



Indo-Pacific Plastics Innovation Network   
Seed Funding Grant Program (Round 3)

Application Form   
updated on 12 December 2024

Instructions

This application form captures the information required to assess and manage your application for a grant. This form (MS word format) must be completed for each application.

Applications should adhere to the word limits as indicated at relevant sections and supply only the information requested.

Text in italics is provided to assist you to complete all questions and should be deleted before submission. Please do not amend the formatting of the application form.

Please read the IPPIN Seed Funding Grant Program (Round 3) Guidelines before completing your application.

Submitting your application

You must complete all questions before submission.

Please check all your answers before you submit your application. After submission, you may not be able to edit your application.

Getting help

If you require further assistance completing this form, please contact the program team at [ippin@csiro.au](mailto:ippin@csiro.au).

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# Eligibility

|  |  |
| --- | --- |
| Eligibility |  |
| Are you the lead entity of this application? | Yes No |
| Are you CSIRO? | Yes No |
| Are you an Australian university? | Yes No |
| Have you or a project partner previously participated in a program or activity of one of the Chapters under the Indo-Pacific Plastics Innovation Network? | Yes No |
| Do you have a project aimed at one of the following program objectives?   * translation of research into real-world solutions to address plastic waste * developing partnerships supporting the scaling of solutions to address plastic waste in the Indo-Pacific and beyond, including attracting co-funding * application of new or adapted deep-tech solutions in emerging or under-resourced domains * new pathways for technologies and research to scale and achieve systems-level impact in Indonesia, Vietnam, Thailand, Laos and Cambodia. | Yes No |
| Have you provided the following mandatory attachments with this application?   * a project plan including agreement or arrangements for governance, security and intellectual property rights and the identification of risks and mitigation strategies (maximum 10 pages excluding appendices) * a detailed project budget * letters of support from all project partners (if relevant) including outlining any funding and/or in-kind contributions, refer to section 7.3. * additional evidence that supports selection criteria responses (not mandatory and only where applicable) * (applicable to CSIRO applicants) endorsement by the relevant Research Unit leader * (applicable to university applicants) evidence of support from the board, CEO or equivalent that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding | Yes No |
| Do you agree to deliver your project in accordance with relevant legislation, policies, and industry standards in all project locations? | Yes No |
| Do you have contracts or arrangements in place with all existing project partners? | Yes \*No |
| \*Note that if successful, grant funds can only be released once you have formal arrangements in place with all project partners. | |

# Applicant information

## If the lead applicant is from CSIRO

|  |  |
| --- | --- |
| Administrative contact details for lead applicant from CSIRO | |
| Full Name of Contact *(This is the lead person from CSIRO participating on the project)* | |
| *Please insert details* | |
| Business Unit | |
| *Please insert details* |  |
| Email address | |
| *Please insert details* | |
| Phone number/s | |
| *Please insert details* | |

## If the lead application is from an Australian University

|  |  |
| --- | --- |
| Administrative contact details for lead applicant from an Australian University | |
| Full Name of Contact *(This is the lead person from an Australian university participating on the project)* | |
| *Please insert details* | |
| Name of University and Department | |
| *Please insert details* |  |
| Address (for contract purposes) | |
| *Please insert details* | |
| ABN | |
| *Please insert details* | |
| Email address | |
| *Please insert details* | |
| Phone number/s | |
| *Please insert details* | |

# Project partners

Add or delete new sections to the partner listing as required. If you have trouble with adding new sections here, please contact the program team at [ippin@csiro.au](mailto:ippin@csiro.au).

|  |  |  |
| --- | --- | --- |
| Partner 1 details | | |
| Organisation: | *Please insert details (if applicable)* | |
| Country: | *Please insert details (if applicable)* | |
| Description of contribution: | *The roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)* | |
| Project contact: | *Please insert details (if applicable)* | |
| Email address: | *Please insert details (if applicable)* | |
| Phone number/s | *Please insert details (if applicable)* | |
| Is there an agreement or arrangement in place with this partner already? | | Yes No |
| Partner 2 details | | |
| Organisation: | *Please insert details (if applicable)* | |
| Country: | *Please insert details (if applicable)* | |
| Description of contribution: | *Please insert details (if applicable)* | |
| Project contact: | *Please insert details (if applicable)* | |
| Email address: | *Please insert details (if applicable)* | |
| Phone number/s | *Please insert details (if applicable)* | |
| Is there an agreement or arrangement in place with this partner already? | | Yes No |
| Partner 3 details | | |
| Organisation: | *Please insert details (if applicable)* | |
| Country: | *Please insert details (if applicable)* | |
| Description of contribution: | *Please insert details (if applicable)* | |
| Project contact: | *Please insert details (if applicable)* | |
| Email address: | *Please insert details (if applicable)* | |
| Phone number/s | *Please insert details (if applicable)* | |
| Is there an agreement or arrangement in place with this partner already? | | Yes No |
| Partner 4 details | | |
| Organisation: | *Please insert details (if applicable)* | |
| Country: | *Please insert details (if applicable)* | |
| Description of contribution: | *Please insert details (if applicable)* | |
| Project contact: | *Please insert details (if applicable)* | |
| Email address: | *Please insert details (if applicable)* | |
| Phone number/s | *Please insert details (if applicable)* | |
| Is there an agreement or arrangement in place with this partner already? | | Yes No |

Note that an agreement or arrangement must be in place with project partners before funds can be released to successful projects.

# Project information

If your application is successful, we may publish some grant details on the CSIRO website or via other CSIRO communication tools. Those details may include:

* project title
* brief project description and its intended outcome
* grant funds awarded
* photos
* location of grant activities being undertaken.

## Project title and description

**Provide a project title.**

|  |
| --- |
| *This response should be limited to 75 characters. Note this box will resize automatically.* |

**Provide a brief project description for publication on the website.**

|  |
| --- |
| *This response should be limited to 750 characters. Ensure this description focuses on your project’s key activities and outcomes. Outline what it is you are going to do and what benefits there are. Note this box will resize automatically.* |

## Project outcomes

|  |
| --- |
| *This response should be limited to 5000 characters. If successful, this will feature in your agreement as the anticipated scope of the project. Note this box will resize automatically.* |

## Link to program intent

Applicants must provide a description of how the project will positively contribute to one or more of the program’ objectives (section 2.3 of the guidelines), intended outcomes (section 2.4) and challenge focus areas (section 2.5)

|  |
| --- |
| *Please type your response here. This response should be limited to 5000 characters. If successful, this information may be used during program evaluation activities upon completion of the overall program. Note this box will resize automatically.* |

## Project duration

|  |  |
| --- | --- |
| Please refer to the program guidelines to ensure your proposed dates align. | |
| Estimated project start date: | Click or tap to enter a date. |
| Estimated project end date: | Click or tap to enter a date. |
| Estimated project length (in months): | *Please insert details* |

## Project milestones

Milestone days must not be outside the overall project start and end dates. If successful, these milestones will feature in your agreement.

Add or delete milestones as required. If you have trouble with adding new milestone rows, please contact the program team at [ippin@csiro.au](mailto:ASEAN@csiro.au)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Milestone table | | Start date | | End date |
| 1. Title: | *Please insert details* | | Click or tap to enter a date. | Click or tap to enter a date. |
| *Description of milestone, including expected outcomes* | | | | |
| 1. Title: | *Please insert details* | | Click or tap to enter a date. | Click or tap to enter a date. |
| *Description of milestone, including expected outcomes* | | | | |
| 1. Title: | *Please insert details* | | Click or tap to enter a date. | Click or tap to enter a date. |
| *Description of milestone, including expected outcomes* | | | | |
| 1. Title: | *Please insert details* | | Click or tap to enter a date. | Click or tap to enter a date. |
| *Description of milestone, including expected outcomes* | | | | |
| 1. Title: | *Please insert details* | | Click or tap to enter a date. | Click or tap to enter a date. |
| *Description of milestone, including expected outcomes* | | | | |

## Project location

You must provide the address where the project will be undertaken, and the estimated percentage of project value expected to be undertaken at that site. If you have multiple project sites you must add the address of each site.

Add or rows as required. If you have trouble with adding new rows, please contact the program team at [ippin@csiro.au](mailto:ippin@csiro.au).

|  |  |  |  |
| --- | --- | --- | --- |
| A project site should be a street address | | | |
| Project site address: | *Please insert details* | **Percentage of time at location:** | *Please insert* % |
| Project site address: | *Please insert details* | **Percentage of time at location:** | *Please insert* % |
| Project site address: | *Please insert details* | **Percentage of time at location:** | *Please insert* % |

# Project Budget

## Project budget summary table.

Provide a summary of your eligible project expenditure over the life of the project:

Add or delete rows as required. If you have trouble with adding new rows, please contact the program team at [ippin@csiro.au](mailto:ippin@csiro.au).

|  |  |  |  |
| --- | --- | --- | --- |
| Expenditure item | Grant funds for project activity (before GST) | Other funds being contributed by project partner (before GST) | Total cost (before GST) by reference to a quote or other calculation method listed in attached detailed budget |
| *"Example only: Travel costs to complete onsite trials"* | *$2,100* | *$-* | *$2,100* |
| *"Example only: Project manager fee"* | *$9,000* | *$-* | *$9,000* |
| *"Example only: Hired plant costs"* | *$7,000* | *$23,000* | *$30,000* |
| *"Example only: Labour costs"* | *$53,000* | *$25,000* | *$78,000* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total project cost | *Please insert details* | *Please insert details* | *Please insert details* |

## Source of funding

In this section you must provide details of how you will fund the project.

The total of all sources of funding should be equal to your total project expenditure in the table above. Sources of funding include cash grant amounts and in-kind contributions from you or your partner, and other contributions specified.

|  |  |
| --- | --- |
| Source of funds | Amount |
| Grant amount sought: | $ *Please insert details* |
| Cash contributions from you: | $ *Please insert details* |
| Cash contributions from partners | $ *Please insert details* |
| In-kind contributions from you: | $ *Please insert details* |
| In-kind contributions from partners: | $ *Please insert details* |
| \*Other: | $ *Please insert details (if applicable)* |
| Total | $ *This should be the same total as the Project Budget Summary table* |

\*Please provide details about what is contained in ‘other’ source of funding:

|  |
| --- |
| *Please insert details (if applicable)* |

## Grant amount sought

|  |  |
| --- | --- |
| Enter the total grant amount being sought: | $ *This should be the same as the amount in the Source of funds table* |

# Assessment Criteria

We will assess your application based on each criterion which are equally weighted. We will only consider funding applications that score at least 50 per cent against each criterion as these present best value for money.

The amount of detail and supporting evidence you provide should be relative to the project size, complexity and grant amount requested.

Answers are limited to 350 words.

**Assessment Criterion 1 – the extent to which your project will create or apply innovative approaches to translate research and scale real-world solutions to address plastic waste. Be clear and succinct.**

|  |
| --- |
| *Please type your response here - limited to 350 words* |

**Assessment Criterion 2 - your capacity, capability, and resources to deliver the project.**

|  |
| --- |
| *Please type your response here - limited to 350 words* |

**Assessment Criterion 3 - the broader national and international benefits of your project – this could include the economic and national benefit/s to be gained from your project for the priority area/s of focus during the project and beyond.**

|  |
| --- |
| *Please type your response here - limited to 350 words* |

# Declaration

This final section must be signed prior to submission.

Please do not delete or amend any of the material in this section.

|  |
| --- |
| **NOTE: by signing below, the signatory represents that they have authority to do so and that, if successful, they are agreeing to:**   1. **Provide the cash and/or in-kind contribution specified within this application form, as well as being responsible for ensuring all project partners provide all pledged cash and/or in-kind contributions specified within this application form for the proposed project** 2. **Declare that: (a) the information supplied in the application is true, accurate and not misleading to the best of my knowledge; (b) the applicant organisation and/or its partner(s) have received no guarantees that the application will be approved** 3. **The publication of the project title, brief project description and its intended outcome, grant funding awarded, and location of grant activities being undertaken on the CSIRO communication channels**   **Come to an agreement with the Seed Funding Grant program team to agree on project outcomes within 30 days of an offer of funding.**  Signature of representative: *Please sign here*  Name: *Please insert details*  Position: *Please insert details*  Organisation: *Please insert details*  Date: *Please insert details* |