



Application Form

Empowering Business to Go Digital Sample Application questions

Please note you must complete and submit an online application on the business.gov.au portal.

This document provides a list of questions that you will be asked in the online application on the business.gov.au portal.

Eligibility

You will also be asked to answer the following eligibility questions to progress the application:

- Are you able to establish a not-for-profit company limited by guarantee with an industry-led governance model and small business representatives on your board if you are successful?
- Are you able to provide evidence that your project is supported, and that you can complete the project and meet the costs not covered by grant funding?
- Are you able to provide evidence of any funding contributions from other organisations?

Application Address

Provide your Business Street Address (Australian Head Office).

Provide your Business Postal Address (Australian Head Office).

Project Information

Detailed project description and outcomes

Provide a detailed description of your project including the project scope and key activities.

**5,000 characters including spaces.*

Provide a summary of the expected project outcomes.

**5,000 characters including spaces.*

Project details for publication

Project Title

Project Description

Estimated Project Commencement Date

Estimated Project Completion Date

** You may start your project from late April 2019 and you must complete your project by 30 June 2020. Refer to grant opportunity guidelines.*

Milestones

Milestone Name, Description, Estimated Start Date, Estimated End Date.

** Your project must have at least one milestone.*

Project location

Project site/s address

Project Funding

Project budget summary

Provide a summary of your eligible project costs over the life of the project. Amounts must be GST inclusive, less any GST credits that you can claim. We only provide grant funding based on eligible expenditure. Refer to the grant opportunity guidelines for guidance on eligible expenditure.

Project Budget

Eligible expenditure include:

- Labour and salary on-costs
- Contract expenditure
- Operation and maintenance
- Audit
- Equipment & ICT hardware/software
- Travel
- Other
- Total Commonwealth funding sought.

Other source of funding

** You cannot fund your share of eligible project costs from other Commonwealth government sources. Your contribution must be cash.*

- Your contribution
- Total source of funding (grant amount sought + your contribution)
- Source of funding description

Merit Criteria

** To be competitive you will need to score highly against each merit criterion.*

Merit criterion 1

Alignment with policy intent (50 points)

Response is limited to 5,000 characters (including spaces)

You should demonstrate this by identifying:

- how you will establish a financially self-sustaining NGO to increase small business awareness and adoption of digital technology in line with the recommendations of the [Small Business Digital Taskforce Report](#)
- how you will establish an online platform as a central point of up-to-date and tailored digital information for Australian small businesses and their trusted advisers
- how you will improve information sharing between businesses, government, industry associations and the small business commissioners.

Merit criterion 2

Capacity, capability and resources to deliver the project (50 points)

Response is limited to 5,000 characters (including spaces)

You should demonstrate this by identifying:

- your plan to manage the project, including scope, implementation methodology, timeframes, budget, risks and how you are going to measure success
- your plan to attract ongoing investment and build a sustainable self-funding model
- your track record managing similar projects
- your access to appropriately skilled and experienced personnel, including technical personnel.

Application Finalisation

Conflict of Interest

Do you have any perceived or existing conflicts of interest to declare?

Supporting Documentation

You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

- project plan, including scope, implementation methodology, timeframes, budget and risks
- evidence of support from your board, CEO or equivalent
- evidence of any funding contributions from other organisations.

Primary Contact Information

Primary Application Contact

- Title
- Given Name
- Family Name
- Position Title
- Email Address
- Phone Number
- Mobile Number
- Primary Address

Application Declaration

Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following:

- Australian Government Public Data Policy Statement,
- Commonwealth Grants Rules and Guidelines,
- Program or Grant Opportunity Guidelines, and
- applicable Australian laws.

Accordingly, I understand that the Department may share my personal information provided in this application within this Department and other government agencies:

1. for purposes directly related to administering the Programme, including governance and research and the distribution of funds to successful applicants and
2. to facilitate research, assessment, monitoring and analysis of other programs and activities 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 Program 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.

Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the 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 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 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 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 of Industry, Innovation and Science (the department) may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in 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 Standard and Fraud Control Guidelines and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I understand that I am responsible for ensuring that I have met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. I am also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application

I approve the information in this application being communicated to the department in electronic form.

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

Submission of application

When you submit your application, the portal will display your submission reference number that will be your application ID. You can monitor the progress of your application in the portal.