



### Instructions

- Before applying for a grant, you must read and understand the *Backing Queensland Maritime Jobs – Coastal Shipping Grant Program Guidelines* available at <https://www.msq.qld.gov.au/MaritimeJobs>, including the eligibility criteria for applicants stated in section 4 of the guidelines.
- Applications will be assessed in accordance with section 5 of the guidelines.
- You must answer each question fully, addressing the eligibility and assessment criteria in the boxes provided. Please provide as much relevant detail as possible about your proposal. There are no word or character limits.
- References in this application form refer to:
  - ◇ **Applicant** means the entity/organisation on behalf of which this application is being submitted and that will be required to enter into a Grant Agreement with us if the application is successful, as described in the guidelines
  - ◇ **Us** or **We** means Maritime Safety Queensland (MSQ), for State of Queensland, through the Department of Transport and Main Roads.

### Applicant Details - You must complete this part in full.

Applicant's full legal name

Applicant's Australian Business Number

Street address

Postcode

Postal address for payments and notices

Postcode

Does the applicant have an existing business presence in Queensland?

Yes  No  Please provide details below

**Organisational details:** e.g. corporate structure, chair/CEO, group details (if part of a corporate group – e.g. parent entity if the applicant is a subsidiary) - please provide details

### Contact person for applicant:

Name (please print)

Telephone number

Mobile number

Email address

Date of submission (dd/mm/yyyy)

### Eligibility criteria - Please refer to the eligibility criteria in section 4 of the guidelines when completing this part.

Does the applicant meet the mandatory eligibility criteria outlined in section 4.1 of the guidelines?

Yes  No

Do you confirm that the applicant is not a person or entity of a type described in section 4.2 of the guidelines?

Yes  No  Please provide details below

## Assessment Criteria

Please refer to the assessment criteria in section 5 of the guidelines when completing this part.

### Criterion 1 - Approach to delivery, ability, experience and capability

Please note that criterion five has the greatest weighting and all other criteria are of equal weighting.

#### 1.1 Please include details of the applicant's history and experience, including the provision of any coastal shipping services.

Response


#### 1.2 Please provide details of the achievable sailing schedule, including port rotations. Please also include details of mitigation strategies for unplanned delays.

Response


#### 1.3 Please provide details of the vessel characteristics, including its requirements such as crewing arrangements, ship management details, age, statutory authorities including safety, and registrations.

Response


**1.4 Please provide details or attach a project plan of timeframes for implementation and delivery of the applicant's proposed coastal shipping service.**

Response


**1.5 Please provide details of any landside infrastructure required for the provision of the coastal shipping service.**

Response


**1.6 Please provide details of relevant maritime safety management and emergency response systems including oversight arrangements.**

Response


**1.7 Please provide details about any litigation or governmental or regulatory action pending or threatened against the applicant which may impact their ability to provide the services.**

Response


**1.8 Please provide details of how the applicant makes ethical decisions around finance/procurement, industrial relations, and the environment.**

Response


**Criterion 2 - Local benefits**

**2.1 Please provide details of existing or proposed organisation-level presence in Queensland.**

Response


**2.2 Please provide details of any proposed use of local workforces for the coastal shipping service.**

Response


**2.3 Please provide details of any proposed use of local sub-contractors for the coastal shipping service (if sub-contracting is required).**

Response


**2.4 Please provide details of any other local benefit that would be relevant to the proposal.**

Response


**2.5 Please provide details of applicant's new jobs created and where these staff will be domiciled.**

Response


**Criterion 3 - Sustainability of the service**

**3.1 Please provide details of the forecast market demand and revenue for the first two years of operation of the proposed coastal shipping service, excluding any grant under the Coastal Shipping Grant Program or other government support.**

Response


**3.2 Please provide details of a cargo attraction strategy, including a freight analysis to attract and retain cargo in the longer term. If possible, please include information on any arrangements with freight owners about minimum service levels and period of service delivery.**

Response


**3.3 Please provide details of any arrangements with service providers, such as ports and stevedores, that will help the coastal shipping service operate.**

Response


**3.4 Please provide estimates of freight/cargo and/or passengers to be carried by the proposed coastal shipping service.**

Response


**Criterion 4 - Approach to recruitment and training**

**4.1 Please provide details about the applicant's proposed approach to incorporating traineeships and cadetships in the operating model for the coastal shipping service**

Response


**4.2 Please provide details about how the qualifications being funded target skill areas that are highly sought after (for example, Master Unlimited, Chief Engineer, Master 4 or MED1).**

Response


**4.3 Please provide details of the applicant's commitment to continue these traineeships and cadetships beyond the grant assistance period.**

Response


**4.4 Please provide details of any commitment of any diverse and inclusive employment strategies.**

Response


**Note:** The qualifications, traineeships and cadetships referred to above are to be those specifically related to the proposed coastal shipping service only.

**Criterion 5 - Financial soundness and funding requirements**

Please note that criterion five has the greatest weighting and all other criteria are of equal weighting.

**5.1 Please provide information about applicant's trading history, revenue and financial position (for example, by including audited financial statements for the applicant for the previous three years and/or providing information and supporting evidence about financing and guarantee arrangements to which the applicant is a party and that will be relevant to its operation of the proposed coastal shipping service).**

Response


**5.2 Please clearly state the total and annual quantum of grant assistance being requested under the Coastal Shipping Grant Program, which is to be represented as a single line item in the space below, with a more detailed explanation and breakup of that figure in attachments as well as details of any new jobs created.**

**Note:** This is to be stated as a single line item, with a further breakdown provided in attachments.

Response


**5.3 Please detail the proposed frequency and timing of grant payments.**

Response


**5.4 Please provide details about proposed expenditure of any grant assistance (having regard to section 4.3 of the guidelines).**

**Note:** A further breakdown can be provided in attachments.

Response


**Notes:** Applicants should ensure that the requested quantum of grant assistance is reasonable and proportionate to the nature of their proposal.

When proposing the frequency and timing of payments, regard should be had for MSQ's intention that grant instalments (with the possible exception of an initial instalment) will generally be paid after achievement of stated milestones.

No assurance is given that the requested amount, frequency, or timing of grant assistance will be approved.

**Attachments**

- Three years of audited financial statements for the applicant where available
- Detailed breakdown of total and annual quantum of financial assistance being sought
- Detailed breakdown of proposed expenditure of any grant assistance (having regard to section 4.3 of the guidelines)
- List of current board/committee members for the organisation
- Optional: Position descriptions for any staff to be employed if relevant
- Optional: Project plan of timeframes for implementation and delivery of the coastal shipping service.

**Terms**

Grants under the Coastal Shipping Grant Program will only be able to be expended in accordance with the terms of the Grant Agreement that the applicant will be required to enter into with us if the application is successful.



**Privacy Statement:**

We collect an applicant's personal information for the purposes of:

- assessing the applicant's application
- managing the Coastal Shipping Grant Program
- researching and reporting on grant programs.

We (including our employees) may use and disclose the personal information provided in an application to third parties for these purposes, including:

- Queensland government departments and agencies
- Commonwealth government departments and agencies
- other state or territory government departments and agencies
- non-government organisations.

We, or the responsible Minister, may publish grant recipient information on government websites or in media releases while publicising the outcomes of the Coastal Shipping Grant Program or the broader Backing Queensland Maritime Jobs Initiative. Published information may include business name, grant amount, suburb/postcode, and outcome details.

We will only use an applicant's personal information for these purposes. We will handle an applicant's personal information in accordance with the *Information Privacy Act 2009*. We will not otherwise use or disclose the information unless authorised or required by law. Applicants (including potential applicants) may view the Queensland Government's privacy guide at [www.qld.gov.au/legal/privacy](http://www.qld.gov.au/legal/privacy).

**Declarations**

By ticking this box you:

- represent and warrant that, to the best of your knowledge, the statements made in this application are true, you have authority to submit this application on behalf of the applicant and that you have read, understood, and agree to the terms of and requirements in the guidelines
- acknowledge that you have read and understand the privacy statement in this application form and consent to the use and disclosure of personal information in accordance with the privacy statement.

**Details of person submitting this application on behalf of the applicant**

Name (please print)

Telephone number

Mobile number

Email address