

Maintaining Our Supply of Diesel Exhaust Fluid Program

General Application Guidance

The following checklist has been developed to assist you when preparing your application for the Maintaining Our Supply of Diesel Exhaust Fluid Program (MOSDEF). This is a summary of the content and attachments you should consider when preparing your application.

Full details can be found in the Grant Opportunity Guidelines and Sample Application Form at the website [link](#).

* This reference matches the question in the sample application form

	Topic	Description	Check
Eligibility			
		Your project will be able to manufacture Technical Grade Urea (or equivalent) in Australia by 30 April 2026, that is compliant with the ISO 22241 specification.	
		Project is new and has not commenced.	
		You have demonstrated you can fund your share of the project costs, including ineligible expenditure. You must attach an accountant declaration (see Attachments section).	
Project Information			
E2*	Project Description	This is a clear explanation of your project. It should explain the goals and deliverables for the project. The key activity steps that will be done in the project should be a major part of the answer with good detail provided. Overall, you want to give assurance that the process to undertake the project is well understood, and you can explain this to the reader.	
E4	Project Duration	The project must be completed by 30 April 2026. The grant will not fund any costs, including for orders placed (incurred costs) before the date we notify the application was successful. You can elect to commence your grant milestones from the date we notify you that the application was successful and not before that date.	
E5	Milestones	This should be a step by step list of activities that will be done. This should provide clear details for each milestone. You might consider the answer is like a Gantt chart which describes the work that needs to be completed over time. This provides the substance to understanding the project steps to complete the project. For example, if I a CNC machine is being installed. Milestone: Install CNC Machine Activities: <ul style="list-style-type: none"> - Place order for CNC - Prepare foundations for installation - Electrical work to be completed - Assemble machine - Install on site - Complete testing 	

		<p>Start and end dates for completing milestones should be realistic and achievable.</p> <p>They should follow the correct sequence if a prior activity needs to be completed.</p> <p>Your milestone costs will link back to the budget, so the costs will line up to fit with the budget profile.</p>	
E8	Security Plan	You should have plan against potential national security risks such as cyber security threats. This plan may be requested.	

Project Budget

F1	Budget	<p>The figures entered in the budget section should be the same as your attached budget.</p> <p>Think about the amount of funds needed for each financial year so the financial year amount is realistic, as there is no guarantee that funds not spent in one year will be able to be moved to the next year.</p>	
F2	Source of Funding	The costs of the project and where funds will be sourced should be known.	
F3	Grant Amount Sought	Grant funds requested cannot be more than \$16.15 million (grant amount will be up to 50% of total eligible costs).	
F4	Contributions	You must demonstrate you will have secured funding for the project, excluding the grant amount, and the timing of the money will be made available to fund the milestones as they commence.	

Assessment criteria

G1	General	<ul style="list-style-type: none"> • This is where you should spend most of your effort and will take the most time to answer • The larger the grant the more detail will be needed • Do not assume the reader knows the answers, it is your job to provide a clear explanation to the question with sufficient detail • Answer each question in the assessment criteria and then double check that you have not missed any, as some will have multiple dot points and multiple items to answer in each question • Provide detailed answers, and answer each point individually so it is clear they are being addressed, rather than combine your answer • When you are asked to explain how your project will offer advantages, do not restrict the answer to the examples in the question, you can add other examples • Pay attention to the assessment points against each criterion • You must score at least 50% of the assessment points, but this is a competitive grant, so the stronger the responses, the more competitive you will be • Get someone who does not have background to read the answers and determine if the response is understood, is clear and is complete • Consider you have been given plenty of space to answer, the responses should be full and thorough. 	
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Other

	Expenditure	The Guidelines provide detail on what is eligible and ineligible expenditure.	
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		It is valuable to check that the grant budget items are all eligible. Any ineligible expenditure can be allocated to the company expenditure.	
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Closing Date

	Closing Date	Application submitted by 5pm Australian Eastern Daylight Time on 28 February 2023	
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Attachments

	Accountant Declaration	Accountant Declaration that confirms you can fund the full project cost excluding the grant amount. Get this started early as it can take time. Use template provided, the link is accountants declaration template	
	Project Plan	Project plan that provides detail on the project steps and costs for each step. This should have clear detail to understand the work that will be done to get to a completed project. Your project plan should contain the following to be competitive: <ul style="list-style-type: none"> • a summary of your project including key objectives and outcomes • a background of your organisation and your key management staff • scope of the project and overview of project activities, including milestones • a breakdown of roles and responsibilities • a communication plan identifying key stakeholders • a risk management framework identifying risks, impacts and mitigation strategies. • timeframes for TGU production and delivery to the Australian market and any assumptions that would affect this • estimated production volumes and any existing or expected offtake plans for the product, including evidence of offtake agreements with customers, sales, and marketing plans • commercial readiness of the project and if you are using proven technology. • if you are creating novel technology <ul style="list-style-type: none"> ○ plans to protect your intellectual property (which may include licensing or trademarking) ○ how you intend to test commercial acceptance of the product produced. 	
	Project Budget	The project budget should match the total cost of the project. The totals will match the Project budget summary in the application. This should provide the fully costed project and break down costs in key categories such as: <ul style="list-style-type: none"> • Labour • Contract • Plant and equipment • Materials • Other It is expected the detail will be at line level including all the equipment purchased, building costs, installation costs etc. Labour should include staff that will be used and their salary per annum, period on the project and what they will do on the project.	

		<p>This is a document that will explain how you determined the overall cost for the project.</p> <p>The Government may ask for quotes during the assessment period. You may not have all your quotes at this stage, but it is valuable to have a well developed budget as there can be no variation to increase the grant amount if the application is successful.</p>	
	Letter of Support	A letter of support from each of the project partners (where applicable)	
	Trust Deed	If applicable attach full deed	