



Australian Government

Department of Industry, Science and Resources

Grant Opportunity Guidelines

Powering Australia Industry Growth Centre Program

Opening date:	22 May 2023
Closing date and time:	17:00 (5pm) Australian Eastern Standard Time on 19 June 2023 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Industry, Science and Resources (DISR)
Administering entity:	DISR
Enquiries:	If you have any questions, contact us on 13 28 46. Questions should be sent no later than 14 June 2023.
Date guidelines released:	22 May 2023
Type of grant opportunity:	Open competitive

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1. Powering Australia Industry Growth Centre Program processes

The Powering Australia Industry Growth Centre program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Industry, Science and Resources' Outcomes 1 and 2. The Department of Industry, Science and Resources works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

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



Stage One - Expression of Interest (EOI)

You complete and submit an EOI

You complete the online EOI form, addressing all Stage One eligibility and assessment criteria required for your application to be considered.



We assess all EOIs

We assess all EOIs against the eligibility criteria. An Independent Assessment Committee will assess all eligible applications against the EOI assessment criteria and recommend to the Program Delegate which EOIs should be invited to submit a Stage Two grant application. The Program Delegate then makes a decision on which projects can progress to Stage Two.



We notify you of the outcome

We advise you of the outcome of your EOI.



Stage Two – Grant application

Successful applicants from Stage One are invited to complete and submit a grant application

You complete the application form, addressing all Stage Two eligibility and assessment criteria required for your application to be considered.



We assess all grant applications

We assess all Stage Two applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other Stage Two applications.



We make grant recommendations

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



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

We will enter into a grant agreement with you if successful. 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. We manage the grant by working with you, monitoring your progress, and making payments.



Evaluation of the Powering Australia Industry Growth Centre program

We will evaluate the specific grant activity. 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 Powering Australia Industry Growth Centre grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

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

We have defined key terms used in these guidelines in the glossary at section 0.

2. About the grant program

The Powering Australia Industry Growth Centre program (the program) will run over four years from 2023-24 to 2026-27. The program was announced as part of the Australian Made Battery Plan to create more jobs and greater wealth for the nation by manufacturing batteries onshore. The program will complement the Australian Made Battery Plan by establishing the Powering Australia Industry Growth Centre (PAIGC) which will support Australian businesses in developing and adopting new renewable technologies, including batteries.

The objective of the program is to establish the national PAIGC to:

- support businesses looking to locally manufacture renewable technologies and commercialise local ideas;
- encourage connection between critical minerals producers and renewables manufacturers;
- facilitate partnerships between governments, research institutions, and industry to drive the development and adoption of renewable technologies in Australia;
- support businesses in navigating battery regulatory barriers; and
- support First Nations businesses to contribute to the development of renewable technologies through engagement of a First Nations Business Advisor.

The intended outcomes of the program are to:

- grow Australia's renewables technologies industry and establish Australia as a leader in renewables technologies by:
 - increasing the development and adoption of renewable technologies and processes across Australian industries and firms;
 - increasing domestic demand for renewable technologies;
 - increasing Australia's competitiveness in international renewable technologies markets;
 - upskilling workers to service the renewable technologies industry;
 - uplifting capabilities of businesses to overcome battery regulatory barriers; and
 - developing domestic end-to-end battery and other renewables supply chains.
- increase First Nations business participation in the development of renewable technologies

- support Australia’s emission reduction targets by driving industry’s transition to clean energy through the adoption of new technologies
- support economic growth and job opportunities within the renewable technologies industry.

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)¹.

3. Grant amount and grant period

3.1. Grants available

The Australian Government has announced a total of \$14 million over four years for the program.

You are required to contribute towards the project. The grant amount will be up to 60 per cent of eligible expenditure up to a maximum of \$14 million. You are responsible for the remaining eligible and ineligible project costs.

Contributions to your project must be cash. You cannot use funding from other Commonwealth, state, territory or local government sources to fund your share of eligible expenditure.

3.2. Project period

The maximum project period is 43 months.

You must complete your grant/project by 31 March 2027. Following the grant/project period, an evaluation period of 24 months will commence.²

4. Eligibility criteria

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

4.1. Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
- be non-income-tax-exempt
- be registered for the Goods and Services Tax (GST); and
- be one of the following entities:
 - an entity, incorporated in Australia
 - a company limited by guarantee
 - an incorporated association
 - an Aboriginal and Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#) (Cth)
 - a co-operative
 - a partnership

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

² Further details on evaluation are provided at section 12.7

- a joint (consortia) application with a lead organisation³.

Joint applications are acceptable and encouraged where this increases applicants' capability to deliver the program objectives, provided you have a lead organisation who is the main driver of the project and is eligible to apply.

Entities that are eligible to participate as project partners, but not as lead organisations, include, but are not limited to:

- publicly funded research organisations (PFROs) as defined in section 14.
- corporate Commonwealth entities.
- state, territory, or local government bodies.

For further information on joint applications, refer to section 7.2.

We can only accept applications where you can provide evidence of how you will provide your share of project costs, such as an Accountant Declaration, that confirms you can fund your share of the project costs (required as part of Stage Two applications only). An accountant declaration template is available on business.gov.au and GrantConnect.

We cannot waive the eligibility criteria under any circumstances.

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

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*.
- Income tax exempt.
- an individual.
- an unincorporated association.
- any organisation not included in section 0.
- a trust (however, an incorporated trustee may apply on behalf of a trust).
- a non-corporate Commonwealth entity.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- be consistent with the objective and intended outcomes for the PAIGC, as outlined in section 2
- include all relevant activities required for the establishment and operation of the PAIGC over the project's lifespan

³ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint Applications'

- engage a [Supply Nation](#)⁴ registered or certified First Nations Business Advisor.

5.2. Eligible expenditure

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

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

We may update the 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 General 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 unless stated otherwise.

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

6. The assessment criteria

6.1. Expression of interest (EOI) (Stage One)

The application form to submit an EOI will ask you a series of questions about your proposed project.

You must address all the assessment criteria listed below in the Stage One application. An Independent Assessment Committee (the Committee) will assess your application based on the weighting given to each criterion.

The application form includes text limits of 7,500 characters per criteria. The Stage One application form displays character limits for each response.

We will only invite applications that score at least 50 per cent against all Stage One assessment criteria to submit an application under Stage Two.

If invited to submit an application under Stage Two, you will be asked to provide more detailed responses, and will be asked to provide evidence to support your answers.

⁴ <https://supplynation.org.au/>

Stage One assessment criterion 1

Project alignment with program objectives and outcomes (50 points).

Provide an overview of your proposed PAIGC, considering how it would:

- a. support local manufacturing of renewable technologies and commercialisation of local ideas.
- b. create connections between critical minerals producers and renewable manufactures to develop domestic battery and other renewables supply chains.
- c. facilitate domestic partnerships between renewable technologies industry, research institutions, and governments.
- d. improve business capabilities to navigate battery regulatory barriers, develop, adopt and export renewable technologies.
- e. develop the skills and management capabilities of the renewable technologies industry and First Nations businesses.
- f. support First Nations businesses to contribute to the development and adoption of renewable technologies.

First Nations organisations are encouraged to apply. Organisations able to demonstrate a track record of working with First Nations organisations to deliver outcomes will be viewed positively during assessment.

Stage One assessment criterion 2

Capacity, capability, and resources to carry out the project (50 points).

Provide an overview on your organisation, demonstrating:

- a. your access to personnel with the relevant experience and expertise required for the successful delivery of the proposed PAIGC, including management and technical staff.
- b. your ability and/or experience in building and utilising connections across industry, research organisations, First Nations businesses and organisations, and government to deliver outcomes.
- c. your ability and/or experience in supporting industry to develop, commercialise and manufacture local ideas.
- d. your organisation's ability to provide access to equipment or resources, services and support to businesses nationally, including in regional and remote areas.

6.2. Grant application Stage Two

Applications for Stage Two are by invitation only.

If invited to submit an application under Stage Two, you must address the assessment criteria in your grant application outlined below. These require more detail than provided in your EOI and you will be asked to provide evidence to support your answers. Your application should also address any feedback received through the EOI process. We will assess your application based on the weighting given to each criterion.

The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity, and grant amount requested. The application form displays size limits for answers.

The Department will only consider funding applications that score at least 50 per cent against each criterion, as these represent best value for money.

Stage Two assessment criterion 1

Alignment with program objectives and outcomes (30 points).

In providing your response, you should provide detail, with reference to your attached documentation⁵, on how your proposed PAIGC would:

- a. support local manufacturing of renewable technologies and commercialisation of local ideas
- b. create connections between critical minerals producers and renewable manufactures to develop domestic battery and other renewables supply chains
- c. facilitate domestic partnerships between renewable technologies industry, research institutions, and governments.
- d. improve business capabilities to navigate battery regulatory barriers, develop, adopt and export renewable technologies.
- e. develop the skills and management capabilities of the renewable technologies industry and First Nations businesses.
- f. support the participation of First Nations businesses to contribute to the development and adoption of renewable technologies.

Stage Two Assessment criterion 2

Capacity, capability, and resources to carry out the project (30 points).

You should demonstrate this by providing detail and supporting evidence on:

- a. your track record in delivering similar services and/or projects.
- b. your access to personnel with the relevant experience and expertise required for the successful delivery of the project, including management and technical staff.
- c. your ability and/or experience in building and utilising connections across industry, research organisations, First Nations businesses and organisations, and government to deliver outcomes.
- d. your organisation's ability to provide access to research infrastructure, equipment or resources, services and support to businesses nationally, including in regional and remote areas.
- e. your plan to manage the project, including any associated risks and proposed mitigation strategies.
- f. your plan to make the PAIGC self-sustaining by the completion of the project period.
- g. your plan to collect and report on the delivery of program objectives and outcomes, including accounts of services delivered, their locations and end results.

⁵ See section 7.1.

Stage Two Assessment criterion 3

Benefits provided to battery manufacturing and renewable technology industries (20 points).

You should demonstrate this by detailing the extent to which your proposed PAIGC will:

- a. increase Australia's competitiveness in domestic and global markets for batteries and renewable technologies.
- b. increase access and availability of relevant skills and expertise required to support and grow Australia's renewable technologies sector.
- c. promote a collaborative environment within the renewable technology sector.
- d. foster increased participation of First Nations peoples, businesses and organisations in the renewable technology sector.

Stage Two Assessment criterion 4

Broader national benefits (20 points)

You should demonstrate this through identifying the social, environmental, and economic benefits to be delivered through your proposed PAIGC, including consideration of how your proposal will:

- a. support job creation in Australia's renewable technologies industries, including:
 - i. any relevant details on how the PAIGC will provide ongoing employment opportunities at all levels for First Nations peoples, either through direct engagement in the PAIGC, or through the opportunities created by the PAIGC.
 - ii. any relevant details on how the PAIGC will support the participation of women, people with disability, culturally and linguistically diverse people, or other diverse groups in the workforce, either through direct engagement in PAIGC activities, or through opportunities created by the PAIGC.
- b. increase Australia's energy security and capability in sustainable energy production and storage.
- c. support Australia's transition to net zero emissions by 2050 by improving access to, and viability of, renewable energy solutions.
- d. support the transition to a circular economy that designs out waste and keeps materials in use for longer through recycling, reuse, and repair of materials and products.
- e. support First Nations businesses to build strategic capabilities and contribute to the development of renewable energy assets.

7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#). These documents may be found at [GrantConnect](#). Any alterations and addenda⁶ will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

⁶ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

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 the online EOI application form on the online portal
- be invited to apply for Stage Two on [business.gov.au](#)
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments
- respond to feedback received through Stage One EOI process
- submit your application to DISR by 17:00 (5pm) Australian Eastern Standard Time on 19 June 2023

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) and the Department will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it you should call us immediately on 13 28 46. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time. The acceptance of any additional information provided after the submission of your application is at the discretion of the Program Delegate.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within three working days.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at [business.gov.au](#) or by calling 13 28 46.

7.1. [Attachments to the application](#)

Stage Two application attachments

You must provide the following documents with your application:

- a project plan including the scope of the project, a timeline of activities, and a list of all key management and technical staff, including their relevant experience and details of any contractors that you have or intend to engage as a part of the project.
- a governance plan, including the governance model and arrangements for managing your project and relationships with partners and why the chosen model and arrangements are the most appropriate for your project.
- a project budget (split over financial years), which accounts for both cash and in-kind contributions, and which identifies sources of funding (grantee contribution,

Commonwealth funding, etc.). Your budget should include a breakdown of the costs that sit under each head of expenditure and detail how these costs have been determined (e.g. quotes, etc.).

- a business plan for the PAIGC, including details of fees, products, services, marketing and industry engagement strategies, and arrangements for managing assets and intellectual property; and which provides an overview of the long-term viability of the PAIGC including its pathway to self-sustainability.
- a risk management plan, and any supporting documentation, describing how you propose to monitor, manage and report identified risks, including risks that may arise during your project. The risk management plan should give specific consideration to risks associated with cyber security attacks and foreign interference.
- a data collection plan and any supporting documentation, describing how you propose to collect data on the number of services delivered, their locations, and end results.
- accountant declaration verifying the financial sustainability of your business (independent of the grant funding), and confirming your share of the project costs can be met.
- detailed evidence that supports assessment criteria responses (where applicable).

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

7.2. Joint (consortia) applications

We recognise that some organisations may want to join as a group to deliver a project.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application must identify all members of the proposed group and include a letter of support from each of the project partners.

Each letter of support should include:

- details of the partner organisation(s)
- an overview of how the partner organisation/s will work with the lead organisation and any other partner organisation/s in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the partner organisation/s will bring to the group
- the roles/responsibilities of the partner organisation/s and the resources it will contribute (if any).

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

7.3. Timing of grant opportunity

You must 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 in the fourth quarter of 2023 or the first quarter of 2024.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of EOI (Stage One) applications	2-4 weeks
Outcomes of EOI process	4 weeks
Preparation and submission of grant applications (Stage Two)	4 weeks
Assessment of applications (Stage Two)	2-4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreement	up to 4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	September 2023
End date of grant activity or agreement	31 March 2027

7.4. Questions during the application process

If you have any questions during the application period contact the Business Grants Hub on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

The Business Grants Hub will respond to emailed questions within three working days.

8. The grant selection process

8.1. Assessment of grant applications

Stage One expressions of interest

We first review your application against the eligibility criteria.

Only eligible applications will proceed to assessment. We consider eligible applications through an open competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications. We will consider your application on its merits, based on:

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

We will then make a recommendation on which projects should be invited to apply for a grant to the Program Delegate. The Program Delegate then makes a decision on which EOIs will proceed to Stage Two. The Program Delegate's decision is final.

Stage Two grant application

We will assess your Stage Two application against the assessment criteria (see Section 6). We will consider your application on its merits, based on:

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

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.⁸

When assessing whether the application represents value with relevant money, we 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.

If the selection process identifies unintentional errors in your application we may contact you to correct or clarify the errors, but you cannot make any material alterations or additions.

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,⁹ 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.

8.2. Who will assess applications?

We first review your application against the eligibility criteria. Only eligible applications will proceed to the assessment stage.

A Committee comprised of renewable technology experts will assess eligible Stage One (EOI) and Stage Two applications.

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

The Committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The Committee may also consider information about you or your application that is available through the normal course of business.

The Committee recommends to the Program Delegate which applications to approve for the grant.

8.3. Who will approve grants?

The Program Delegate decides which grant to approve, taking into account the application assessment, the recommendations of the Committee, and the availability of grant funds for the purposes of the grant program.

⁸ See glossary for an explanation of 'value with money'.

⁹ Subject to national security and other considerations.

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

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

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

9. Notification of application outcomes

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

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

9.1. Feedback on your application

If you are unsuccessful, you may ask for feedback within one month of being advised of the outcome. We will give written feedback within two months of your request.

10. Successful grant applications

10.1. The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the standard grant agreement in this program.

Each grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and GrantConnect. We will use a schedule to outline the specific grant requirements.

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 must execute a grant agreement with you before we can make any payments. You must not start any program activities until a grant agreement is executed.

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.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the agreement.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Program Delegate.

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

10.2. Specific legislation, policies, and industry standards

Whilst you are required to be compliant with all relevant laws, regulations and Australian Government sanctions in undertaking your project, you may be requested to demonstrate compliance with the following legislation/policies/industry standards:

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
- proportion of eligible expenditure covered by the grant
- any in-kind contributions you will make
- any financial contribution provided by you or a third party.

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

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

10.4. Grants payments and GST

If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

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](#).¹⁰ We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect, as required by Section 5.3 of the [CGRGs](#). We may also publish this information on [business.gov.au](#). This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

¹⁰ <https://www.ato.gov.au/>

12. How we monitor your grant activity

12.1. Keeping us informed

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

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

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on [business.gov.au](#).

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 milestones and outcomes.
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the 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.

Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes, including:
 - details of service delivered
 - outcomes achieved to date
 - case studies and participant feedback demonstrating impact (on request)
 - those outlined in your data and self-sufficiency transition plans.
- show the total eligible expenditure incurred to date and any committed funding
- include evidence of expenditure (on request)
- 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 reporting delays with us as soon as you become aware of them.

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.

Final report

When you complete the project/services, you must submit a final report.

Final reports must:

- identify the total eligible expenditure incurred for the project
- include evidence of your progress towards completion of agreed activities and outcomes, including:
 - details of service delivered
 - outcomes achieved to date
 - case studies and participant feedback demonstrating impact
 - those outlined in your data and self-sufficiency transition plans.
- identify the total eligible expenditure incurred
- 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.

12.3. Audited financial acquittal report

We will ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement. The financial acquittal report template is available on business.gov.au and GrantConnect.

12.4. Grant agreement variations

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

- changing project milestones
- extending the timeframe for completing the project but no later than 31 March 2027
- changing project activities.

The program does not allow for:

- an increase of grant funds.

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 can request a variation in writing via the [online portal](#) before the project end date.

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

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

- availability of program funds.

12.5. Compliance visits

We may visit you during the project period, or at the completion of your project, to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6. Record keeping

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

12.7. Evaluation

We will evaluate the grant 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.

12.8. Acknowledgement

If you make a public statement about a project funded under the program we require you to acknowledge the grant by using the following:

- 'This project received grant funding from the Australian Government.'

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, is in accordance with the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct, and is consistent with the CGRGs.

13.1. Enquiries and feedback

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

We may publish answers to your questions on our [website](#) as Frequently Asked Questions.

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

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

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

General Manager
Portfolio Program Delivery
Department of Industry, Science and Resources
GPO Box 2013
CANBERRA ACT 2601

If you do not agree with the way we have handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with us.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2. 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\(7\)\)](#)¹¹ of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

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

13.3. How we use your information

Unless the information you provide to us is:

- confidential information or
- personal information,

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.

¹¹ <https://www.legislation.gov.au/Details/C2019C00057>

¹² https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

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.

When we may disclose confidential information

We may disclose confidential information:

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

We may also disclose confidential information if:

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

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

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

We, or the Minister, may:

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

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

- what is personal information

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

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

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.

13.4. National security

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

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

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.

Export Controls

Australia's export control regime limits the overseas transfer of goods and technologies listed on the [Defence and Strategic Goods List](#)¹⁵ (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 \(DEC\)](#).

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

¹⁵ <https://www.legislation.gov.au>

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.

Foreign Government Affiliations

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

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

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

13.5. Disclosure of Commonwealth, state, or territory financial penalties

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

14. Glossary

Term	Definition
Accountable authority	See subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 .
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.
Commencement date	The expected start date for the grant activity.
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
Completion date	The expected date that the grant activity must be completed and the grant spent by.
Co-sponsoring entity	When two or more entities are responsible for the policy and the appropriation for outcomes associated with it.
Department	The Department of Industry, Science and Resources.
Decision maker	The person who makes a decision to award a grant.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligibility criteria	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 5.22.
Eligible expenditure guidance	The guidance that is provided at Appendix A.

Term	Definition
Grant	<p>For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <p>a. under which relevant money¹⁶ or other Consolidated Revenue Fund (CRF) money¹⁷ is to be paid to a grantee other than the Commonwealth; and</p> <p>which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</p>
Grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake.
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.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
Grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
Grantee	The recipient of grant funding under a grant agreement.
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 Industry and Science.
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).

¹⁶ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹⁷ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
PBS Program	Described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	A General 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 <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and state and territory business enterprises which undertake publicly funded research.
Selection process	The method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.

Term	Definition
Value with money	<p>Value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> ▪ the quality of the project proposal and activities; ▪ fitness for purpose of the proposal in contributing to government objectives; ▪ that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and ▪ the potential grantee’s relevant experience and performance history.

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 or 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 that has been 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, Board Members, including the Chair, General Manager, accountants, and lawyers) as eligible expenditure, even if they are doing project management tasks. Exceptions may be made at the discretion of Program Delegate where leadership or administrative staff also perform technical functions in support of the project.

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 Australia Tax Office (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 may include:

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

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

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

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

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

Eligible overseas activities expenditure is generally limited to 5 per cent of total eligible expenditure.

A.6 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 project expenditure
- contingency costs up to a maximum of 10 per cent of the eligible project costs. 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 the execution of the grant agreement
- any in-kind contributions
- financing costs, including interest
- capital expenditure for the purchase of assets not specifically related to the project, 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)
- 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, for example, 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
- catering, meals and refreshments
- travel or overseas costs that exceed 5 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.