defence Strategic Policy Research 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.

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

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 - Defence Strategic Policy Research Program

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

This grant opportunity will run over 5 years from 2027-28 to 2031-32.

The grant opportunity was established to implement the government response to the 2024 [Independent Review of Commonwealth funding for strategic policy work](#) (the Varghese review).

There is no maximum grant amount, but individual grants cannot exceed the amount of available funds.

The objectives of the program are to promote the development of Australia's defence and national security policy and strategy by:

- informing and shaping debate through quality research, discussion fora, and other strategic policy work on Australian strategic and defence policy issues
- deepening public discussion on Australia's strategic and defence policy choices
- strengthening engagement between Defence and the strategic policy sector.

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.

Defence Strategic Policy Research Program application requirements

You may submit your application at any time up until 5.00pm AEST on the closing date of this grant 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 Defence Strategic Policy Research grant opportunity.

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

You must answer yes to proceed to next question.

Do you have an account with an Australian financial institution?

You must answer yes to proceed to next question.

Do you have an established board, informed by a skills matrix for board positions?

You must answer yes to proceed to next question.

Are you an incorporated organisation in Australia?

You must answer yes to proceed to next question.

Do you agree to comply with the recommendations under the Varghese review where relevant to your organisation including providing the Commonwealth with board observer status?

You must answer yes to proceed to next question.

Do you have policies governing the transparency and appropriateness of corporate, philanthropic and foreign funding?

You must answer yes to proceed to next question.

Will your organisation already be receiving operating funding for strategic policy work from the Commonwealth, between 1 July 2027 and 30 June 2032?

You must answer no to proceed to next question.

Do you confirm that your organisation complies, and will continue to comply for the duration of the grant with [Working for Women: A Strategy for Gender Equality](#) and [National Agreement on Closing the Gap](#)?

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.

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.

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. Latest financial year figures

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.

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 your organisation existed for a complete financial year?
- If yes, what was the latest financial year completed?
- If no, enter the number of months completed in the financial year to date.

Provide the following figures for the financial year you have entered above.

- 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 including working proprietors and salaried directors (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.

E.2. ANZSIC code

Provide the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)) details for your organisation from a drop-down menu:

- your organisation's main revenue earning ANZSIC division.
- your organisation's main revenue earning ANZSIC class.

E.3. 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.

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?

Outline what it is you are going to do and how these activities will uplift development of new and emerging talent within the Australian strategic policy sector, enhance engagement with public and private sector experts, including outside metropolitan locations or will enrich professional development for Defence personnel (military and civilian).

Provide hyperlink of your most recent annual report if publicly available.

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

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. Impact at 75 per cent funding

Describe the likely impact on your project if you were offered 75 per cent of the funding amount sought.

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

F.5. Impact at 50 per cent funding

Describe the likely impact on your project if you were offered 50 per cent of the funding amount sought.

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

F.6. Project duration

Your project must be completed by 30 June 2032.

The maximum project length is 5 years.

You can start your project from 1 July 2027.

The start and end dates you enter here will determine the financial years in the project budget.

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.7. Project milestones

Provide measurable milestones you will reach while undertaking your project. You may add up to 10 milestones.

The milestone start and end dates must be within the project start and end dates.

- Milestone title

Your response is limited to 100 characters including spaces and does not support formatting.

- Milestone description

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

Explain what you plan to achieve at this point in your project. Include details of key activities occurring by this stage.

If your project is successful, we will assess your progress according to agreed measurable milestones.

- Estimated start date
- Estimated end date

F.8. 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 location 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.9. Disclosure of financial penalties

Have any of your board members, management or persons of authority been subject to any pecuniary penalty?

A pecuniary penalty is a monetary penalty that can be civil, criminal or administrative, imposed by a Commonwealth, state, or territory court or entity.

If yes, provide details of the penalty.

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

F.10. Foreign affiliations

Does your project receive any funding or non-financial support from a foreign source?

If yes, provide details of the foreign financial support.

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

Do any entities or key personnel involved with the project receive financial support or benefits from a foreign source?

If yes, provide details of the arrangement.

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

Do any entities or key personnel involved with the project have any current or former association with a foreign talent program?

If yes, provide details of the foreign talent program.

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

Do any entities or key personnel involved with the project have any ties to a foreign government, military or state-owned enterprise?

If yes, provide details of the affiliations or associations.

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

F.11. National security plan

Do you have a plan to manage any potential security risks associated with the project and your organisation more broadly?

The plan should include protecting your organisation from potential national security risks including cyber security threats and the secure handling of data. We may ask for a copy of your plan at a later stage.

Sample

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.*

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.

You will also be required to attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.

Head of expenditure	Financial Year	Total
		\$
Grant research costs		\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$
	2031/32	\$
Grant event costs		\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$
	2031/32	\$
Communication costs		\$
	2027/28	\$
	2028/29	\$

Head of expenditure	Financial Year	Total
	2029/30	\$
	2030/31	\$
	2031/32	\$
Operating expenses directly related to the project		\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$
	2031/32	\$
Corporate overhead		\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$
	2031/32	\$
Travel costs		\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$
	2031/32	\$
Cost of independent audits (up to a 1% of total eligible expenditure)		\$
	2027/28	\$
	2028/29	\$

Head of expenditure	Financial Year	Total
	2029/30	\$
	2030/31	\$
	2031/32	\$
Other		\$
	2027/28	\$
	2028/29	\$
	2029/30	\$
	2030/31	\$
	2031/32	\$
Total project expenditure		\$

Details of 'Other' eligible expenditure.

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

G.2. Grant amount sought

Enter grant amount sought \$

G.3. Contributions

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contribution

Contributors are divided into the following types

- *Your contribution*
- *Other non-government contribution*
- Type of contribution
 - *Cash*
- Value of contribution
- Due date of contribution
- Description

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

Sample

H. Assessment criteria

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

H.1. Assessment criterion 1 (50 points)

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

Strategic alignment

This criterion assesses the strategic relevance of your organisation, including your ability to inform and shape defence strategic policy in Australia through outputs and institutional direction.

You must demonstrate this through describing:

- a. the alignment of your organisation's activities and outputs with Defence priorities as described in the National Defence Strategy
- b. the timeliness, quality and scope of the proposed research and policy outputs
- c. the durability of deliverables and outcomes, including the ability to adapt activities and outputs in response to changes in the strategic landscape over the life of the program
- d. your understanding of the policy environment including the need for flexibility and responsiveness as a member of the strategic policy sector
- e. your ability to clearly articulate relevant government priorities, specifically the [National Defence Strategy](#), publicly available SCNS priorities and other national security initiatives and how your organisation's work will support and advance these priorities.

H.2. Assessment criterion 2 (20 points)

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

Capacity, capability and resources

This criterion assesses your ability to resource, manage and deliver on stated projects and initiatives. This criterion preferences organisations that are able to demonstrate an ability to reduce/limit administrative spending, adopt transparent enterprise policies, and provide adequate governance structures including risk minimisation.

You must demonstrate this, through describing how your organisation will:

- a. manage and monitor your work, explaining appropriate governance and planning arrangements
- b. manage risks, including but not limited to those associated with national security issues, any proposed engagement with foreign entities, and intellectual property protection
- c. build and retain an appropriately skilled workforce, including personnel with the right skills and experience; and manage funding, security (including cybersecurity), infrastructure, technology, and intellectual property protection.

H.3. Assessment criterion 3 (15 points)

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

Impact of grant funding

This criterion assesses how the proposed program of work will foster inclusive, informed public debate and how this will be measured.

You must demonstrate this through:

- a. articulating the policy relevance of the research contribution, including how it will inform, challenge, or advance policy development in defence and national security policy
- a. outlining how your proposed work will deepen dialogue, engage the public, and contribute fresh or alternate perspectives to the policy discourse
- b. identifying whether the proposed project addresses a genuine capability or knowledge gap, offers a fresh analytical lens, or revisits established findings with the intent to contest or refine them
- c. outlining the qualitative, quantitative or longitudinal public engagement opportunities
- d. detailing how your organisation will assess and report on impact and reach, where:
 - impact is the degree of meaningful change focusing on quality, depth and significance
 - reach is the number or proportion of people who are exposed to the research or other strategic policy work.

H.4. Assessment criterion 4 (15 points)

Effective and efficient use of funding

This criterion assesses the overall cost-effectiveness of the proposed program of work and your organisation's use of funds. This criterion ensures that public funds are allocated in accordance with the Australian Government's assurance requirements and directed towards proposed programs of work that deliver meaningful, measurable and cost-effective contributions to Australia's strategic policy landscape and debate.

You must demonstrate this through:

- a. explaining how your organisation will sustain effective engagement with government and the strategic policy sector to provide strong return on investment

- b. providing a clear, transparent and well-justified budget for operating funding, including any co contribution and an explanation of total costs and evidence that proposed outputs and activities are proportionate to the funding requested
- c. explaining how your organisation will ensure resources are used efficiently to maximise the reach, relevance, quality and utility of its strategic policy work
- d. developing a performance framework, including indicators that are specific, measurable and targeted, and address the reporting requirements outlined in Section 12.2 of the guidelines.

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.

Project plan including risk management plan (up to 6 pages)

Provide a project plan that supports merit criteria responses including a risk management plan that supports your response at assessment criterion 2.

Project budget

Provide a detailed project budget that includes all income sources, eligible expenditure, and deliverables

Evidence of funding strategy

Provide evidence of funding strategy, e.g. financial statements, loan agreements, cash-flow documents.

Evidence of a skills matrix for board positions

Provide a skills matrix for board positions.

Trust deed (where applicable)

Provide a copy of your trust deed where applicable.

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

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

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.

Defence Strategic Policy Research 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 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