

Policy – Grant funding and program endorsement

Authority: C.A. Board of Directors
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1. Context:

Composites Australia (C.A.) supports the development and growth of knowledge, innovation and technology for the benefit of the wider Australian composites sector by way of quality research, innovation, and technology and material inputs.

2. Purpose of this policy:

- 2.1. Composites Australia is regularly called upon to support grant funding applications by firms, Universities and other education institutions by way of endorsement for grant and program applications as well as cash and in-kind contributions. Grant funding applications could be for research programs, business improvement and/or technology acquisitions.
- 2.2. Appeals for support of grant funding and program applications are requests for endorsement of the execution and results of the proposals outlined in the grant applications. These carry liability, financial, and reputational implications for C.A.
- 2.3. C.A. is not (and cannot be) bound to endorse grant funding endorsement appeals except with the approval of the Board of CA.
- 2.4. The purpose of this policy is to provide a framework for C.A. to support grant funding applications by firms, Universities and other education institutions to Australian Research Council (ARC) schemes and other state, federal and private funding bodies.

Overriding Principle: In order to maintain the integrity and focus of our support towards our member community, Composites Australia strictly adheres to a policy of not endorsing grant funding applications or project proposals originating from non-member organisations. All activities must align with CA's mission, values and strategic objectives.

3. Appeal to C.A. for grant funding endorsement:

- 3.1. Appeals for support for grant funding must clearly articulate objectives for Sovereign Manufacturing Capability¹ and how the proposed program will further the Australian composites industry, including building strong, competent onshore industry verticals with a focus on developing specific onshore manufacturing production and operational capabilities.
- 3.2. Entities appealing to C.A. for grant funding endorsement should do so by email to the Executive Director of Composites Australia. This initial communication should include a link to the official

¹ Definition – The terms 'Sovereign Industrial Capability,' 'Sovereign Manufacturing Capability,' 'Sovereign Operational Capability' and 'Sovereign Supply Chains' originally described the concept for an Australian based industry that produces defence systems, materials and services to support Australian defence projects; the products, technology and materials from which are also exportable in their own right. This is distinct from overseas companies using Australian subsidiary companies as shopfronts for wholly imported goods and services that do not contribute to the Australian industrial landscape and that leave Australia dependent on imported goods, services and labour for critical activities. Usage of the terms has since extended to include the broader Australian manufacturing industry.

website documenting the grant program guidelines as well as initial expectations of the proposed program outcomes and C.A.'s role in the proposed program.

- 3.3. It is understood that programs often require more than one participating entity.
 - 3.3.1.C.A. requires full disclosure of participating entities both on-shore and offshore, expected outcomes and allocation of financial and in-kind contributions for all participating parties.
 - 3.3.2.C.A. requires assurance that all parties have a record of behaving ethically.
- 3.4. C.A. requires an adequate notification time-frame. Last minute appeals are unlikely to be considered.
- 3.5. C.A. requires a copy of the final application and general expectations about the review process and its timelines.
- 3.6. C.A. requires immediate notification of the funding application outcomes, the contractual terms and funder's associated reasoning, if provided.
- 3.7. Industry wide derisive statements and false information manufactured for the purpose of obtaining grant funding or soliciting media attention will not be tolerated.
- 3.8. So too any endeavour (by the external organisation seeking funding with C.A.'s endorsement) to engage in advocating or influencing industry policy to state and federal governments.

4. Cash and in-kind contributions:

- 4.1. **Funding Policy:** As a general policy, Composites Australia does not provide monetary funds to programs it endorses.
- 4.2. **In-Kind Contributions:** In-kind contributions, while not standard, may be considered under specific negotiated circumstances.
 - 4.2.1. Proposal Requirements:
 - 4.2.1.1. All proposals for in-kind contributions must be submitted in writing to the Executive Director.
 - 4.2.1.2. Proposals must clearly outline the anticipated executive involvement, detailing the expected commitment in terms of executive time and project requirements.
 - 4.2.1.3. The Executive Director, with the approval of the CA Board, will review these proposals.
- 4.3. **Reimbursement of Expenses**
 - 4.3.1. In-kind contributions may incur certain expenses (e.g., airfares, accommodation, etc.).
 - 4.3.2. It is expected that any such expenses arising from in-kind contributions will be fully reimbursed by the program's budget.
 - 4.3.3. This reimbursement policy extends to cover the time invested by Composites Australia's executives, ensuring that their professional time is adequately compensated.

5. Expectation of endorsed programs:

- 5.1. Program Communications:
 - 5.1.1. As custodians of the C.A. brand and the association's corporate identity, C.A. has a duty to protect and enhance its reputation and that of the Australian composites sector. To that end, C.A. must approve all content (written and visual) in which C.A. is mentioned and or the C.A. brand is used before publication, be it through social or traditional media. Any misrepresentation of the Australian composites industry will not be tolerated.
 - 5.1.2. C.A. communication platforms are available for agreed Media announcements and the dissemination of program milestone and research findings.
- 5.2. C.A. must be informed of any incident whereby the Grantee fails to comply with any of the contracted reporting requirements during the project period.
- 5.3. C.A. will be informed of the acceptance of the closeout of any grant that has reached the end of the project period.

- 5.4. C.A.'s expectation is that Grantees will comply with all federal and state regulations and statutes applicable to the grant during the project period and abide by all applicable laws and regulations, including those governing the conduct of those engaged in the program.
- 5.5. In accordance with our commitment to quality and consistency, no material published as a result of C.As involvement and contribution related to the project shall be published or disseminated in any form without receiving the explicit sign-off from Composites Australia on the final edit.
- 5.6. Industry wide derisive statements and false information manufactured for the purpose of validating grant funding or soliciting media attention will not be tolerated.
- 5.7. So too any endeavour (by the external organisation receiving funding for which C.A has endorsed) to engage in advocating or influencing industry policy to state and federal governments.

6. Standards of endorsed research:

- 6.1. Arrangements regarding dissemination of research findings will be specified in the relevant project agreements.
- 6.2. C.A. expects that research conducted under its endorsement will be carried out responsibly, ethically, and with integrity, consistent with the principles of the Australian Code for the Responsible Conduct of Research 2018 (the Code) and its supporting Guides.
 - 6.2.1. C.A. will refer any complaints or allegations of misrepresentation or wrongdoing for investigation under the relevant institutional mechanisms. These mechanisms address potential breaches as required by the Code, initially to the grant auspice organisation, and secondly to the funding body.

7. Consequences of Non-Compliance:

- 7.1. Revocation of Endorsement: Non-compliance with this policy or any legal requirements may result in the immediate revocation of C.A.'s involvement and/or endorsement.
- 7.2. Notification of Authorities: Any dishonest or illegal activities will be reported to the appropriate authorities.

8. Responsibilities and Authorities:

- 8.1. The Executive Director of C.A. is responsible for reviewing endorsement appeals and monitoring successful projects to promote compliance with the policy.
- 8.2. The decision to endorse grant and program funding applications rests with the C.A. Board and can only be verified through written confirmation from the C.A. Board.

9. Linked Policies

- 9.1. Branding Guidelines
- 9.2. Social Media

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