



Australian Government  
Department of Industry, Science and Resources  
Department of Infrastructure, Transport,  
Regional Development, Communications, Sport and the Arts

## Business Grants Hub

### Sample application form

# Regional Airports Program – Round 5

This document shows the questions included in the online application form for this program. It will help you prepare your responses and the mandatory attachments you need before you apply online.

## Instructions

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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.

### 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.

Sample

## 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

Where applicable, international organisations will need to provide

- country of registration
- registration number

### A.1. Program selection

You must select from a drop-down menu the program that you are applying for. 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 – Regional Airports Program – Round 5
- Field 2 select - Regional Airports Program – Round 5

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

The Regional Airports Program was announced as part of the 2019-20 Budget running from 2019-20 to 2024-25.

The Regional Airports Program was provided additional funding as part of the 2024-25 Budget to run two additional grant rounds.

The objective of the program is to improve the safety and accessibility of airports or aerodromes in regional areas of Australia by assisting airport or aerodrome owners/operators to undertake essential works, promoting aviation safety, access for regional communities, climate resilience and assist air services transition to net zero emissions.

The maximum grant amount is \$5 million, and the minimum is \$20,000.

Regional Airports Program – Round 5 application requirements

You should read the [grant opportunity guidelines](#) and [sample grant agreement](#) 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 AEDT on the date applications close. 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

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We will ask you the following questions to establish your eligibility for the Regional Airports Program – Round 5 grant opportunity.

- Select which type of entity your organisation is.
- an entity incorporated in Australia
- an Aboriginal and Torres Strait Islander Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)
- an incorporated trustee on behalf of a trust
- an Australian local government agency or body as per the guidelines
- an Australian state/territory government agency or body
- a corporate Commonwealth entity
- none of the above.

*State agencies or other eligible entities may apply on behalf of aerodrome/airport owners/operators. In such cases, the state agency or other eligible entity will be the lead applicant in a joint application and will be wholly responsible for the project, including administering, reporting and acquitting all project expenditure. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth.*

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

Is your aerodrome/airport identified as Inner Regional or Outer Regional as defined by the 2021 Australian Statistical Geographic Standard (ASGS) Remoteness Area?

*Check your aerodrome location is Inner Regional or Outer Regional using [maps.abs.gov.au](https://maps.abs.gov.au).*

- Yes
- No

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

Was your aerodrome's/airport's passenger throughput below 300,000 passengers (from all flight types) in 2024?

- Yes
- No

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

Can you provide evidence from your board or Council (or chief executive officer or equivalent if there is no board) that the project is supported by the applicant organisation, and that the organisation is willing to accept responsibility to complete the project and meet the costs of the project not covered by grant funding?

- Yes
- No

*See sample letter template on [business.gov.au](https://business.gov.au).*

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

Are you the owner of the aerodrome/airport in a regional area in Australia?

- Yes
- No

*If yes you will proceed to next section.*

*If no you will proceed to next question.*

Are you applying on behalf of an owner and/or operator of an existing aerodrome/airport?

- Yes
- No

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

If you are not the owner of the aerodrome/airport, do you have support from the owner to undertake the project.

- Yes I have support from the owner
- No I do not have support from the owner

*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. Key contacts

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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

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*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.*

Sample

## F. 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.

### 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 benefit your community.*

*An example of a brief project description is: 'Grant funds will be used to upgrade the airstrip power supply and fuse box and purchase a new Pilot Activated Lighting system and LED battery operated backup emergency lighting. The project will enhance pilot and passenger safety and access to the airstrip for essential services including aero-medical evacuations and other emergency services.'*

### 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.

*For example include the type and quantity of materials needed for your project; the height and length of fencing; the number of LED lights; the width and length of the runway extension or re-sheeting/re-sealing area*

*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. Refer to the grant opportunity guidelines for the requirements of the project plan.

### 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 duration

*The start and end dates you enter here will drive the visible financial years in the project budget on the next page.*

*If you are successful, we expect that your project will commence no earlier than August 2026.*

*The project end date can be no later than 30 December 2028.*

*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.5. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone.

*The milestone start and end dates must be within the project start and end dates. You can add up to 8 milestones.*

*Examples of milestone titles and descriptions*

**Milestone Title: Project planning**

*Description: Site survey, design specifications*

**Milestone Title: RFT**

*Description: Request for quotation/tender process*

**Milestone Title: Resealing**

*Description: Start and complete resealing activity*

*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.*

- Description

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

- Estimated start date
- Estimated end date

## F.6. Project location

*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

Regional Airports Program – Round 5 application requirements

**Project location site details**

Use the following steps to source details for fields below.

1. Click on [maps.abs.gov.au](https://maps.abs.gov.au) to check if your aerodrome/airport location is Inner Regional or Outer Regional.
2. In the 'Choose a boundary type' field (in red text), select '2021 Remoteness Area (RA)'.
3. Leave the 'Choose a second boundary type' (in blue text) blank.
4. Type the address of your aerodrome/airport in the search box and click search.
5. Click on the blue location dot to confirm your aerodrome/airport location is Inner Regional or Outer Regional.
6. In the bottom left of the map, above the kilometre scale, click on the 'Create link' button (white square with grey chain icon).
7. Below the map, a link will appear under the heading 'ABS Maps link'. Copy and paste this link into the grant application form.
8. For assistance, please contact us on 13 28 46.

Provide details of the Airport/Aerodrome name and confirmation of the project site location.

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

Provide the details of the Project Electorate

Provide the State of the project location

Provide the Project Site Address Latitude

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

Provide the Project Site Address Longitude

*Your response is limited to 70 characters including spaces and does not support formatting.*

Is your project site Inner Regional or Outer Regional?

*Select from the following options.*

- Inner Regional
- Outer Regional

Provide details of What is the nearest town (Inc. postcode) or service centre to the aerodrome?

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

What is the runway length (metres)?

What is the runway surface?

*Select from the following options.*

- Sealed
- Gravel

Regional Airports Program – Round 5 application requirements

- Dirt

What is the aerodrome category?

*Select from the following options.*

- Certified
- Registered
- ALA/Other

Sample

## G. Project partners

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Provide details about all project partners.

*For details about project partners and their contributions refer to the grant opportunity guidelines.*

If a project partner is a trustee applying on behalf of a trust we will need details of both the trust and trustee.

You must provide:

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

*Details required in the letter of support are outlined in the grant opportunity guidelines.*

Sample

## H. Project budget

### H.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

The financial years below are derived from the project start and end dates you entered on the previous page. If incorrect, you must ensure all amounts below are zero before going back to the previous page to update your project duration.

The following table should not include any in-kind costs.

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
Contractor costs		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
Employee costs		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
Aviation-safety related staff training		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
Capital expenditure		\$
	2026/27	\$
	2027/28	\$

Head of expenditure	Financial Year	Total
	2028/29	\$
Materials		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
Tender design and process costs (maximum of 5% of eligible project cost)		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
Contingency costs (maximum of 10% of eligible project cost)		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
Independent audit (maximum 1% of eligible project expenditure or \$5,000)		\$
	2026/27	\$
	2027/28	\$
	2028/29	\$
Other expenditure		
	2026/27	\$
	2027/28	\$
	2028/29	\$
<b>Total project expenditure</b>		<b>\$</b>

Details of 'Other' eligible expenditure.

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

## H.2. Grant amount sought

*Are you and a third party contributing?*

- *If no the grant amount will be up to 50 per cent of eligible project costs (grant percentage)*
- *If yes the grant amount for may be reduced to a third of eligible project costs.*

Are you and a third party contributing? Yes/No

Enter grant amount sought \$

## H.3. Contributions

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

- Name of contributor
- Type of contribution

*Contributions are divided into the following types*

- *Your contribution*
- *Other non-Commonwealth government grants*
- *Other non-government contribution*
- Type of contribution

*Contributions are divided into the following types*

*An in-kind contribution is a non-cash contribution of goods or a service. For example volunteer/unpaid labour contributions, loan of heavy plant and or equipment that has not been invoiced/paid for, donation of materials or donation of services.*

*In-kind values may be included in the total project value but they do not represent eligible expenditure and cannot replace any part of the grantee's agreed cash contribution (where applicable). Grant funds cannot be used to recover in-kind costs.*

- *Cash*
- *In-kind*
- 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.*

*Where you are receiving other government funding you will need to provide details.*

## I. 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.*

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

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

#### **Demonstrated need for your project**

You should demonstrate this by explaining:

- the extent of need to improve general access, all weather access and/or safety of the airstrip to facilitate delivery of essential services to the community and/or the extent to which the project will support air services transition to net zero (where applicable), you should attach evidence to support your application, including airstrip inspection or engineering reports
- the extent to which upgrades are required to support the operation of aeromedical flights, aerial firefighting services and/or other essential air services to the community
- the extent to which the project is time critical and the extent to which it cannot proceed without grant funding.

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

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

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

You should demonstrate this by explaining:

- your track record managing similar projects
- your plan to manage the project including addressing scope, implementation plan, procurement and works, timeframes, budget and risk management (including work health and safety)
- your strategy to maintain the project outcomes beyond the term of the grant funding.

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

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

**Impact/benefit of grant funding on your project**

You should demonstrate this by explaining:

- the benefits to be provided to the communities serviced by the aerodrome/airport and nation more broadly including alignment with broader Government priorities such as improved climate resilience, First Nations priorities, air services transition to net zero and provision of essential services for which the community relies upon the airport for such as employment, health access, emergency medical and other services
- total investment the grant will leverage (including the level of State/Territory Government co-funding you expect to receive for the project).

Sample

## J. Bank account details

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### J.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.*

### J.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

### J.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

## K. Application finalisation

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

### K.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.*

### K.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.*

- A project plan

*You must attach a project plan outlining all the project activities including a timetable to support your claims against assessment criterion 2 of the guidelines*

- A project budget

*You must attach a project budget itemising expenditure for the project by financial year*

- Evidence of support from your board or council (or CEO or equivalent where there is no board)

*Evidence from your board or council (or chief executive officer (CEO) or equivalent if there is no board) that the project is supported by the applicant organisation, and that the organisation is willing to accept responsibility to complete the project and meet the costs of the project not covered by grant funding*

- Trust deed (where applicable)

*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.*

- Supporting documentation for projects supporting transition to net zero (where applicable)

*Where applicable attach supporting documentation on the proposal covering for example, the status of any regulatory approvals required, proposed timing, demand and users, frequency of use, safety and any other relevant matters.*

Regional Airports Program – Round 5 application requirements

- Airstrip inspection or engineering reports (where applicable)

*Attach airstrip inspection or engineering reports.*

- Quotes (where available)

*Attach quotes. Quotes should be attached where available and must be dated within the last 6 months from application closing date.*

- Photos of the issue to be addressed (where applicable)

*Attach photos of the issue to be addressed.*

- Airport financial management framework (required for applications over \$4 million)

*For applications seeking over \$4 million in funding you are required to provide an airport financial management framework (refer to the DITRDCSA website for guidance) and airport income statements (profit and loss), evidence of co-funding, quotes/cost breakdown, written support from the state or territory government's relevant transport department for your proposal and use of a project manager.*

### K.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.*

## L. 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 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.

### L.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.

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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 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.

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