



**Australian Government**

**Department of Industry, Science and Resources**

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

## Grant Opportunity Guidelines

# Australia – UK Renewable Hydrogen Innovation Partnerships – Grant opportunity guidelines

|                                    |  |
|------------------------------------|--|
| <b>Opening date:</b>               | <b>1 December 2023</b>   |
| <b>Closing date and time:</b>      | 5:00pm Australian Eastern Daylight Time on 19 January 2024<br>Please take account of time zone differences when submitting your application. |
| <b>Commonwealth policy entity:</b> | Department of Climate Change, Energy, the Environment and Water (DCCEEW)   |
| <b>Administering entity:</b>       | Department of Industry, Science and Resources (DISR)   |
| <b>Enquiries:</b>                  | If you have any questions, contact us on 13 28 46.   |
| <b>Date guidelines released:</b>   | <b>1 December 2023, 12 February 2024</b>   |
| <b>Type of grant opportunity:</b>  | Open competitive   |

# Contents

|  |           |
|--|-----------|
| <b>1. Australia- UK Renewable Hydrogen Innovation Partnerships: Grant opportunity processes.....</b> | <b>4</b>  |
| 1.1. Introduction .....  | 6         |
| <b>2. About the grant program .....</b>  | <b>6</b>  |
| <b>3. Grant amount and grant period.....</b>   | <b>7</b>  |
| 3.1. Grants available .....  | 7         |
| 3.1.1. In-kind contributions.....  | 8         |
| 3.2. Project period .....  | 8         |
| <b>4. Eligibility criteria.....</b>  | <b>8</b>  |
| 4.1. Who is eligible? .....  | 8         |
| 4.2. Who is not eligible? .....  | 8         |
| 4.3. Additional eligibility requirements.....  | 9         |
| <b>5. What the grant money can be used for.....</b>  | <b>9</b>  |
| 5.1. Eligible activities .....   | 9         |
| 5.2. What you cannot use the grant for .....   | 9         |
| 5.3. Eligible expenditure .....  | 9         |
| <b>6. The assessment criteria .....</b>  | <b>10</b> |
| 6.1. Assessment criterion 1 .....  | 10        |
| 6.2. Assessment criterion 2 .....  | 10        |
| 6.3. Assessment criterion 3 .....  | 11        |
| <b>7. How to apply .....</b>   | <b>11</b> |
| 7.1. Attachments to the application.....   | 12        |
| 7.2. Joint (consortia) applications .....  | 12        |
| 7.3. Timing of grant opportunity .....   | 13        |
| <b>8. The grant selection process.....</b>   | <b>13</b> |
| 8.1. Who will approve grants? .....  | 14        |
| <b>9. Notification of application outcomes.....</b>  | <b>14</b> |
| <b>10. Successful grant applications.....</b>  | <b>14</b> |
| 10.1. Grant agreement.....   | 14        |
| 10.2. Project specific legislation, policies and industry standards .....                            | 15        |
| 10.3. How we pay the grant.....  | 15        |
| 10.4. Tax obligations .....  | 15        |
| <b>11. Announcement of grants.....</b>   | <b>15</b> |
| <b>12. How we monitor your grant activity .....</b>  | <b>16</b> |
| 12.1. Keeping us informed.....   | 16        |
| 12.2. Reporting .....  | 16        |
| 12.2.1. Progress reports .....   | 16        |
| 12.2.2. End of project report.....   | 17        |

|   |           |
|---|-----------|
| 12.2.3. Ad-hoc reports .....                                | 17        |
| 12.3. Independent audits .....                              | 17        |
| 12.4. Compliance visits .....                               | 17        |
| 12.5. Grant agreement variations .....                      | 17        |
| 12.6. Evaluation .....                                      | 18        |
| 12.7. Grant acknowledgement.....                            | 18        |
| <b>13. Probity.....</b>                                     | <b>18</b> |
| 13.1. Conflicts of interest.....                            | 18        |
| 13.2. How we use your information.....                      | 19        |
| 13.2.1. How we handle your confidential information .....   | 19        |
| 13.2.2. When we may disclose confidential information ..... | 19        |
| 13.2.3. How we use your personal information .....          | 20        |
| 13.2.4. Freedom of information .....                        | 20        |
| 13.3. National security.....                                | 20        |
| 13.3.1. Know Your Partner.....                              | 21        |
| 13.3.2. Export Controls .....                               | 21        |
| 13.3.3. Foreign Affiliations .....                          | 21        |
| 13.3.4. Foreign Government Affiliations .....               | 21        |
| 13.4. Enquiries and feedback .....                          | 22        |
| <b>14. Glossary.....</b>                                    | <b>23</b> |
| <b>Appendix A. Eligible expenditure .....</b>               | <b>25</b> |
| A.1 How we verify eligible expenditure .....                | 25        |
| A.2 Labour expenditure .....                                | 25        |
| A.3 Labour on-costs and administrative overhead.....        | 26        |
| A.4 Contract expenditure .....                              | 26        |
| A.5 Travel and overseas expenditure.....                    | 27        |
| A.6 Other eligible expenditure.....                         | 27        |
| <b>Appendix B. Ineligible expenditure.....</b>              | <b>31</b> |

# 1. Australia- UK Renewable Hydrogen Innovation Partnerships: Grant opportunity processes

**The Australia – UK Renewable Hydrogen Innovation Partnerships program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to the Department of Climate Change, Energy, the Environment and Water's (DCCEEW) Outcome 1: Support the transition of Australia's economy to net-zero emissions by 2050; transition energy to net zero while maintaining security, reliability and affordability; support actions to promote adaptation and strengthen resilience of Australia's economy, society and environment; and take a leadership role internationally in responding to climate change. DCCEEW works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



**The grant opportunity opens**

DISR publish the grant guidelines on business.gov.au and GrantConnect.



**You complete and submit a grant application**

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

Your application must be a joint application with an UK project partner that has applied for a grant with Innovate UK.



**We assess all grant applications**

DISR review the applications against eligibility criteria.

The Committee assess eligible applications against the assessment criteria, including an overall portfolio approach and consideration of value with relevant money.



**The Committee make grant recommendations**

The Committee provide advice to the Decision Maker on the merits of each application.



**Grant decisions are made**

The Decision Maker decides which applications are successful.



**DISR notify you of the outcome**

DISR 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**

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



**Delivery of grant**

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



**Evaluation of the Australia – UK Renewable Hydrogen Innovation Partnerships Grant Opportunity**

DCCEEW will evaluate the 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 Australia-United Kingdom Renewable Hydrogen Innovation Partnerships grants.

This document sets out:

- 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.

The Department of Industry, Science and Resources (DISR) is responsible for administering this grant opportunity on behalf of the Department of Climate Change, Energy, the Environment and Water (DCCEEW).

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 Australia-UK Renewable Hydrogen Innovation Partnerships (the program) will run over 3 years from 2023-24 to 2025-26. The program is part of the Australian Government's investment in international collaboration on [clean energy and technology with key strategic partners](#), and delivers on Australia's obligations under the United Nations Framework Convention on Climate Change and the Paris Agreement. The program is the Government's contribution to a joint funding call under our clean energy technology partnership with the United Kingdom (UK), [announced on 31 July 2023](#). The UK Government ([Innovate UK](#)) will implement a complementary grants program, *Australia -UK Renewable Hydrogen Innovation Competition*, as part of this joint funding call.

Australia is on track to be a global hydrogen leader by 2030, on both an export basis and for the decarbonisation of Australian industries. Australia's ambition is to become a renewable energy super power, decarbonise our economy and increase clean energy exports to contribute to regional and global decarbonisation. Australia has a vital role to play in the global deployment of clean hydrogen and derivatives technologies, representing approximately 40 per cent of global renewable hydrogen projects announced in 2022.<sup>1</sup> Australia stands to gain significant economic benefits by ensuring the progress of existing and upcoming investments in this pipeline.

Australia and the UK have a long-standing relationship in collaborating on innovation and continues to step up commitments to ambitious climate action this decade to effect our global response in reducing greenhouse gas emissions and keeping 1.5 degrees within reach. Our clean energy technology partnership with the UK highlights bilateral support to drive investment and commercial opportunities in accelerating the development of clean energy supply chains, industrial decarbonisation and joint projects in supporting the goals of the Paris Agreement.

The program provides support to Australian companies for up to \$10 million in funding for hydrogen research, development and demonstration projects in partnership with UK companies, as part of the Government's Strategic International Partnerships measure. Projects should support renewable hydrogen technologies needed to deliver on the Australian Government's National Hydrogen Strategy and the State of Hydrogen 2022 report. This includes, but is not limited to, the production

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<sup>1</sup> Bloomberg New Energy Finance (2022), *Australian Hydrogen Projects*.

of renewable hydrogen and derivatives, and the use of hydrogen in hard-to-abate industry (iron and steelmaking, chemicals) and heavy transport sectors.

The objectives of the program are:

- advance the development, innovation and application of hydrogen technologies, with goals of reducing costs associated with the development of a renewable hydrogen economy, industrial decarbonisation and accelerating the uptake of net zero technologies to reduce emissions.
- foster greater collaboration of businesses between Australia and the United Kingdom.
- leverage private and non-Commonwealth funding towards clean energy projects, technologies and their supply chains in Australia.

The intended outcomes of the program are:

- improvement in the technology readiness and commercial readiness of hydrogen technologies that supports the development of Australia's clean energy industries, particularly those that are key enablers of new clean energy or product export and economic opportunities.
- to support the development of clean energy technologies and renewable hydrogen supply chains that will advance decarbonisation efforts domestically and globally to transition to net zero emissions, in line with the Paris Agreement.
- to strengthen connections between Australian innovators, researchers and businesses with international partners and opportunities.
- to attract greater international investment in accelerating the development of clean energy technologies in Australia and support the creation of new economic opportunities in Australia.
- increased local jobs, skills and capabilities in emerging clean energy industries and specifically in the renewable hydrogen industry.

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)<sup>2</sup>.

### 3. Grant amount and grant period

The Australian Government has announced up to \$10 million over 3 years for the program from FY2023-24 to FY2025-26.

#### 3.1. Grants available

The grant amount will be up to 50 per cent of eligible project expenditure.

- The minimum grant amount is \$10,000
- The maximum grant amount is \$2 million.

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

Contributions to your project maybe in cash or in-kind contributions. Cash contributions can come from you and/or project partner(s), state, territory and international government grants. The cash contribution cannot come from your project partner's Innovate UK grant (the *Australia-UK Renewable Hydrogen Innovation Competition*).

We cannot fund your project if it receives funding from other Commonwealth government grants. You can apply for a grant for your project under more than one Commonwealth program, but if your

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<sup>2</sup> <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

application is successful; you must choose either the Australia-UK Renewable Hydrogen Innovation Partnerships grant or the other Commonwealth grant.

### 3.1.1. In-kind contributions

Up to 20 per cent of eligible expenditure can come from in-kind contributions from the lead applicant or project partner(s) (not including state and territory governments).

In-kind contributions are non-cash contributions to the project. For in-kind contributions to count towards your total eligible project expenditure, they must directly deliver eligible activities.

Where you provide in-kind contributions, you must calculate the equivalent dollar value. You should use the retail or market price for any goods that you would have otherwise purchased. Where the Program Delegate considers that the reported value of in-kind contributions is not consistent with current market rates or is otherwise unreasonable, we may ask you to increase the cash contributions to the project.

In-kind contributions may include facilities, equipment, volunteer labour and services provided by a lead applicant or partner to the project from its own resources. Staff salaries paid by partners to the project can be considered an in-kind contribution. We do not prescribe a specific formula to determine the value of these contributions. You need to determine the value of these contributions. They must be realistic, justifiable and valued proportionally to their use on the project.

## 3.2. Project period

You must complete your project 31 March 2026.

## 4. Eligibility criteria

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

### 4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)
- undertake the project with a partner organisation located in the United Kingdom

and be one of the following entities:

- an entity, incorporated in Australia
- an incorporated trustee or behalf of a trust
- a corporate Commonwealth entity.

Joint applications are mandatory. The lead organisation who is the main driver of the project must be eligible to apply. For further information on joint applications, refer to section 7.2.

### 4.2. Who is not eligible?

You are not eligible to apply if you are:

- a publicly funded research organisation as defined in section 14
- 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)*.



### 4.3. Additional eligibility requirements

We can only accept your application where your project partner has applied for funding (within 10% to the grant amount) from Innovate UK under the *Australia-UK Renewable Hydrogen Innovation Competition*.

You will need to provide all mandatory attachments with your application as outlined in section 7.1.

## 5. What the grant money can be used for

### 5.1. Eligible activities

To be eligible your project must:

- advance the development of clean hydrogen or derivative technologies, or hydrogen applications
- focus on one or more of the following hydrogen technologies:
  - low cost, low carbon hydrogen production
  - integration of hydrogen production with renewables
  - safe and efficient hydrogen storage and distribution
  - hydrogen utilisation to decarbonise the transport (heavy land transport and maritime), industry and power sectors
  - hydrogen business models
  - low carbon hydrogen carriers, such as ammonia and methanol.

Eligible activities may include:

- research and development of hydrogen production, transport, infrastructure and storage technologies, including electrolysis, methane reforming, pyrolysis, tanks, pipes, de/blending, compression, sensing and metering
- materials and equipment development
- trialling, feasibility or pilot testing, demonstration, construction or installation of hydrogen equipment
- prototype development or field testing of hydrogen equipment
- process design and engineering
- project planning
- knowledge sharing activities, including workshops.

We may also approve other activities.

### 5.2. What you cannot use the grant for

Activities that are not eligible are:

- the development of sustainable aviation fuel
- the development or use of hydrogen for space heating in industrial, commercial or domestic settings.

### 5.3. Eligible expenditure

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

We may update the guidance 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 department 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.

To be eligible, expenditure must:

- be a direct cost of the project, or
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible.

You may elect to commence your project from the date we notify you that your application is successful. 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.

## 6. The assessment criteria

You must address all assessment criteria in your application. The committee will assess the merits of your application based on your response to the assessment criteria.

The application form asks questions that relate to the assessment criterion below. You should provide evidence to support your answers. The application form displays character limits for your response.

We will only consider funding your application if it scores at least 50 per cent against each assessment criterion, as this represents best value for money.

### 6.1. Assessment criterion 1

#### **Alignment with program objectives (40 points)**

You should demonstrate this by describing:

- a. how your project will advance the development and innovation of hydrogen technologies, with the goal of realising a renewable hydrogen economy or supporting the decarbonisation of industry or transport sectors to reduce emissions and reach net zero by 2050
- b. how your project will foster greater international collaboration between Australian and UK businesses to help reduce costs or create new economic or market opportunities associated with the large-scale uptake of clean hydrogen technologies in Australia or globally
- c. how you are going to grow your business or increase long term productivity as a result of the project. Describe the tangible business or economic benefits your project will deliver by leveraging bilateral funding towards clean hydrogen projects between Australia and the UK.

### 6.2. Assessment criterion 2

#### **Capacity, capability and resources to deliver the project (40 points)**

You should demonstrate this by describing:

- a. you and your staff or contractors' track record managing similar projects and access to key personnel with the right skills and experience, including project management, research and technical expertise
- b. your collaboration with your UK partner, including governance arrangements and project management strategies, and the capability or support of international partners, including any existing research work and stage of maturity of the partnerships and linkages
- c. your access, or future access, to any infrastructure, resources, facilities, capital equipment, technology, intellectual property and required regulatory or other approvals you will use to deliver the project.

You must provide a detailed project plan to support your response, including governance, division of project activities between project partners and risk management frameworks that address ethical technology use, foreign interference, technology transfer and other environmental, social, economic or political risks.

You must provide a detailed project budget demonstrating how funds will be used over the project period and any assumptions used in estimating eligible expenditure.

### 6.3. Assessment criterion 3

#### Impact of grant funding (20 points)

You should demonstrate this by describing the:

- a. likelihood the project would proceed without the grant. Explain how the grant will impact the project in terms of size and timing
- b. total investment the grant will leverage
- c. how you will measure the success of your project.
- d. the wider impacts this project might have outside your organisation, e.g. economic, social, climate or environmental impacts on supply chains, industry, regions or communities.

## 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](#).

To apply, you must:

- complete and submit your application through the online portal
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You can view and print a copy of your submitted application on the portal for your own records.

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* (Cth). 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 Decision Maker. 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.

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

## 7.1. Attachments to the application

You must provide the following documents with your application:

- detailed project plan (see section 6.2)
- detailed project budget (see section 6.2)
- detailed evidence that supports assessment criteria responses (where applicable)
- accountant declaration (template provided on [business.gov.au](https://business.gov.au) and GrantConnect) to evidence your cash contribution (where applicable)
- letter of contribution from third party (non-consortia template provided on [business.gov.au](https://business.gov.au) and GrantConnect) to evidence cash and in-kind contributions from a third party (where applicable)
- evidence of support from the board, CEO or equivalent (template provided on [business.gov.au](https://business.gov.au) and GrantConnect). Where the CEO or equivalent submits the application, we will accept this as evidence of support
- letter of support from project partner (see section 7.2)
- trust documents showing the relationship of the incorporated trustee to the trust (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

Your application must be a joint application with an UK project partner that has applied for a grant with Innovate UK's *Australia-UK Renewable Hydrogen Innovation Competition*, as a minimum. You may have additional project partners. You must be the lead organisation and submit the application form and enter into the grant agreement with the Commonwealth. You must include a letter of support from your project partner(s). The letter of support must include:

- details of the project partner
- the project partner's Innovate UK application reference number and grant amount requested (where applicable)
- an overview of how the project partner will work with the lead organisation 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
- the resources and contributions (cash or in-kind) the project partner will contribute to your project (where applicable)
- details of a nominated management level contact officer.

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

### 7.3. Timing of grant opportunity

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 March 2024.

Table 1: Expected timing for this grant opportunity

| Activity   | Timeframe   |
|--|---|
| Assessment of applications                         | 8 weeks   |
| Approval and announcement of successful applicants | 4 weeks   |
| Negotiations of grant agreements                   | 4 weeks   |
| Earliest start date of project                     | Date that an applicant is notified that they are successful |
| Project completion date                            | 31 March 2026   |
| End date of grant commitment                       | 30 June 2026  |

## 8. The grant selection process

We first review your application against the eligibility criteria. If eligible, the committee will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We will establish a Committee that will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund. The Committee will consist of departmental officers from DCCEEW and external technical or industry experts/advisors. The Committee may also seek additional advice from independent technical experts. The Committee will be required to perform their duties in accordance with the CGRGs.

The Committee will consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, the Committee will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

We also consider:

- any national interest, financial, legal/regulatory, governance or other issue or risk that we identify during any due diligence process that we conduct in respect of the applicant. This includes its directors, officers, senior managers, key personnel, its related bodies corporate (as defined in the *Corporations Act*) or its application that could bring the Australian Government into disrepute if it were to fund the applicant. Such issues and risks include where we consider

that funding the application under this grant opportunity is likely to directly conflict with Australian Government policy. Where possible<sup>3</sup>, we will provide you with an opportunity to comment on any material risks identified during this due diligence process prior to our determining the extent (if any) to which those issues or risks affect our assessment of the application and, if so, whether they are sufficient to warrant the exclusion of your application from the assessment process.

The Committee will make a recommendation to DCCEEW.

As this is a joint funding call, DCCEEW will consult with Innovate UK in determining which applications to recommend to the Decision Maker.

DCCEEW will make a recommendation to the Decision Maker (see section 8.1).

### 8.1. Who will approve grants?

The Decision Maker (who is a Senior Executive Officer in DCCEEW with policy responsibility for the Australia – UK clean technology partnership) decides which grants to approve taking into account the application assessment and the availability of grant funds.

The Decision Maker'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 Decision Maker 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.

## 10. Successful grant applications

### 10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](https://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. 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 Decision Maker. We will identify these in the offer of grant funding.

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<sup>3</sup> Subject to national security and other considerations.

If you enter an agreement under the Australia-UK Renewable Hydrogen Innovation Partnerships, you cannot receive other grants for this project from other Commonwealth granting programs.

The Commonwealth may recover grant funds if there is a breach of the 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 or Decision Maker.

## 10.2. Project 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 that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/territory legislation in relation to working with children

## 10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay.

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

## 10.4. Tax obligations

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 entities<sup>4</sup>.

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 advice on tax.

# 11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. 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

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<sup>4</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- Australian Business Number
- business location
- your organisation's industry sector.

## 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.

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
- 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 of your progress towards completion of agreed project activities
- 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. 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
- be submitted by the report due date.

### 12.2.3. 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.

## 12.3. Independent audits

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](https://business.gov.au) and GrantConnect.

## 12.4. Compliance visits

We may visit you during the project period to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

## 12.5. 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 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.

## 12.6. Evaluation

Policy agency will evaluate the grant opportunity 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.

## 12.7. Grant 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. Probity

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 CGRGs.

## 13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who 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, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation 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\(7\)\)](#)<sup>5</sup> of the *Public Service Act 1999* (Cth). Committee

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<sup>5</sup> <https://www.legislation.gov.au/Details/C2019C00057>

members and other officials including the Decision Maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)<sup>6</sup> on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

## 13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

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.

### 13.2.1. How we handle your confidential information

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.

### 13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to Innovate UK, the committee and our Commonwealth employees and contractors, 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.

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.

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<sup>6</sup> [https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf\\_files\\_redirect](https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect)

### 13.2.3. How we use your personal information

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, Innovate UK and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

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](#)<sup>7</sup> 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.

We may also give the personal information we collect from you to Innovate UK so that we can match your application to your project partner in the UK.

### 13.2.4. 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.

## 13.3. 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.

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<sup>7</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

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](#)<sup>8</sup>.

### 13.3.1. 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.

### 13.3.2. 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 complete the [DSGL Activity Questionnaire](#) and/or contact [Defence Export Controls \(DEC\)](#).

### 13.3.3. 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.

This grant will not fund any procurement, commercial, business development or supply chain activity with any Russian and Belarusian entity as lead, partner or subcontractor. This includes any goods or services originating from a Russian and Belarusian source.

### 13.3.4. 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.

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<sup>8</sup> <https://www.industry.gov.au/strategies-for-the-future/increasing-international-collaboration/a-guide-to-undertaking-international-collaboration>

## 13.4. 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  
Business Grants Hub  
Department of Industry, Science and Resources  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>9</sup> with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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<sup>9</sup> <http://www.ombudsman.gov.au/>

## 14. Glossary

| Term                          | Definition  |
|-------------------------------|---|
| Administering entity          | The entity that is not responsible for the policy however 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. |
| Committee                     | The body established by the DCCEEW to consider and assess eligible applications and make recommendations to the DCCEEW for funding under the program.   |
| Department                    | The Department of Industry, Science and Resources.  |
| Decision Maker                | A Senior Executive Officer in DCCEEW with policy responsibility for the Australia-UK Net Zero Technology Partnership.   |
| 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          | 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 5.3.   |
| Eligible expenditure guidance | The guidance that is provided at Appendix A.  |
| Grant agreement               | A legally binding contract between the Commonwealth and a grantee for the grant funding.  |
| Grant funding or grant funds  | The funding made available by the Commonwealth to grantees under the program.   |
| <a href="#">GrantConnect</a>  | The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.   |
| Grantee                       | The recipient of grant funding under a grant agreement.   |

| Term   | Definition  |
|--|---|
| 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.   |
| Minister                                     | The Commonwealth Minister for Climate Change and Energy   |
| 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>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol> |
| Program Delegate                             | A manager within the department 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.  |
| Publicly funded research organisation (PFRO) | All higher education providers listed at Table A and Table B of the Higher Education Support Act 2003 (Cth).  |



## Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure.

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.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

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:

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

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 is generally limited to 10 per cent of total eligible expenditure except where otherwise approved by the Program Delegate.

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.

## A.6 Plant and equipment expenditure

Plant is usually an input to the project or the tools or infrastructure used to undertake the project. Plant is likely to have a value or use outside of the project and you can build or obtain it with minimal technical risk or new learning.

## A.7 Newly purchased plant and pre-existing purchased plant

Only depreciation of newly purchased and pre-existing purchased plant is eligible expenditure. Depreciation is the decline in asset value of an item of plant allowed through the Commissioner of Taxation's effective life schedules. The depreciation must be proportional to the time you use it on the project. In extraordinary situations, for instance, where the plant is subject to heavy usage, and where this is in accordance with Commissioner of Taxation's rules, you may apply a higher rate of depreciation.

You can only claim depreciation of the plant for the time you use it on the project. However, you can claim all eligible depreciation charges in full for each item of purchased plant as you deploy it.

Running costs for purchased or pre-existing plant are eligible expenditure but must be readily verifiable and may include items such as rent, light and power, repairs and maintenance.

## A.8 Hired/leased plant

You must calculate eligible expenditure for hired, rented, or leased plant by the number of payment periods where you use the plant for the project multiplied by the period hiring fee. If you purchase plant under a hire purchase agreement, or you use a lease to finance the purchase of the plant, the cost of the item of plant, excluding interest, is capitalised, and then depreciated.

Running costs for hired or leased plant are eligible expenditure but you must be able to verify them. They may include items such as rent, light and power, and repairs and maintenance.

## A.9 Constructed plant

Only depreciation of constructed plant is eligible expenditure. Depreciation is the decline in asset value of an item of plant allowed through the Commissioner of Taxation's effective life schedules. The depreciation must be proportional to the time you use it on the project. In extraordinary situations, for instance, where the plant is subject to heavy usage, and where this is in accordance with Commissioner of Taxation's rules, you may apply a higher rate of depreciation.

Where you lease a project facility you may claim leasehold improvements where they are for your specific needs. The improvement cost is eligible expenditure if it is capitalised in your financial statements (balance sheet) and depreciated as above.

The starting value for constructed plant depreciation calculations is the capitalised construction cost or capitalised leasehold improvement cost for the plant item according to ATO requirements. You can only claim depreciation of the plant for the time you use it on the project. However, you can claim all eligible depreciation charges in full for each item of purchased plant as you deploy it.

Once fully completed, running costs for constructed plant are eligible expenditure but you must be able to verify them. They may include items such as rent, light and power, repairs and maintenance.

## A.10 State-of-the-art manufacturing plant or pilot manufacturing plant

If you meet the following conditions, the full cost (rather than depreciation cost only) of establishing a state-of-the-art manufacturing plant, (SMP) or pilot manufacturing plant (PMP) is eligible expenditure:

- You must establish the plant in Australia
- You must use the plant exclusively for the purposes of the project, unless otherwise approved by the program delegate. This obligation applies for a period of two years from the start date of the project, unless we advise otherwise in writing
- In the case of a PMP, it must be necessary to establish the plant to demonstrate the commercial feasibility of:
  - producing a novel product or service; or
  - a substantially novel process to produce an existing product where the novel production method is the intellectual property being commercialised.

In other words, you establish the pilot plant primarily for testing and/or market validation purposes.

- In the case of an SMP, the plant is required to establish a long-term sustainable production facility. The plant must be a "state-of-the-art" manufacturing plant used in the manufacture of a novel product (or the commercialisation of a novel service), where such a product cannot be manufactured in (or the service cannot use) an existing plant in Australia, meaning
  - no manufacturing process of its kind currently exists in Australia

- current manufacturing capability in Australia does not satisfy the definition of “state-of-the-art” or
- competition or capacity constraints means the grantee cannot access an existing plant.

You must meet the following criteria to claim the full cost of an individual item of plant as part of a state-of-the-art manufacturing plant or pilot manufacturing plant:

- you must own the item
- you must use the item exclusively for the purposes of the project
- it is not feasible to hire, rent or lease the item
- the item cannot be a block of land or a building.

Once fully completed, running costs for the plant or facility are eligible expenditure but you must be able to verify them. They may include items such as rent, light and power, repairs and maintenance.

Note that these eligible expenditure rules are for the purpose of the program only. Different rules may apply for your financial reporting and taxation obligations.

### A.11 Eligible expenditure limit in relation to the SMP or PMP

There is no pre-set limit on SMP or PMP expenditure at the application stage. However, if we approve an application that includes SMP or PMP expenditure, we will apply a condition to limit that expenditure to a certain amount. The limit is typically the amount you requested in your application. The upper limit on SMP or PMP eligible expenditure will be included in the grant agreement. Changes to that upper limit will require program delegate approval for variation of the grant agreement.

There may be particular tax implications associated with grant payments for capital items. We recommend that you seek independent professional advice on tax related matters.

### A.12 Prototype expenditure

Prototype expenditure is eligible expenditure only where the construction and use of the prototype in the agreed project contributes directly to proving the commercial viability of a novel product, process or service. The program delegate may refuse to accept a prototype eligible expenditure claim where the number of prototypes and the scale of prototypes exceed the level needed to prove the concept(s) underpinning the agreed project and/or establish its commercial viability.

The total costs of constructing prototypes are included under this category, with the exceptions that:

- equipment or tools used in the construction of the prototype should be claimed as plant expenditure.
- the program delegate may determine that part or all of the prototype should be claimed as plant expenditure, consistent with the following approach:
  - if the prototype includes significant items of machinery, equipment or tools and these items have a value beyond the project period, then these items should be claimed as depreciable plant items under the plant expenditure category. Such items will normally be stand-alone modules that are acquired off the shelf or are constructed with a low level of technical risk. To have a ‘value beyond the project period’ means it is highly likely the applicant will be able to sell an item to an independent party for use in activities unrelated to the project.

Costs incurred in the construction of a number of identical prototypes are eligible expenditure only where a strong reason for multiples exists, such as to enable testing under varied operating

conditions. Prototype expenditure includes the cost of materials used in testing a process or prototype.

Once fully completed, running costs for prototypes are eligible expenditure but must be readily verifiable and may include items such as rent, light and power, and repairs and maintenance.

### A.13 Other eligible expenditure

Other eligible expenditures for the project may include:

- staff training that directly supports the achievement of project outcomes
- financial auditing of project expenditure, the cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible 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
- contingency costs up to a maximum of 10 per cent of total eligible expenditure. Note that we make payments based on actual costs incurred.

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.

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
- depreciation of plant and equipment beyond the life of the project
- maintenance costs
- costs of purchasing, leasing, depreciation of, or development of land
- 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
- overseas travel and expenditure 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.