



Australian Government

Department of Industry, Science,
Energy and Resources

Department of Infrastructure, Transport,
Regional Development and Communications

Grant Opportunity Guidelines

Australian 5G Innovation Initiative – Round 2

Opening date:	[dd mmmm yyyy]
Closing date and time:	[00.00 Australian Eastern Daylight Time or Australian Eastern Standard Time] on [dd mmmm yyyy] Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	[dd mmmm yyyy]
Type of grant opportunity:	Open competitive

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1. Australian 5G Innovation Initiative – Round 2 processes

The Australian 5G Innovation Initiative is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to Department of Infrastructure, Transport, Regional Development and Communications' Outcome 5. The department 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.



You complete and submit a grant application

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



We assess all grant applications

We review the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible 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 grant agreements have been executed with successful applicants.



We enter into a grant agreement

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



Delivery of grant

You 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.



Evaluation of the Australian 5G Innovation Initiative

The Department of Infrastructure, Transport, Regional Development and Communications evaluate the specific grant activity and the Australian 5G Innovation Initiative as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The \$40 million Australian 5G Innovation Initiative (the program) runs over 5 years from 2020-21 to 2024-25. The program was announced as part of the 2020-21 Budget's JobMaker Digital Business Plan and assists in demonstrating the value of 5G to businesses in Australia.

The objectives of the program are:

- supporting emerging commercial use cases of 5G in key industry sectors
- demonstrating the value of 5G to businesses in Australia
- supporting private sector investment in 5G trials.

The intended outcomes of the program are:

- boosting productivity and creating jobs with 5G technology, responding to the needs of different industries
- bringing forward the potential 5G economic and productivity benefits to the Australian economy by demonstrating 5G applications
- encouraging the more rapid deployment of 5G in Australia, in turn supporting increased investment in telecommunications infrastructure and jobs.

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

2.1. About the Australian 5G Innovation Initiative – Round 2 grant opportunity

These guidelines contain information for the Australian 5G Innovation Initiative – Round 2 grants. This grant opportunity was announced as part of the JobMaker Digital Business Plan. This is intended to be the last round of the Australian 5G Innovation Initiative.

The objectives of the grant opportunity are:

- supporting innovative and emerging 5G trials that undertake rigorous, commercial, and replicable testing of 5G technology
- offering businesses the opportunity to identify 5G applications that demonstrate 5G's capability
- supporting various projects that demonstrate 5G's capability and benefits across a range of industry sectors and locations.

The intended outcomes of the grant opportunity are:

- creating a series of trials demonstrating different 5G applications (including Internet of Things applications) which build Australia's 5G ecosystem
- supporting the testing of 5G applications that bring productivity benefits to businesses and organisations in Australia
- showcasing 5G applications across different industries and locations, and demonstrating the productivity benefits as widely as possible.

For the purposes of the Round 2 grant opportunity, 5G applications should seek to use 5G as defined in the glossary at section 14.

This document sets out:

- the eligibility and assessment criteria

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

- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department) is responsible for administering this grant opportunity on behalf of the Department of Infrastructure, Transport, Regional Development and Communications.

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

2.2. Projects in the Western Parkland City

This round will direct up to \$2 million in funding to projects delivered in the Western Parkland City district to leverage the Government's investments under the Western Sydney City Deal.

Your project must have at least 80 per cent of eligible activities delivered in the Western Parkland City district to be considered as part of this allocation. The Western Parkland City district includes the following Local Government Areas (LGAs): Blue Mountains, Camden, Campbelltown, Fairfield, Hawkesbury, Liverpool, Penrith and Wollondilly.

3. Grant amount and grant period

The Australian Government is providing a total of \$40 million over 5 years for the program. For this grant opportunity \$20 million is available over two years from 2022-23 to 2024-25, of which \$2 million of funding dedicated to projects in the Western Parkland City as outlined in section 2.2.

3.1. Grants available

The grant amount will be up to 80 per cent of eligible project expenditure (grant percentage)

- The minimum grant amount is \$100,000
- The maximum grant amount is \$2 million.

You are responsible for funding the remaining eligible and ineligible project costs. Your mandatory 20 per cent co-contribution must be cash.

You and your project partners (if applicable) are encouraged to make other contributions to your project, which can be cash or-in kind. .

Projects that receive grants closer to the maximum value are expected to demonstrate multiple 5G applications, 5G applications that are more complex, or involve multiple project partners.

We cannot fund your project if it receives funding from another Commonwealth government grant. 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 Australian 5G Innovation Initiative grant or the other Commonwealth grant.

3.2. Project period

The maximum project period is 24 months.

You must complete your project by 31 December 2024.

4. Eligibility criteria

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

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)
- 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 trustee on behalf of a trust
- an incorporated not for profit organisation
- a Local Government or State/Territory Government agency or body, where an application involves a partnership with at least one other eligible entity.

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply. Your project partners do not have to be one of the eligible entities above, and may include:

- a publicly funded research organisation (PFRO)
- a university
- an individual
- a partnership
- an unincorporated association

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

4.2. Additional eligibility requirements

We can only accept applications where:

- you are able to meet your share of the project costs and provide evidence of your contribution as outlined in section 3.1
- you provide all mandatory attachments outlined in section 7.1.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

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' (www.nationalredress.gov.au)
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- conduct trials that undertake rigorous, commercial, and replicable testing of technologies that make use of 5G
- identify solutions that demonstrate 5G's capabilities
- have at least \$125,000 in eligible expenditure (we fund 80% of eligible expenditure, \$125,000 in eligible expenditure is required in order to receive the minimum grant amount of \$100,000).

Eligible activities must make use of at least one of the following three core 5G capabilities:

- enhanced mobile broadband
- ultra reliable, low latency communications
- massive machine-to-machine communications.

The definitions of the core capabilities are in the glossary at section 14.

Examples of 5G applications that take advantage of 5G's capabilities across a range of industry sectors are available on the [Australian 5G Innovation Initiative](#) website.

These examples are neither exhaustive nor limiting, and eligible activities could include projects that demonstrate 5G's capabilities in different sectors or through different 5G applications.

We may also approve other activities.

5.2. 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 are:

- the purchase and installation of equipment directly used in the project
- set-up and administration costs connected with the project
- limited research and development costs if 5G applications are pre-commercial and this expenditure can be directly linked to achieving commercial 5G applications during the life of the project
- the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure.

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 Senior Responsible Officer within the department with responsibility for 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, and

- 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. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

5.3. What you cannot use the grant for

Expenditure items that are not eligible are:

- costs incurred through business as usual activities by commercial mobile network operators such as continuation of technology deployment
- costs incurred in the preparation of a grant application or related documentation
- overseas travel
- investments in land and buildings
- equipment not directly related to trialling 5G applications
- significant investment in research and development into 5G applications
- investments in readily available retail technologies, such as 5G mobile phones, and
- other activities not relevant to the activities to which the grant has been made.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

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

6.1. Assessment criterion 1

Demonstrating the value of 5G (30 points)

You should demonstrate how your project aligns with the program objectives by describing:

- a. the problem or opportunity your project will address and the sector/s it is relevant to
- b. the specific use case or trial that will be conducted
- c. how 5G is being used in an innovative way, including
 - why the use case or trial is an innovative use of 5G
 - why 5G is required for the project to function
- d. how your project will address the problem or opportunity, including
 - how the use case and 5G technology together addresses the problem or opportunity
 - why is this method effective in addressing the problem or opportunity.

You must include an evaluation plan for your project that supports your response to this assessment criterion. For further information about the evaluation plan, see Appendix A.

6.2. Assessment criterion 2

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

You must demonstrate this by describing:

- a. the key resources required to implement your project, including:
 - critical equipment, personnel and regulatory approvals
 - resource availability and/or a clear plan to obtain the required resources
 - budget allocations for resources.
- b. your readiness to commence the project, including:
 - partner contributions and their role/s in delivering the project
 - your relevant skills, experience and expertise to deliver the project
 - your assessment of risks and mitigations including cyber security, data security and privacy risks.

You must include a project plan that supports your response to this assessment criterion. For further information about the project plan, see Appendix B. You should include letters of support if applicable.

6.3 Assessment criterion 3

Benefits of your project (30 points)

You must demonstrate this by describing:

- a. how the project will generate productivity gains for your business, such as new job opportunities, business growth or entry into new markets
- b. the larger scale benefits of your project, such as benefits to the target sector or more broadly across industry sectors, efficiency gains, productivity increases, job opportunities beyond the life of the project and wider-scale adoption of the solutions trialed in your project
- c. how you will share the benefits of the project with other businesses in Australia.

You must include an evaluation plan for your project that supports your response to this assessment criterion. For further information about the evaluation plan, see Appendix A.

7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

You will need to set up an account to access our online [portal](#). The portal allows you to apply for and manage a grant or service in a secure online environment.

To apply, you must:

- complete the online [application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria

- include all necessary attachments

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

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

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.

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

7.1. Attachments to the application

You must provide the following documents with your application:

- evaluation plan, see Appendix A
- project plan, see Appendix B
- letter of support for each project partner (where applicable)
- trust deed (where applicable)
- accountant or CFO declaration as evidence that you can cover your share of the project costs (template provided on business.gov.au and [GrantConnect](#))

You must attach supporting documentation in line with the instructions provided in 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 applications

We recognise that some organisations may want to join together 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 should identify all other 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 project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

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 can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful, we expect you will be able to commence your project around December 2022.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	12 weeks
Approval of outcomes of selection process	2 weeks
Notification to applicants	2 weeks
Negotiations and award of grant agreements	1-4 weeks
Earliest start date of project	1 December 2022
End date of grant commitment	31 December 2024

8. The grant selection process

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

We 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.

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

We refer your application to the Assessment Committee, an independent committee of experts from the Department of Infrastructure, Transport, Regional Development and Communications. The committee may also seek additional advice from independent technical experts.

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.

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 alteration or addition.

8.1. Who will approve grants?

The Minister decides which grants to approve taking into account the recommendations of the committee and the availability of grant funds.

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

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

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

9. Notification of application outcomes

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

If you are unsuccessful, we will give you an opportunity to request feedback on your application. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of grant funding.

If you enter an agreement under the Australian 5G Innovation Initiative, you cannot receive other grants for this project from other Commonwealth granting programs.

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

We will use a standard grant agreement. Amendments to the standard agreement will not be accepted.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.2. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children

- the [Telecommunications Act 1997](#)²(further information on how the telecommunications policy framework applies to carriers is available on the [ACMA website](#)³)
- the [Radiocommunications Act 1992](#)⁴
- The Australian Government's 2018 5G security guidance to Australian carriers and the [Telecommunications and Other Legislation Amendment Act 2017](#)⁵ (also known as the Telecommunications Sector Security Reforms)
- Regulation and standards developed by the [Australian Radiation Protection and Nuclear Safety Agency \(ARPANSA\)](#) that set out safe exposure limits to radiofrequency electromagnetic energy (EME).⁶

In November 2021 the Government launched the Australian Government's Critical Technology Supply Chain Principles. While these are voluntary principles applicants are encouraged to consider these principles when developing their applications.

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 (grant percentage)

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. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁷.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

² <https://www.legislation.gov.au/Details/C2020C00268>

³ <https://www.acma.gov.au/publications/2018-05/guide/carrier-licensing-guide>

⁴ <https://www.legislation.gov.au/Details/C2019C00262>

⁵ <https://www.legislation.gov.au/Details/C2018C00385>

⁶ <https://www.arpansa.gov.au/regulation-and-licensing/regulatory-publications/radiation-protection-series/codes-and-standards/rps3>

⁷ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- 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.

12. How we monitor your grant activity

12.1. Keeping us informed

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

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

You must also inform us of any changes to your:

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

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants/partners directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

We expect that you will be willing to share your project through case studies and any other promotional material created by the Australian Government. We will not include commercially sensitive material in case studies and any other promotional material that will be made public.

We encourage you to share key milestones and achievements during the project period for potential media opportunities.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

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

12.5. Grant agreement variations

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

- changing project milestones
- extending the timeframe for completing the project
- changing project activities

The program does not allow for an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

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

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

12.6. Evaluation

The Department of Infrastructure, Transport, Regional Development and Communications may evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. 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
- 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\(7\)\)](#)⁸ 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](#)⁹ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

13.2. How we use your information

Unless the information you provide to us is:

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

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the committee and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

⁸ <https://www.legislation.gov.au/Details/C2019C00057>

⁹ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

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.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can:

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

We, or the Minister, may:

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

You may read our [Privacy Policy](#)¹⁰ on the department's website for more information on:

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

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.3. 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.

¹⁰ <https://www.industry.gov.au/data-and-publications/privacy-policy>

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:

Chief Finance Officer
 Department of Industry, Science, Energy and Resources
 GPO Box 2013
 CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman¹¹](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

14. Glossary

Term	Definition
5G	5G is the 5th generation of cellular telecommunications technology used for wireless communication. The International Mobile Telecommunications-2020 (IMT-2020 Standard) issued by the International Telecommunications Union sets out the requirements for 5G networks, devices and services. For the purposes of this grant opportunity, we will consider 5G as specified by the 3 rd Generation Partnership Project (3GPP) Release 15 and above.
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Department	The Department of Industry, Science, Energy and Resources.
Departmental Assessment Committee	The body established to consider and assess eligible applications and make recommendations to the Minister for funding under the program.
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 services or grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.

¹¹ <http://www.ombudsman.gov.au/>

Term	Definition
Enhanced mobile broadband	Enhanced mobile broadband delivers high data rates and high traffic volumes, which can be used for high definition video streaming and fully immersive augmented reality (AR) and virtual reality (VR) experiences. This can support use cases where video is analysed using artificial intelligence and machine learning to generate live insights to inform decision-making.
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.
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.
Innovation and Science Australia	The statutory board established by the <i>Industry Research and Development Act 1986</i> (Cth) and named in that Act as Innovation and Science Australia.
Internet of Things	The Internet of Things includes all devices and objects whose state can be altered via the Internet, with or without the active involvement of individuals. While connected objects may require the involvement of devices considered part of the "traditional Internet", this definition excludes laptops, tablets and smartphones.
Massive machine-to-machine communications	Massive machine-to-machine communications enables a massive number of low cost devices with low energy consumption, which allows many Internet of Things (IoT) sensors to be connected. For example in agriculture, the data from which can be analysed in the cloud and returned to help farmers make decisions in real time. This capability will also support more-advanced IoT applications as well as automation.
Minister	The Commonwealth Minister for Communications, Cyber Safety and the Arts
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).

Term	Definition
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> 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 Senior responsible Officer within the department with responsibility for 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.
Ultra reliable, low latency communications	Ultra reliable, low latency communications enables smart automation of industrial equipment where mission critical communications services is required. Such applications can also take advantage of edge computing for ultra-low latency or use artificial intelligence to improve productivity of manufacturing processes. This characteristic could also support the automation of manufacturing processes.

Appendix A. Evaluation Plan

You are required to attach an evaluation plan as part of your application. The information in your evaluation plan should complement the information you provide in your application form. This Appendix includes the minimum information that should be included in your evaluation plan.

Application details:

- Lead applicant name
- Project partners name
- Project name.

Project outcomes and benefits

Demonstrate the specific outcomes and benefits you want to achieve with this project, including:

- What are the project objectives
- What does a successful project look like (productivity, cost savings or other benefits).

Performance measures

How you plan to measure the expected productivity and cost saving benefits of identified project outcomes, including:

- How these benefits will be measured, including quantitative and/or qualitative metrics
- How will these data points be used to demonstrate the outcomes of the application
- The baseline metrics to be used, and desired future state
- Data source, data collection frequency and responsible entity.

The table below is an example of how you may wish to demonstrate your performance measures.

Outcome / benefit	What is being measured	How will it be measured	What does success look like		In what way does this demonstrate the achievement of outcomes and benefits
			Current state (baseline)	Future state (target)	
Outcome 1					

Job Creation

This information should support your job creation commitments in the main application form. Job creation refers to an increase in full time equivalent (FTE) employees that would not have occurred without the project.

- Position title or role type – refers to the specific types of jobs created, such as a network engineer or project administrator
- Number – refers to how many FTE staff required
- Timeframe – refers to at what phase of the project are these staff involved and at whether this would this be ongoing
- Notes – provides space to expand on the job opportunity.

Appendix B. Project Plan

You are required to attach a project plan as part of your application. The information in your project plan should complement the information you provide in your application form. This Appendix outlines information that should be included in your project plan.

Application details

- Lead applicant name
- Project partners name
- Project name.

Description of project

Describe the facts of the project (i.e. what, where and how you will deliver). This is where you should describe how innovative your project is or describe any other unique aspects of the project.

Your project description should complement your project milestone schedule.

Project milestone schedule

- Provide a milestone schedule for your project including:
- Deliverables (i.e. key activities and tasks that demonstrate the progress of your project)
- Indicators of success for each deliverable (e.g. progress report, audit report, expenditure report)
- Dates for each deliverable (i.e. the date each deliverable will commence and complete).

Project key personnel

List the key personnel required for the project. You could consider displaying this in a table format.

Governance

Describe the project's governance structure, including organisational governance structures where relevant. You can provide charts and/or written descriptions.

Project resources

Provide the critical components used in delivering the project, including access to infrastructure, spectrum, network and the other devices required. You could consider displaying this in a table format.

Compliance with required regulatory and other approvals

Risk management

Describe all the risks associated with the project and the mitigation strategies proposed to manage the risks. Include anything that may impact the delivery of the project or affect the progression or achievement of outcomes. A risk matrix could be used to assist.

To assist with the key information we are looking for in your project plan, we would expect that you have considered the project risks, such as:

- Technical, cyber security, supply chain, vendor and data security and privacy risks
- The availability of project staff with required skills
- Accessing the required project materials in the timeframes
- Significant events that may impact on the project, such as unexpected weather events, travel alerts, lack of skilled personnel or inability to access project locations

- Handling of personal information, including a Privacy Impact Assessment, if necessary
- Work health and safety risks
- Identified data and information risks, such as handling personal information, medical files or use of cameras in public spaces.
- Other events that may delay or hinder the delivery of the project.

Project budget

Provide a comprehensive project budget. Please note that a lack of suitable and relevant information here may adversely affect the assessment of your ability to financially plan your project, or to propose a project that offers good value for money. Items not budgeted for in the original application will not be funded. The cost of each budget item must be provided exclusive of GST.

All personnel, devices, equipment and technology components required for the project should be included in the budget in sufficient detail, i.e. as separate line items not consolidated. Examples of line items. Administration costs should not include expenses for **ongoing costs** of your organisation, such as office receptionist and utilities (water, gas, electricity), or the costs of developing this application.