



Australian Government

**Department of Infrastructure, Transport,
Regional Development and Communications**

Program Guidelines

Emerging Aviation Technology Partnerships Program: Round One Grant Opportunity

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|------------------------------------|--|
| Opening date: | 17 December 2021 |
| Closing date and time: | 31 March 2022, 23:30 hours (11:30pm) AEDT |
| Commonwealth policy entity: | Department of Infrastructure, Transport, Regional Development and Communications |
| Enquiries: | If you have any questions, please email EATP@infrastructure.gov.au. Questions should be sent no later than 14 days prior to the closing date for grant applications. |
| Date guidelines released: | 17 December 2021 |
| Type of grant opportunity: | Open-competitive |

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1. Emerging Aviation Technology Partnerships Program grant opportunity administration processes

The program will help achieve Australian Government objectives in the emerging aviation technology sector. There will be two funding rounds. These Guidelines constitute the Round One grant opportunity. The process for administration of the grant opportunity is as follows:

The Round One grant opportunity opens

We (the Department of Infrastructure, Transport, Regional Development and Communications, or 'the Department') publish the Round One grant guidelines on [GrantConnect](#)



You submit a grant application

You complete the application form and address all of the eligibility and assessment criteria.



We assess all grant applications in three phases

The program team will assess the eligibility of each application (and notify you if you are not eligible), conduct a preliminary assessment of each eligible application against assessment criteria, including consideration of value for money and in comparison to other applications, and provide a report to the Assessment Committee (AC). We may contact you during this phase to clarify your application. The AC will review this assessment and undertake its own assessment. Highly ranked applicants may be contacted during this phase in order to clarify or refine your project (see section 8.1). The AC will provide a report and recommendations for approval to the decision maker, the Minister for Infrastructure, Transport and Regional Development.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

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



We enter into a grant agreement

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



Delivery of grant

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



The Round Two Grant Opportunity opens (timing to be determined in light of results of the Round One grant opportunity selection process)

Following execution of Round One Grant Agreements, we publish separate grant guidelines for the Round Two grant opportunity under the program, which will be tailored in light of the successful applications received in Round One. We follow the same steps as applied for Round One.



Evaluation of the Program

We evaluate each project funded under each Round, and the Program 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 Round One grant opportunity of the Emerging Aviation Technology Partnerships (EATP) Program.

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; and
- responsibilities and expectations in relation to the opportunity.

You should read this document carefully before you submit an application.

2. About the grant program

The EATP program was announced on 6 May 2021 as part of the Australian Government's Digital Economy Strategy. The government committed \$32.6 million for the program over two years, 2021-22 and 2022-23, comprising approximately \$30.6 million for the establishment of projects under the program and approximately \$2 million for costs associated with program administration.

The EATP program will encourage adoption of emerging aviation technologies (such as drones, electric vertical take-off and landing (eVTOL) aircraft and new aviation propulsion systems) to address community needs, particularly in regional Australia.

The EATP program will also provide Government with real-world operational scenarios and a valuable opportunity to test the regulatory frameworks needed for the sector as it grows. This will help ensure Australia is positioned to accommodate new aviation operations with increased technical complexity and at a greater scale.

The Australian Government is seeking to partner with industry on the development and deployment of emerging aviation technology. These partnerships may also bring together other parties as required to deliver projects, such as state or territory government agencies, local councils and communities. Partnerships may be formed via an informal agreement (for example a Memorandum of Understanding) to outline the government's commitment to ensuring the successful delivery of projects. Such agreements will be distinct from the Grant Agreement.

The program may also include funding for direct procurement by the Commonwealth to support the delivery of projects. Commonwealth led procurement opportunities will only arise where a need has been identified by and agreed with industry partners either in the grant application or during the course of project implementation (for example in areas such as community engagement, infrastructure support and assessing and (where possible) addressing regulatory barriers). Commonwealth led procurements will be undertaken as a process separate to the grant agreement and conducted in accordance with the Commonwealth Procurement Rules.

There will be two grant opportunities under the program. These guidelines cover the Round One grant opportunity. \$15.3 million has notionally been allocated for each grant opportunity, this includes \$13.8 million for grant projects and \$1.5 million for Commonwealth led procurements, per round. These notional allocations are intended to be flexible, with the amount of grant and procurement funding agreed under each round to be determined in light of the nature of project applications received in Round One.

The program contributes to the Department's Portfolio Budget Statement Outcome 2 – *an efficient, sustainable, competitive, safe and secure transport system for all transport users, through regulation, financial assistance and safety investigations.*

The Department worked with stakeholders to plan and design the grant program and is responsible for administering the program according to the *Commonwealth Grants Rules and Guidelines (CGRGs)*.

2.1 Program objectives

The objectives of the program are to:

- encourage and enable the development and deployment of innovative emerging aviation technologies including identifying and addressing regulatory and other barriers where appropriate;
- demonstrate the benefits of emerging aviation technology to Australian businesses, particularly in regional Australia; and
- enhance the competitiveness, efficiency and reliability of Australian aviation.

2.2 Program outcomes

The intended outcomes of the program are:

- expedited growth in the Australian emerging aviation technology market;
- advancement towards regulations that support the safe and efficient use of emerging aviation technology;
- increased awareness and understanding of the benefits and potential opportunities of emerging aviation technology within the industry, across the Australian Government and the wider community; and
- improved services and increased health and societal benefits for communities in regional and remote Australia.

Given the likely varied nature of projects under the program, the program does not include any general Key Performance Indicators (KPIs). Any such KPIs will be determined as part of individual grant agreements.

2.3 Grants Program Focus Areas

The Round One grant opportunity has five focus areas, with the option to establish trial projects and/or conduct research and development to support future trial projects. These focus areas have been identified by the government as priority areas of potential for the application of emerging aviation technology with a particular focus on providing benefits for regional communities.

You may address more than one focus area in your application (for example if your application includes more than one project or if your project touches on multiple focus areas), noting the Department will consider proposals against each of the focus areas addressed. There is no set funding allocation for each focus area, the funding will be used flexibly dependent on the nature of proposals received.

The five focus areas are:

1. **Digital farming** – establish a trial using innovative digital aviation farming technology that is not already in use in the market, to demonstrate economic, productivity, environmental or other benefits for agricultural businesses in Australia.
2. **Boosting regional supply chains** – establish a trial with a regular supply chain link using drones or other emerging aviation technology with capability to travel medium to long distances¹ to deliver critical and /or high turnover supplies from and between regional hubs.

¹ We have intentionally not defined distances and payloads. The appropriateness and acceptability of elements such as distance and payload will be considered when proposals are assessed against the comparative merits of other proposals.

3. **Connecting regional communities** – conduct research to identify what is required from a regulatory perspective to enable operational flight-testing using multi passenger VTOL aircraft or other emerging aviation technology with the capacity to connect a network of regional towns. Proposals may include scope for negotiating and implementing an operational test flight.
4. **Improving outcomes for regional and remote Indigenous communities**
 - establish a trial of a regular service from and /or between regional hubs that service a remote Indigenous community using drones or other emerging aviation technology to travel medium to long distance to deliver medical and other essential supplies; and/or
 - establish a trial using emerging aviation technology within a regional or remote Indigenous community to address particular needs and facilitate wellbeing – for example, delivery of supplies to remote locations; and/or
 - conduct research to identify what is required from a regulatory perspective to enable operational test flights using multi passenger VTOL, or other emerging aviation technology, to transport people (for example patients or medical personnel) over a long distance from and /or between regional hubs that service a remote Indigenous community. Proposals may include scope for negotiating and implementing an operational test flight.
5. **Growing manufacturing in emerging aviation technology**
 - develop a prototype for an electric aviation propulsion system (or another fuel source) or any component of an emerging aviation technology airframe. Proposals may include scope for negotiating and implementing an operational test flight.
 - conduct research to inform development of a concept for an emerging aviation technology prototype. Proposals may include scope for progressing to prototype development.

All applications should demonstrate the technical viability of the proposal and ability to complete the project by July 2023. Applications should also identify what assistance, if any, is required from the Commonwealth to ensure successful project delivery. Demonstration of commercial and scalability potential during and beyond the life of the program is also desirable.

Applications should also outline how their project will contribute to advancing the Australian sector, noting it is expected that research findings will be shared with industry and interested stakeholders. Mechanisms for information sharing will be agreed as part of individual grant agreements.

2.4 What could this grant opportunity mean for applicants?

The following scenario is provided for illustrative purposes only, to demonstrate how the program might work for an application received under the 'digital farming' focus area.

Example application scenario

Proposal

Company DroneSprayer submits a proposal under the Digital farming focus area. Working with a local lettuce farmer, CrispyLeaf, DroneSprayer proposes to establish a 12-month trial using a fleet of networked drones to conduct precision spraying at scale. The proposal clearly outlines the benefits to the local economies, communities and the environment and demonstrates how being a first mover in the space would benefit the broader industry with the potential to market the technology internationally.

DroneSprayer's application identifies that in addition to CrispyLeaf, the project has the support of the State Government (including the pesticides regulator) the Local Council where CrispyLeaf is located, the aerial application industry association, who all wish to partner to ensure the successful

delivery of the project. The project also has the support of the neighbours of CrispyLeaf who are keen to minimise overspray.

In addition to seeking \$1 million in grant funding under the EATP grant opportunity, the application outlines the project partners' proposed contributions. It also identifies that current Commonwealth policies and Regulations do not readily permit swarming of drones and may impact their ability to establish the trial within the two-year program timeframe. DroneSprayer requests the Department consider additional support and funding assistance to help evaluate and address this issue.

Outcome

- The Department enters into a grant agreement with DroneSprayer for \$1 million to deliver a 12-month trial by July 2023, in line with an agreed budget and schedule of project milestones (funding may cover things such as technological development or employee / consumable costs related to the project).
- A MOU between the Commonwealth, DroneSprayer, CrispyLeaf, the State Government and the councils is agreed that outlines roles and responsibilities, information sharing principles and how the parties will work together to deliver the project.
- The Department procures professional services in accordance with the Commonwealth Procurement Rules, to develop drone swarm technical requirements, assist in the assessment of the regulatory framework and (where possible) remove any barriers – needs identified by DroneSprayer in their grant application.

2.5 Round Two

Separate guidelines will be released on GrantConnect for Round Two once the Round One selection process has concluded. Round Two will provide the opportunity to address priority gaps and areas of interest arising from the experience gained through Round One, and will enable research findings from first round funded research projects (particularly in relation to the regulatory framework) to be tested and applied to future technology trials. As such, the Round Two guidelines will be distinct from these Round One guidelines.

As indicated in Section 2, \$15.3 million has notionally be allocated for Round Two, noting the total program funding allocation is intended to be used flexibly and the funding available for Round Two will be dependent on what projects are funded under Round One.

3. Grant amount and grant period

3.1 Grants available

Total program funding available to support projects under the program is approximately \$30.6 million. \$15.3 million has notionally been allocated for this Round one grant opportunity.

Program funding will be managed flexibly between the focus areas and grant opportunities, with the final allocation for the Round One grant opportunity dependent on the applications received, noting the Department will endeavour to address each focus area when recommending proposals for approval.

Funding will be used for direct grant payments to successful applicants. Funding may also be used by the Commonwealth for procurement related activities to support project delivery and progress program outcomes, only where a need has been identified in a project proposal or during project implementation and agreed with the grantee. Of the \$15.3 million available for this Round One grant opportunity, \$13.8 million has been notionally allocated for grant payments and \$1.5 million notionally allocated for Commonwealth led procurements, noting funding will be used flexibly dependent on the nature of proposals.

Your application should identify areas that may require or benefit from a Commonwealth led procurement to ensure the successful implementation of your project proposal (for example, regulatory development or community engagement).

Your application should also identify how much grant funding you are requesting. There is no set maximum or minimum grant amount. The amount of each approved grant will depend on the scope and complexity of the proposed project and will be proportional to the contribution of your project towards the program objectives. In making this assessment, we will be guided by the proportionality principle outlined in the CGRGs and will consider the capability of potential grantees in delivering the project, the contribution of the proposal towards advancement of the Australian emerging aviation technology sector, the value and duration of the proposal and the associated risks.

You are not required to financially contribute towards the project however, you are encouraged to do so. You should note the nature of your co-contribution as part of your application so we can take it into consideration during the assessment process.

We cannot fund your project if it has received, or is due to receive, funding from any other Commonwealth government grant for the same grant activity. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the EATP grant or the other Commonwealth grant.

The Department reserves the right to negotiate the scope, grant amount and grant period with highly ranked applicants prior to making recommendations to the decision maker regarding grant applications.

3.2 Grant period

As per the current funding allocation, projects under the Round One grant opportunity should be complete by 30 June 2023 unless otherwise agreed by the Department (see below and Section 7.3 for further detail on timing for this Round One grant opportunity). Any extension to this timeframe must be agreed by the Department in writing. Projects focussing on research may be expected to conclude earlier to enable findings to feed into Round Two projects.

We have in-principle agreement to extend the duration of the program beyond June 2023. We will advise you of the revised end date as soon as formal approval is obtained. In the interim, based on

the current two-year funding allocation for the program, applicants with projects requiring longer than a 12-month implementation period may plan for a maximum two-year grant period.

Round One Projects may include a proposal for both research/development and trial phases where completion is feasible within this timeframe. Timeframes will be outlined in individual grant agreements.

We will conduct a review of each project following the grant period, and will evaluate the program on its completion.

4. Eligibility criteria

Your application will not be considered 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), and
- be registered for the purposes of GST,

and be one of the following entity types:

- a company incorporated in Australia;
- a foreign corporation that can demonstrate how funding will benefit the Australian emerging aviation sector and local businesses and communities;
- a company incorporated by guarantee;
- an incorporated trustee on behalf of a trust;
- an incorporated association;
- a partnership;
- a joint (consortia) application with a lead organisation – this may include a partnership with a foreign corporation, or with a local government or state/territory government agency or body, with an eligible body as lead organisation²;
- notwithstanding paragraph 4.2, a registered higher education provider for the purposes of the *Tertiary Education Quality and Standards Agency Act 2011* (Cth), that is registered in a provider category that permits the use of the word ‘university’;
- an incorporated not-for-profit organisation;
- an individual; or
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- A Commonwealth, state, territory or local government agency or body;
- an unincorporated association;

² 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’

- 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' (www.nationalredress.gov.au); or
- any organisation not included in section 4.1.

4.3 What qualifications, skills or checks are required?

If you are successful, you must have or be willing to obtain necessary registration and accreditation credentials and comply with regulations as outlined by the Civil Aviation Safety Authority, including but not limited to the Civil Aviation Safety Regulations 1998.

You must also comply with the Air Navigation (Aircraft Noise) Regulations 2018 and any other Legislation and Regulations as appropriate to your proposal.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your project must address one or more of the focus areas outlined in section 2.1.

Eligible activities must directly relate to your project and can include (but are not limited to):

- conducting trials that undertake rigorous, commercial, and replicable testing of emerging aviation technologies;
- conducting research and development to support your proposal;
- communication and information sharing activities;
- demonstrating the technical viability of your proposal;
- technological development;
- demonstrating the uniqueness of your proposal compared to existing offerings in the market;
- demonstrating the commercial/scalability potential of your proposal in domestic and/or international markets; and
- assisting the government and other partners as outlined in the informal agreement, to address policy, regulatory or other issues related to your proposal.

We may also approve other activities, to be outlined in your agreement with the Department.

5.2 Eligible locations

Unless otherwise agreed by the Department, your proposed grant activity should be able to demonstrate a benefit to and be located in regional Australia.

Regional locations are those classified as very remote, remote, outer regional or inner regional using the Australian Bureau of Statistics' (ABS) Remoteness Structure – see ABS publication 1270.0.55.005 - Australian Statistical Geography Standard (ASGS): Volume 5 - Remoteness Structure, July 2016 [here](#). Data downloads for the remoteness structure are available [here](#).

Your grant can include activities at different locations as long as they are in regional Australia, with the exception of proposals that seek to link regional and urban centres.

Other locations may be considered on a case-by-case basis where there is a demonstrated benefit to regional Australia. For example, we acknowledge that some research and development proposals may be undertaken more effectively in urban areas, but be designed to benefit regional Australia. The Department would consider such proposals as eligible for consideration.

5.3 Eligible expenditure

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

Eligible expenditure items can include:

- the purchase and installation of equipment directly used in the project;
- employee costs specifically related to implementation of the project;
- set-up and administration costs associated with the project;
- travel and accommodation costs associated with the project;
- technical consumables associated with the project;
- specialist technical advice associated with the project;
- crew and technician costs associated with the project; and
- Commonwealth regulatory approvals and service provider charges associated with the project.

Other items may be agreed by the Department.

We may update the eligible and ineligible expenditure criteria detailed in these guidelines from time to time. If your application is successful, the version of the guidelines in place on the date you submitted your application will apply 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 expenditure.

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 may choose to commence your project from the date we notify you that your application is successful. However, we are not responsible for any expenditure you incur before a grant agreement is executed. The Commonwealth will not be liable for any activities undertaken before the grant agreement is executed.

5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of equipment not directly related to the project;
- purchase of land;
- costs incurred through ongoing business as usual or administration activities (for example, wages, electricity, phone and rent);
- the covering of retrospective costs;
- costs incurred in the preparation of a grant application or related documentation;
- overseas travel;
- activities that are already funded on an ongoing basis by other Commonwealth, state or territory, or local government programs; and
- other activities outside the scope of your agreement with the Department.

6. The assessment criteria

You must address all the assessment criteria listed as relevant to the focus area/s you are addressing, in your application. We will not consider applications that do not address all the relevant selection criteria. We will assess your application based on each criterion.

The amount of detail and supporting evidence you provide in your application should be proportionate to the size, complexity and grant amount requested. We will be guided by the proportionality principle outlined in the CGRGs and will consider the size and complexity of the proposal when making this assessment (for example we do not expect a small-scale, proposal of short duration and low value to require a project plan as extensive as a larger, more complex and high value proposal).

Criteria are of equal weight, worth 25 percent each. You should address each sub-criteria in your application.

We will only consider funding applications that score highly against each assessment criterion.

6.1 Assessment criterion 1 (all focus areas)

Project alignment with program objectives and outcomes

You should demonstrate this by identifying:

- a) to what extent your project contributes to the program objectives and outcomes;
- b) how your proposal demonstrates economic, productivity, environmental or other benefits derived from the application of emerging aviation technologies;
- c) the uniqueness of your proposed solution relative to what is already in the market;
- d) who you intend to partner with to deliver the project (including state and territory agencies, local governments and communities); and
- e) areas that would benefit from government assistance and/or a Commonwealth led procurement (for example policy and regulatory development, development of infrastructure) and your commitment to working with the Commonwealth on these matters.

6.2 Assessment criterion 2 (all focus areas)

Capacity, capability and resources to deliver the project

You should demonstrate this by identifying:

- a) your previous experience and capability in the project/activity area;
- b) your readiness to commence the project including access to key personnel;
- c) your access to necessary infrastructure/equipment or ability to access such infrastructure/equipment;
- d) your co-contribution (if any) including in-kind contributions from other sources;
- e) your ability to complete your project within the project period;
- f) any prior work /expenditure on the project;
- g) preparedness for regulatory approvals (if required) – including identifying the regulatory requirements and plans and/or mitigations in place to address requirements (this includes development of a safety case and concept of operations);
- h) a project plan to manage the project (including: budget, timeline, risk management plan, and plan for identifying, managing and engaging stakeholders); and

- i) your experience and capability in working with Indigenous communities, and your plan for engaging with and gaining consent from Indigenous communities (for proposals that impact Indigenous communities).

6.3 Assessment criterion 3 (all focus areas)

Benefits of your project for your business, the broader Australian industry and community

You should demonstrate this by identifying:

- a) the business case for your proposal;
- b) the contribution of your project towards Australian industry growth/productivity and your approach to sharing outcomes/findings with the Commonwealth and industry counterparts;
- c) the commercial and scalability potential to create a marketable product or service beyond the program;
- d) your evaluation strategy (including what your project will achieve, how success will be measured, proposed evaluation method and how benefits will be shared).

6.4 Assessment criterion 4 (focus areas 1 – 4)

How your project will address the focus area/s

You should demonstrate this by identifying:

- a) the innovative way you propose to use emerging aviation technology;
- b) the technical specifications of your proposal (for example the technical standards to be used for establishing the design requirements, the aircraft characteristics, range and payload capacity);
- c) the technical viability of your project proposal; and
- d) the benefits of your proposal for regional communities/Indigenous health outcomes/regional supply chains.

6.5 Assessment criterion 5 (focus area 5 only)

How your project will address the focus area

You should demonstrate this by identifying:

- a) the innovative emerging aviation technology prototype or research proposal you propose to develop;
- b) the problem your proposal seeks to address;
- c) how your proposal will improve efficiency, effectiveness and/or competitive advantage for industry and outcomes for regional communities; and
- d) the planned technical specifications of your proposal including:
 - I. the technical standards to be used to establish the design requirements;
 - II. system dimensions;
 - III. total system mass;
 - IV. total production cost; and
 - V. expected retail cost/cost of ownership.

7. How to apply

Before applying, you must read and understand these program guidelines.

The program guidelines are available at [GrantConnect](#). Any alterations and addenda³ will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the attached application form;
- provide all the information requested;
- address all eligibility criteria and all the assessment criteria relevant to your proposal;
- include all necessary attachments;
- submit your application/s to Director, Agency Engagement and Emerging Technology Programs section, EATP@infrastructure.gov.au, by the closing date shown on page 1 of these Grant Opportunity Guidelines.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#). We 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 contact us immediately at EATP@infrastructure.gov.au.

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.

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

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

If you require further guidance regarding the application process, or if you are unable to submit an application online, please contact the Department at EATP@infrastructure.gov.au.

7.1 Attachments to the application

You are required to submit the below documents with your application, with the level of complexity and detail to be proportionate to your proposal. You should provide enough detail to enable a thorough assessment of your proposal, noting some of the supporting documents can be developed further following execution of a grant agreement.

- a project management plan (including budget, risk management plan, timeline/key milestones, stakeholder management plan);
- business case for your project;
- concept of operations and safety case (if applicable);
- evaluation plan;
- evidence of support from project partners (if applicable);

³ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers documents and Frequently Asked Questions documents

- trust deed (if applicable); and
- any other documentation required to evidence the relevant assessment criteria.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. 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 a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

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

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

7.3 Timing of grant opportunity processes

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 grant activity around July 2022.

Table 1: Expected timing for this Round One grant opportunity

| Activity | Round 1 Timeframe |
|---|-------------------|
| Applications Close | 31 March 2022 |
| Assessment of applications | By end April 2022 |
| Approval of outcomes of selection process | By mid-May 2022 |
| Negotiations and award of grant agreements | By end June 2022 |
| Earliest start date of grant activity | Around July 2022 |
| Notification to unsuccessful applicants | June 2022 |
| Maximum End date of grant activity or agreement *see below | 30 June 2023 |

As noted at paragraph 3.2, it is likely the maximum end date of grant activity or agreement will be extended beyond June 2023. We will confirm the maximum end date as soon as possible. As the

program currently has funding for two years, applicants may plan for a maximum grant period of two years. Timeframes will be agreed as part of individual grant agreements.

7.4 Questions during the application process

If you have any questions during the application period, please contact the Director of Agency Engagement and Emerging Technology Programs at EATP@infrastructure.gov.au.

We will respond to emailed questions within two working days. Answers to questions will be posted on [GrantConnect](#).

8. The grant selection process

8.1 Assessment of grant applications

We consider eligible applications through an open, competitive grant process that includes three phases of assessment.

In the phase one, the program team within the Department will:

- conduct a preliminary assessment of eligibility and compliance with the requirements of the Guidelines.
- score your application against the assessment criteria (see Section 6) and provide a score for relevant value for money⁴ (see below).
- undertake a comparative assessment of your application against other applications, including analysis of the range of applications received by focus area and analysis of strategic issues arising from the mix of applications.

The assessment of the extent to which your application represents value with relevant money and the corresponding score will be based on:

- the overall objective/s to be achieved in providing the grant;
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives;
- any further information requested and provided as part of the assessment process; and
- the relative value of the grant sought.

This phase of the assessment will culminate in a preliminary report to the Assessment Committee, which highlights highly ranking applications.

In phase two, the Assessment Committee will consider the preliminary assessment and report and undertake its own independent assessment of eligible, compliant applications against the assessment criteria and against the comparative merits of other applications to determine a list of highly ranked applications.

For applications ranked highly during this assessment, and prior to making recommendations to the decision maker, the Assessment Committee may seek to clarify or refine a project proposal with an applicant in order to maximise outcomes for the program or accommodate budgetary or other constraints that may influence assessment of the application. Such consultation would be on a without prejudice basis and does not presuppose the outcome of the assessment process.

The Assessment Committee may also 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

⁴ See glossary for an explanation of 'value with money'.

referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

In phase three, the Assessment Committee will prepare its own report and make recommendations to the decision maker regarding which grant applications should be awarded a grant. The decision maker will consider the assessment and report and decide which grants to approve.

8.2 Who will assess applications?

The program team within the Department will comprise at least five Australian Public Service officers.

The Assessment Committee will comprise of three officers within the Department, likely holding the following positions:

- Assistant Secretary, Safety and Future Technology Branch (Chair Person);
- Director, Agency Engagement and Emerging Technology Programs section; and
- Director, Domestic Security Policy and Programs.

We will ask technical advisors to help inform the assessment process who may undertake an assessment from a technical viability perspective. Technical advisors from within the Commonwealth will include representatives from:

- Airservices Australia;
- The Civil Aviation Safety Authority; and
- The Department of Defence.

Technical advisors external to the Commonwealth may also be required to help inform the assessment process. All advisors will be required to perform their duties in accordance with the CGRGs.

8.3 Who will approve grants?

The Minister for Infrastructure, Transport and Regional Development is the Program Delegate and decides which grants to approve, taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program.

As the decision maker, the Minister for Infrastructure, Transport and Regional Development, has final say on all matters, including:

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

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

Following a decision on successful grant applications, the Department will handle the negotiation and execution of grant agreements.

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.

You can submit a new application for the same proposal (or a similar proposal) in any future grant opportunities under the program. You should include new or additional information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Feedback on your application

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

9.2 Further grant opportunities

It is intended that there will be two grant opportunities under this program. The Round Two grant opportunity is expected to be opened following conclusion of the Round One selection process.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The Department will administer the grant agreements on behalf of the Commonwealth.

Each agreement has general terms and conditions that cannot be changed. We will use a schedule to outline the specific grant requirements.

Consistent with the program objective of enabling the development and deployment of emerging aviation technology, it is intended that the outcomes of the program contribute to the advancement of the Australian industry. Where appropriate, and subject to formal agreement between relevant parties, the Commonwealth may be granted a permanent, non-exclusive, irrevocable, royalty-free licence (including a right to sub-license) to use, modify, communicate, reproduce, publish, and adapt the Activity Material produced by projects, for use by interested parties.

We must execute a grant agreement with you before any payments are made. We are not responsible for any of your expenditure before a grant agreement is executed. If you rely on grant funding before you have an executed grant agreement, you do so at your own risk.

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.

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

Standard Grant Agreement

We will use the standard grant agreement for this program, tailored as necessary to the specific requirements for successful individual projects, including payment milestones and any KPIs or targets. The standard grant agreement is available [here](#).

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement).

The offer may lapse if both parties do not sign the grant agreement within this time, unless otherwise agreed by the Department. We base the approval of your grant on the information you provide in your application.

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.

10.2 Informal agreement between partners

We anticipate entering into informal agreements (such as a Memorandum of Understanding) with successful grantees and other parties with an interest in the success of the grant project as appropriate (such as grantee partners, local or state government parties, community representatives, etc), to establish processes for communication and information sharing and for identifying and resolving challenges. These agreements will set out the objectives of each party, the areas of common interest and how each party will work to achieve those interests. Such arrangements will be voluntary, separate to the grant agreement and have an objective of assisting and facilitating successful project implementation.

10.3 Relevant Legislation, Policies and Industry Standards

You must comply with all relevant laws and regulations in undertaking your project. It is a condition of the grant funding that you meet these requirements. Where a project proposal is dependent on the issue of regulatory approvals, the approval of a grant will not in itself guarantee the issue of

such approvals, and failure to secure such approvals would be likely to impact on the continuation of any grant agreement.

10.4 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid;
- any in-kind financial contributions you will make;
- any financial contribution provided by you and/or a third party; and
- any other terms that apply specifically to your grant.

We will not exceed the maximum grant amount under any circumstances.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity, achievement of agreed milestones and compliance with the terms of the agreement, including reporting requirements, and submission of a valid tax invoice. The terms of individual agreements may vary according to the nature of each project, given the potentially diverse range of possible project proposals under the program.

10.5 Grants Payments and Goods and Services Tax (GST)

Eligible applicants are required to be registered for Goods and Services Tax (GST). Applications should identify grant funding sought **exclusive** of GST. We will add GST in the grant agreements of successful applicants.

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](https://www.ato.gov.au/).⁵ We do not provide advice on your particular taxation circumstances.

⁵ <https://www.ato.gov.au/>

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](#).

Confidential information will be treated in accordance with section 13.4.

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity 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 grant 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 grant 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. Where applicable, we will provide sample templates 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 grant activity and outcomes;
- contributions of participants directly related to the grant activity; and
- expenditure of the grant.

In line with the proportionality principle outlined in the CGRGs, the reporting requirements will be based on the potential risks and specific circumstances of your project including the size, complexity and grant amount.

We will monitor progress by assessing reports you submit and may conduct site visits or request records 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.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. 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 you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved;
- include the agreed evidence as specified in the grant agreement;
- 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; and
- be submitted within 30 days of completion in the format provided in the grant agreement.

12.3 Audited financial acquittal report

We may 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.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by writing to EATP@infrastructure.gov.au.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

We may visit you during or at the completion of your grant activity 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 reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant affected you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

12.8 Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

‘Emerging Aviation Technology Partnerships Program – an Australian Government initiative’.

If you make a public statement about a grant activity 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, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

We may change these guidelines from time-to-time. When this happens, the revised guidelines will be published on [GrantConnect](#).

13.1 Enquiries and feedback

The Department's Complaints Procedures apply to complaints about this grant opportunity. All complaints about a grant process, including questions you have about grant decisions for this grant opportunity, should be provided in writing to:

Attention: Director, Agency Engagement and Emerging Technology Programs
Email: EATP@infrastructure.gov.au.

If you are not satisfied with the response from the program team, a request for further review can be made in writing to:

Attention: Assistant Director, Governance Section
Email: clientservice@infrastructure.gov.au

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

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 or program. There may be a conflict of interest, or perceived conflict of interest, if the Department's 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.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests, or that, to the best of your knowledge, there is no conflict of interest. A template is available on GrantConnect.

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

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee

members and other officials including the decision maker must also declare any conflicts of interest.

13.3 Privacy

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

- what personal information we collect;
- why we collect your personal information;
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

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

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

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential;
2. the information is commercially sensitive;
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively;

- employees and contractors of the Department so we can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (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.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator
 Governance Section
 Australian Government Department of Infrastructure, Transport, Regional
 Development and Communications
 GPO Box 594
 Canberra ACT 2601

By email: clientservice@infrastructure.gov.au

14. Consultation

Consultation took place during the program design phase.

Feedback was sought from:

- members of the National Emerging Aviation Technology Consultative Committee (NEAT CC), an existing stakeholder body established by the Department to inform its broader work on the NEAT Policy Statement.
- Industry and other parties who approached the Department;
- Government stakeholders including other Commonwealth agencies and state and territory governments; and
- Interested persons through publication of a Forecast Grant Opportunity on [GrantConnect](#).

All information provided during consultation was made publically available on the [Department's website](#).

15. Glossary

| Term | Definition |
|--|---|
| accountable authority | see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 . |
| administering entity | when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes. |
| assessment criteria | are 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 rankings. |
| commencement date | the expected start date for the grant activity. |
| 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. |
| date of effect | can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable. |
| decision maker | the person who makes a decision to award a grant. |
| eligibility criteria | refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria. |

| 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> <ul style="list-style-type: none"> a. under which relevant money⁶ or other Consolidated Revenue Fund (CRF) money⁷ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives. |
| grant activity/activities | refers to the project/tasks/services that the grantee is required to undertake. |
| grant agreement | sets out the relationship between the parties to the agreement, and specifies the details of the grant. |
| GrantConnect | is 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 Department of Infrastructure, Transport, Regional Development and Communications Portfolio Budget Statement Program. |
| grantee | the individual/organisation which has been selected to receive a grant. |
| innovation | the creation, development and implementation of a new product, process or service, with the aim of improving efficiency, effectiveness or competitive advantage. |
| major expenditure | Expenditure over \$500,000 |

⁶ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁷ 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. |
| selection criteria | comprise eligibility criteria and assessment criteria. |
| 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. |
| 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. |
| VTOL | vertical take-off and landing aircraft that can hover, take off, and land vertically. |