



Grant Opportunity Guidelines

Women in STEM and Entrepreneurship: Round 5

Opening date:	26 November 2025
Closing date and time:	17:00 Australian Eastern Daylight Time (AEDT) on 18 February 2026 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Industry, Science and Resources (DISR)
Administering entity:	Department of Industry, Science and Resources (DISR)
Enquiries:	If you have any questions, contact us on 13 28 46.
Type of grant opportunity:	Open competitive

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1. Women in STEM and Entrepreneurship: Round 5 processes

The Inspiring Australia Science Engagement Program is designed to achieve Australian Government objectives

The Women in STEM and Entrepreneurship program is an investment by the Australian Government to provide funding to support women in STEM, to eliminate barriers for women's participation in STEM education and careers and entrepreneurship. The Department of Industry, Science and Resources works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#).



The grant opportunity opens

We publish the grant guidelines on [business.gov.au](#) and [GrantConnect](#).



You complete and submit a grant application

You complete the application form, addressing all of the eligibility and assessment criteria in order for your application to be considered.



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with money and compare it to other eligible applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Women in STEM and Entrepreneurship Round 5 Program

We evaluate your specific grant activity and grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

1.1. Introduction

These guidelines contain information for the Women in STEM and Entrepreneurship: Round 5 grants.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Department of Industry, Science and Resources (DISR).

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

2. About the grant program

The Diversity in STEM suite of initiatives provides funding for a range of grant opportunities to support equity, diversity and inclusion in science, technology, engineering and mathematics (STEM) education and careers. It supports the development of a thriving, skilled and diverse STEM workforce and puts into action the Government's National Gender Equality Strategy.

The objectives of the program suite are to:

- extend the focus of the program to target a broader range of diverse and underrepresented cohorts
- drive cultural change in equity, diversity and inclusion across the STEM employment and education sectors
- reduce barriers experienced by underrepresented cohorts when pursuing STEM careers and education
- contribute to an evidence base for successful diversity initiatives.

The intended outcomes of the program suite are:

- increased coordinated support for diverse cohorts to participate and stay in STEM education and careers
- increased participation and visibility of people from historically underrepresented groups and diverse role models across all levels of STEM education and career pathways
- increased confidence and interest from diverse young people pursuing STEM careers and education (particularly years 11, 12, and post-school)
- enhanced skills, knowledge, and confidence among mentors to create safe and inclusive learning and work environments for underrepresented cohorts engaging with STEM.

We administer the program according to the *Commonwealth Grants Rules and Principles* (CGRPs)¹.

¹ [Federal Register of Legislation - Commonwealth Grants Rules and Principles 2024](#)

2.1. About the Women in STEM and Entrepreneurship Round 5 Grant Opportunity

The Women in STEM and Entrepreneurship (WISE) Round 5 grant opportunity will run over 5 years from 2025-26.

The Women in STEM and Entrepreneurship program was announced under the [National Innovation and Science Agenda](#)². It forms part of the Australian Government's commitment to [Advancing Women in STEM](#)³ and builds on the Women in STEM Decadal Plan, which was developed by the Australian Academy of Science and Australian Academy of Technology and Engineering.

Australia requires a deeper STEM and entrepreneurship talent pool. Women are underrepresented in entrepreneurship and in STEM education and careers. This program aims to address the challenge of attracting and retaining girls and women in STEM studies and careers by providing support for women in all career transition points including entry, retention, promotion, career change and return to the workforce.

Addressing these challenges will help fulfil Australia's international obligations under the [Convention on the Elimination of All Forms of Discrimination Against Women](#)⁴ to take all appropriate measures to ensure the full development and advancement of women and to firmly establish equality between men and women in relation to STEM and entrepreneurship participation.

The program supports investment in gender equity initiatives that aim for lasting systemic change and eliminating barriers for women's participation in STEM education and careers, and entrepreneurship.

The objectives of the program are to:

- increase awareness and participation of girls and women in STEM education and careers
- increase awareness and participation of girls and women in other parts of the innovation ecosystem including innovative businesses, start-ups and entrepreneurial activities and careers
- increase in the number of women in senior leadership and decision-making positions in government, research organisations, industry and businesses.

The program's intended outcomes are:

- increased awareness of the range of opportunities in STEM for girls and women arising from STEM education
- increased number of girls and women participating in STEM education and careers, through primary and secondary school, higher education, and the workforce
- increased awareness and participation by girls and women in other parts of the innovation ecosystem such as innovative businesses, start-ups and other entrepreneurial activities and careers
- increased number of women role models in the STEM and entrepreneurial sectors
- increased evidence base for future policies by providing data on girls' and women's participation in STEM education and careers and entrepreneurship
- increased strategies for improving gender equity in STEM-based organisations.

² <https://www.industry.gov.au/strategies-for-the-future/boosting-innovation-and-science>

³ <https://www.industry.gov.au/sites/default/files/2019-04/advancing-women-in-stem.pdf>

⁴ <http://www.austlii.edu.au/au/other/dfat/treaties/1983/9.html>

Given the complex nature of the challenges this program is intended to address, it is likely that significant and measurable outcomes can only be delivered over the medium to long term. However, projects should be designed to contribute to these sustained outcomes and include co-design with the target audience of the project.

3. Grant amount and grant period

3.1. Grants available

The Australian Government has announced a total of \$9.77 million for the program.

The grant amount will be up to 100 per cent of eligible project expenditure.

- The minimum grant amount is \$1,000,000.
- The maximum grant amount is \$2,000,000.

You are responsible for the remaining eligible and ineligible project costs.

We cannot fund your round 5 project if it receives funding from another Commonwealth, state or territory grant programs for the same activities. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the Women in STEM and Entrepreneurship grant or the other Commonwealth grant.

3.2. Project period

The maximum project period is 5 years.

Projects must be completed by 31 March 2031.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible to apply for a grant?

To be eligible you must have an Australian Business Number (ABN) and be one of the following entities:

- an entity, incorporated in Australia
- a publicly funded research organisation (PFRO) or publicly funded research agency (PFRA) as defined in section 14
- a government or non-government vocational education and training (VET) provider as defined in section 14, or technical and further education (TAFE) institution
- an incorporated not for profit organisation.

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 7.2.

4.2. Additional eligibility requirements

We can accept applications where:

- the project is about Australian girls' or women's participation in STEM education, STEM careers or STEM entrepreneurship
- you attach evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding

- you attach a letter of support from each project partner (if applicable).

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*.
- an individual
- partnership
- a primary or secondary school (however, primary and secondary schools may be part of a joint application if the lead applicant is eligible)
- an unincorporated association
- a Commonwealth, state and local government agency or body (including government business enterprises other than eligible PFROs, PFRAs, VET providers and TAFE institutions)
- a trust (however, an incorporated trustee may apply on behalf of a trust).

5. What the grant money can be used for

5.1. Eligible grant activities

To be eligible your project must:

- reduce and/or mitigate systemic and cultural barriers to participation in STEM education, careers, innovation and entrepreneurship by girls and women
- reduce the multiplier effect of intersectional barriers to participation, development and leadership of girls and women in STEM education, careers, innovation and entrepreneurship
- address inequality or discrimination against girls and women in STEM education, careers, innovation and/or entrepreneurship, by either:
 - increasing awareness and understanding of the barriers to participation of girls and women in STEM education, careers, innovation and/or entrepreneurship
 - increasing participation, development and leadership of girls and women in STEM education, careers, innovation and entrepreneurship, including senior leadership and decision-making positions in government, research organisations, industry and businesses
 - broadening and strengthening networks and support for girls and women in STEM education, careers, innovation and entrepreneurship
- include project evaluation that will track the progress of your round 5 project including against grant objectives and outcomes, and your ability to effect lasting systemic and cultural change (Use of the [National Evaluation Guide for STEM Gender Equity Programs](#) is recommended, however other frameworks may be used)
- be co-designed with the target audience of the project
- have at least \$1,000,000 (excl. GST) in eligible expenditure.

Eligible activities must directly relate to the project and may include:

- developing and delivering change management programs and industry transformation activities
- developing and delivering education and professional development to reduce cognitive biases and reduce gender-based barriers in STEM-based industries
- developing and delivering STEM and STEM entrepreneurship education and professional development to help employers retain women in STEM careers
- research, evaluation and business-related activities directly in support of the sustainable provision of activities above.

We may also approve other activities. Any additional activities must be in line with objectives and outcomes in section 2.

5.2. Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

- For guidance on eligible expenditure, refer to appendix A.
- For guidance on ineligible expenditure, refer to appendix B.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is a Manager within the Business Grants Hub in DISR with responsibility for administering the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

You must not commence your project until you execute a grant agreement with the Commonwealth.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only consider funding applications that score at least 50 per cent against each assessment criterion, as these represent best value for relevant money⁵.

⁵ See section 8.1 Assessment of grant applications for more information.

6.1. Assessment criterion 1

Project alignment with policy intent (50 points).

Identify the extent to which your project will do the following:

- a. reduce or eliminate barriers to girls and women participating in STEM education, STEM careers or STEM entrepreneurship
- b. increase support for women at transition points in their career including entry, retention, promotion, career change and return to the workforce
- c. co-design your project with the target audience of the project.

6.2. Assessment criterion 2

Capacity and capability to deliver the project (30 points).

Identify the skills and experiences your project team has to deliver the project, by demonstrating:

- a. your experience with managing and delivering projects that support girls and women in STEM
- b. your access to resources, personnel and networks with relevant expertise or qualifications to deliver and evaluate your project
- c. your track-record of successfully delivering similar sized projects.

6.3. Assessment criterion 3

Long term impact (10 points).

You should demonstrate this by identifying:

- a. how your project will deliver long term systemic and cultural change beyond the project period. Include how this could be demonstrated or observed
- b. how you will measure, evaluate and promote your progress and achievements during the project period. Include progress against grant objectives and outcomes, and measurable targets and key performance indicators of success.

Later in the application (Section 7.1), you will be asked to provide evidence (e.g. evaluation reporting) of your previous project activities that have resulted in an increase in the awareness or participation of women in STEM education, careers, innovation and/or entrepreneurship.

6.4. Assessment criterion 4

Impact of the grant funding on your project (10 points)

You should demonstrate this by identifying:

- a. the impact the grant will have on the size, scale, timing, effectiveness or long-term outcomes of your project
- b. the additional investment the grant will leverage and how this benefits your project.

7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

Applicants should read all eligibility and assessment criteria closely and attach detailed evidence that supports the assessment criteria.

You will need to set up an account to access our online [portal](#). You can only submit an application during a funding round.

To apply, you must:

- complete and submit the application through the online [portal](#)
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

After submitting your application, we can contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility/merit. The acceptance of any additional information provided after the submission of your application is at the discretion of the Program Delegate. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

You can view and print a copy of your submitted application on the portal for your own records. You should keep a copy of your application and any supporting documents.

If you need further guidance around the application process, or if you have any issues with the portal, [contact us](#) at [business.gov.au](#) or by calling 13 28 46.

7.1. Attachments to the application

You must provide the following documents with your application:

- a detailed project budget
- project plan (up to 20 pages) including:
 - project milestones (no more than 15)
 - co-design process
 - preliminary evaluation plan that will track and demonstrate the progress of your round 5 project and your ability to effect lasting systemic and cultural change (2 page maximum). Use of the [National Evaluation Guide for STEM Gender Equity Programs](#) is recommended, however other frameworks may be used
 - a risk management plan (for example overseas project partners or overseas activities including Intellectual Property etc) See section 13.6
- attach detailed evidence that supports assessment criteria 3 responses (where applicable)
- evidence of support from the board, (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding (template provided on [business.gov.au](#) and [GrantConnect](#)). Where the CEO or equivalent submits the application, we will accept this as evidence of support
- trust deed (where applicable).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. The total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

7.2. Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.3. Timing of grant opportunity processes

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful, we expect you will be able to commence your project around June 2026.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval and announcement of successful applicants	6 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	From the execution of the grant agreement ⁶
Project completion date	Up to 5 years after the start date

7.4. Questions during the application process

If you have any questions during the application period, [contact us](#) at business.gov.au or by calling 13 28 46.

⁶ The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

8. The grant selection process

8.1. Assessment of grant applications

We first review your application against the eligibility criteria. If eligible, your application will be assessed against the assessment criteria (section 6). Only eligible applications will proceed to the merit assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.⁷

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the overall objective/s of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought
- how the grant activities will target groups or individuals.

If applications are scored the same the Program Delegate will consider value for money, underrepresented cohorts and the spread of STEM disciplines when ranking and recommending applications for funding. If we identify risks which would affect our assessment, we may ask you to comment on these, subject to security considerations. If we identify risks that cannot be adequately mitigated, we may exclude your application from further consideration.

We may seek additional information about you, project partners, related bodies corporate, related entities and associated entities (as defined in the Corporations Act) and related personnel from third party sources, including other Commonwealth agencies, for due diligence purposes. We may do so even if you do not nominate the sources as referees. We may also consider information that is discovered through the normal course of business.

Due diligence checks may occur at eligibility, merit or decision-making stages. We use this information to verify the information you provide in the application and to identify issues and risks. See Section 13.2 for information on how we use the information you provide to us.

8.2. Who will assess applications?

We assess your application against the selection criteria.

We will establish a committee comprised of experts to assess applications. The committee may also seek additional advice from independent technical experts or advisors to inform the assessment process. Any expert or advisor, who is not a Commonwealth Official, will be required to perform their duties in accordance with the CGRPs.

The Committee will assess your application against the assessment criteria and compare it to other eligible applications in a funding round before recommending which projects to fund. The committee will be required to perform their duties in accordance with the CGRPs.

The Committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if you do not nominate the sources as referees. The

⁷ See glossary for an explanation of 'value with relevant money'.

Committee may also consider information about you or your application that is available as a result of the due diligence process or through the normal course of business.

8.3. Who will approve grants?

The Program Delegate in the Business Grants Hub within DISR decides which grants to approve taking into account the recommendations of the committee and the availability of grant funds.

The Program Delegate's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding

We cannot review decisions about the merits of your application.

The Program Delegate will not approve funding if there is insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

You can submit a new application for the same (or similar) project in any future funding rounds if you are unsuccessful in this round. You should include new or more information to address the weaknesses that prevented your previous application from being successful.

9.1. Feedback on your application

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

10. Successful grant applications

10.1. The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use two types of grant agreements in this program. Our selection will depend on the size and complexity of your project.

Each grant agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on business.gov.au and GrantConnect. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and GrantConnect.

We will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement. Execute means both you and the Commonwealth have accepted the agreement. You must not start any Women in STEM and Entrepreneurship program activities until a grant agreement is executed. We are not responsible for any expenditure you incur and cannot make any payments until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the offer of grant funding.

If you enter an agreement under the Women in STEM and Entrepreneurship program, you cannot receive other grants for the same activities from other Commonwealth, state or territory granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2. Standard grant agreement

We will use a standard grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Program Delegate.

10.3. Specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

For programs where grantees will not be required to work with children in undertaking their project use the following.

In particular, you will be required to comply with:

- State/territory legislation in relation to working with children
- other regulatory requirements.

10.3.1. Child safety requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the [National Principles for Child Safe Organisations](#)⁸ endorsed by the Commonwealth.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

⁸ <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

We may set aside 5 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or retain a minimum 5 per cent of grant funding for the final payment.

10.5. Grant Payments and GST

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁹.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide tax advice.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect.

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Principles](#), Section 5.4. We may also publish this information on business.gov.au. This information may 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.

⁹ See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](#)

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details
- joint/consortia partners and related arrangements (if applicable).

You must also inform us of any material changes in the circumstances of project participants including but not limited to:

- changes to organisation ownership or governance structure
- changes in financial and in-kind support contributions
- affiliations with foreign governments, including foreign militaries, intelligence organisations, police forces and government-owned or sponsored organisations (see section 13.6).

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones and outcomes
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details and evidence of your progress towards completion of agreed project activities
- include evaluation outcomes to date (use of the National Evaluation Guide for STEM Gender Equity Programs is recommended, however other frameworks may be used)
- show the total eligible expenditure incurred to date

- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.2.3. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- include completed project evaluation (eg. in line with the [National Evaluation Guide for STEM Gender Equity Programs](#)). This may include a detailed evaluation of the project's success, such as:
 - project outcomes
 - financial sustainability
 - legacy services, skills or capabilities
- be submitted by the report due date.

12.3. Audited financial acquittal report

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines year period
- changing project activities

The program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project grant agreement end date. You can submit a variation request via our online portal.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.5. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

12.6. Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7. Evaluation

We will evaluate the grant Women in STEM and Entrepreneurship to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.8. Acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

13. Probit

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRPs.

These guidelines may be changed from time-to-time by DISR. When this happens, the revised guidelines will be published on GrantConnect.

13.1. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

General Manager, Grant Programs Branch
Business Grants Hub
Department of Industry, Science and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)¹⁰ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity and/or program. There may be a conflict of interest, or perceived conflict of interest, if any individual or entity¹¹ involved in assessing, funding, administering or undertaking the project :

- has a professional, commercial or personal relationship with a party which is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with, or interest in, a party which could prevent the activity from being carried out fairly and independently or otherwise compromise the integrity of the activity or its participants
- has a relationship with, or interest in, a party from which they could receive personal gain because the party receives a grant under the grant program/grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)¹² on the department's website.

¹⁰ <http://www.ombudsman.gov.au/>

¹¹ Including: any of our staff able to influence the project, any member of a committee or advisor, you, your project partners, and any personnel involved in the project.

¹² <https://www.industry.gov.au/publications/conflict-interest-policy>

13.3. Privacy

Unless the information you provide to us is:

- confidential information as per 13.4, or
- personal information as per below

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

We must treat your personal information according to the [Australian Privacy Principles \(APPs\)](#) and the [Privacy Act 1988](#) (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities
- identify and manage any financial, legal/regulatory, governance, national interest, or national security risks.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)¹³ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.4. Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

¹³ <https://www.industry.gov.au/data-and-publications/privacy-policy>

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

We may disclose confidential information:

- to the committee and our Commonwealth employees, contractors and service providers, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament
- to other Commonwealth agencies for risk management purposes.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *[Freedom of Information Act 1982](#)* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.6. National security

Eligible activities under this grant may have national security implications. It is your responsibility to consider any such implications of the proposed project and identify and manage any risks, particularly relating to export controls, intellectual property protection, espionage and foreign interference and unwanted transfer of technology, data or other knowledge.

You must inform the department if you identify any material risks relating to national security. To assist with managing security risks, you are strongly encouraged to review the department's *[Guide to undertaking international collaboration](#)*¹⁴.

¹⁴ <https://www.industry.gov.au/strategies-for-the-future/increasing-international-collaboration/a-guide-to-undertaking-international-collaboration>

13.6.1. Know Your Partner

You should ensure that you know who you are collaborating with by undertaking appropriate due diligence, proportionate to the risk and subject to available information, on all partners and personnel participating in the project. This should take into account any potential security, ethical, legal and reputational risks, and, where necessary, you should be prepared to demonstrate how you will manage and mitigate any identified risks.

13.6.2. Export Controls

Australia's export control regime limits the overseas transfer of goods and technologies listed on the [Defence and Strategic Goods List](#) (DSGL). The regime may apply to the export of products, and to any situation involving the overseas transfer, sharing, publication or brokering of controlled goods, technology, software or related knowledge.

It is your responsibility to consider whether the export control regime applies to your activity. If you are unsure whether your activity may require an export license, you should review the [self-assessment guide for 'controlled items'](#) and/or contact [Defence Export Controls \(DEC\)](#).

13.6.3. Foreign Affiliations

Eligible activities under this grant may involve partners or personnel with foreign affiliations. You must inform us of any relationships between project participants and foreign parties that could influence or benefit from the proposed activity. Such relationships may include foreign ownership or sponsorship, connections to foreign governments, militaries, political parties, or other organisations, and membership of foreign talent programs. You must also inform us of the establishment of any such relationships throughout the life of the grant.

13.6.4. Foreign Government Affiliations

Eligible activities under this grant may involve partners or personnel with connections to foreign governments. You must inform us if you, your project partners or any project personnel are receiving funding or benefits from, or otherwise affiliated with, a foreign government, including:

- a foreign state or local government
- a foreign military, intelligence organisation or police force
- an organisation owned or sponsored by a foreign government (such as a state-owned corporation or state-sponsored university)
- a foreign government talent program.

You must also inform us of the establishment of any such relationships throughout the life of the grant.

13.7. Disclosure of Commonwealth, state or territory financial penalties

You must disclose whether any of your board members, management or persons of authority have been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, state, or territory court or a Commonwealth, state, or territory entity. If this is the case, you must provide advice to the department regarding the matter for consideration.

14. Glossary

Term	Definition
administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application ranking.
<u>Commonwealth Grants Rules and Principles (CGRPs)</u>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	The expected date that the grant activity must be completed and the grant spent by
date of effect	Can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
Department	The Department of Industry, Science and Resources.
decision maker	The person who makes a decision to award a grant.
eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
eligible expenditure guidance	The guidance that is provided at Appendix A.
General Manager	Position title for Senior Executive Service level staff within DISR.

Term	Definition
grant	<p>For the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li data-bbox="784 390 1372 534">a. under which relevant money¹⁵ or other Consolidated Revenue Fund (CRF) money¹⁶ is to be paid to a grantee other than the Commonwealth; and <li data-bbox="784 548 1372 691">b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake
grant agreement	A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding, and specifies the details of the grant.
grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single entity Portfolio Budget Statement Program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grantee	The individual/organisation which has been selected to receive a grant
guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.

¹⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹⁶ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Industry Innovation and Science Australia	The statutory board established by the <i>Industry Research and Development Act 1986</i> (Cth) and named in that Act as Industry Innovation and Science Australia.
In-kind	<p>Contributions to your project may be cash and/or in-kind.</p> <p>An in-kind contribution is a non-cash contribution of goods or a service. In-kind includes labour; use 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 be included as part of the grantee's agreed cash contribution (where applicable).</p> <p>Conversely, grant funds cannot be used to recover in-kind cost</p>
Minister	The Commonwealth Minister for Industry and Science
non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li data-bbox="720 1208 1356 1275">a. whether the information or opinion is true or not; and <li data-bbox="720 1282 1356 1349">b. whether the information or opinion is recorded in a material form or not.
Program Delegate	A Manager within the Business Grants Hub in DISR with responsibility for administering the program.
program funding or program funds	The funding made available by the Commonwealth for the program.
project	A project described in an application for grant funding under the program.
project partners	A project partner is an entity that is an external organisation that will be participating in the funded project. An organisational partner, or business partner, for purposes outside the activities funded by the grant is not an external organisation, or project partner for the purposes of the grant application

Term	Definition
Publicly funded research organisation (PFRO)	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and state and territory business enterprises which undertake publicly funded research.
selection criteria	Comprises of eligibility criteria and assessment criteria.
TAFE	Technical and Further Education
underrepresented cohorts	<p>Refers to cohorts underrepresented in STEM, including:</p> <ul style="list-style-type: none"> ▪ Aboriginal and Torres Strait Islander Peoples ▪ people living with disabilities ▪ women and girls and gender diverse/non-binary people ▪ people facing age-based discrimination ▪ culturally and linguistically diverse people ▪ people with low socioeconomic status ▪ LGBTQIA+ people ▪ neurodivergent people ▪ people living in regional and remote areas.
value with money	<p>Value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> ▪ the quality of the project proposal and activities; ▪ fitness for purpose of the proposal in contributing to government objectives; ▪ that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and ▪ the potential grantee's relevant experience and performance history.
Vocational education and training (VET) provider	Training providers registered by the Australian Skills Quality Authority or a state regulator to deliver vocational education and training services. Currently registered on https://training.gov.au/

Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time; check you are referring to the most current version from the business.gov.au website before preparing your application.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities (where applicable)
- meet the eligible expenditure guidelines.

A.1 How we verify eligible expenditure

If your application is successful, we may ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you will be required to provide an independent financial audit of all eligible expenditure from the project.

A.2 Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We consider costs for technical, but not administrative, project management activities eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed. Any costs above 10 per cent must be approved by the program delegate.

Labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants, and lawyers) will only be considered eligible where it is directly related to project delivery, and only at a pro rata rate equivalent to that of a project officer.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is \$175,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

A.3 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the purchase or provision of computing equipment directly required or related to the delivery of the project

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \frac{\text{Annual salary package} \times \text{Weeks spent on project} \times \text{percentage of time spent on project}}{52 \text{ weeks}}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

A.4 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work

- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

A.5 Travel and overseas expenditure

Eligible travel and overseas expenditure may include

- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia
- overseas travel limited to the reasonable cost of accommodation and transportation required in cases where the overseas travel is material to the conduct of the project in Australia.

Eligible air transportation is limited to the economy class fare for each sector travelled. Where non-economy class air transport is used only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is used, the grantee will require evidence showing what an economy airfare costs at the time of travel.

We will consider value for money when determining whether the cost of overseas expenditure is eligible. This may depend on

- the proportion of total grant funding that you will spend on overseas expenditure
- the proportion of the service providers total fee that will be spent on overseas expenditure
- how the overseas expenditure is likely to aid the project in meeting the program objectives

Overseas travel must be at an economy rate and you must demonstrate you cannot access the service, or an equivalent service in Australia.

Eligible overseas activities expenditure is generally limited to 10 per cent of total eligible expenditure.

A.6 Other eligible expenditure

Other eligible expenditures for the project may include:

- costs associated with the ongoing co-design process
- staff training that directly supports the achievement of project outcomes
- financial auditing of project expenditure
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- costs of developing and delivering in workshops, conferences, networking events and other forums (including travel costs for key participants)
- costs of developing and delivering education and professional development activities including courses and training
- costs of developing and distributing educational materials, curriculum content, toolkits or similar
- costs associated with industry transformation activities for a particular sector
- research costs to help support the project outcomes
- communication and promotional costs directly related to the project

- costs incurred in conducting the evaluation of your project.

Other specific expenditures may be eligible as determined by the Program Delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time; check you are referring to the most current version from the business.gov.au website before preparing your application.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- research not directly supporting eligible activities
- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to us notifying you that the application is eligible and complete
- financing costs, including interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as rental, renovations and utilities
- non-project-related staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- maintenance costs
- routine operating expenses not accounted as labour on-costs – including communications, accommodation, overheads and consumables, e.g. paper, printer cartridges, office supplies
- ongoing upgrades, updates and maintenance of existing ICT systems and computing facilities, including websites, customer relationship management systems, databases, the cost of ongoing subscription based software and IT support memberships, and warranties for purchases that are not directly related to the project
- recurring or ongoing operational expenditure (including annual maintenance, rent, water and rates, postage, legal and accounting fees and bank charges)
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests
- travel or overseas costs that exceed 10 per cent of total project costs except where otherwise approved by the Program Delegate.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.