



Department of  
the Premier and Cabinet



# Defence Ready Initiative 2025/26

## Guide to Completing Your Application

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Please refer to the Defence Ready Initiative (DRI) 2025/26 Guidelines for an overview and detailed guidelines for the 2025/26 round of the DRI.

This guide has been developed to assist applicants answer each section of the DRI application form to ensure the required or expected information is included for the best chance of success.

Please note, the DRI grant program is highly competitive and applications may still be unsuccessful when all criteria have been met.

## Overview of applicant's business operations

Provide a brief explanation of the business's core business and products/services and how these are supplied to the market. This explanation may include:

- What exactly does the business do?
- Is the business a direct supplier to the defence sector?
- If there are major projects within a sector/market that the business has supplied to, provide details of the project and what work the business did.

## Project details

**Provide a description of the Project and activities the business will undertake and how the funding will be used.**

Comprehensive project plans are not required, however ensure you describe the overall Project and any activities that will be completed using funds received through the DRI grant program. Include details on specific costs the funds will be used for.

## Evaluation Criteria

### Section 1: Relevance/need (30% weighting)

- Provide a brief explanation of how the proposed activities strategically align with the business plan or how they further the long-term goals of the business.
- Consider why the proposed activities are a short-term priority, if anything else needs to occur before the proposed activities are implemented, and where the proposed activities fit into the business's long-term goals.

- Provide an explanation of the major opportunities and any barriers or issues faced by the business.
- Elaborate on how funding the proposed activities will assist the business to take advantage of these opportunities, improve the operations of the business or help it to overcome / resolve the barriers / issues it currently faces. Examples may include meeting pre-qualification requirements, increasing technical capability, improving internal processes, or staff upskilling and training.
- Any improvements listed should be realistic and directly related to the activities that the business wishes to carry out. In your answer you want to show a clear line between what the business is seeking funding for and the improvements the business hopes to see.

## **Section 2: Level of Impact (30% weighting)**

You should endeavour to answer all questions in this section in two parts. First, what the expected outcome is – this should be a number if possible, e.g. five new contracts. Second, provide an explanation of how that outcome would occur from the activity the business is seeking funding for.

### *Quantify and qualify*

- To score highly for level of impact, you should ensure your answer is quantified (there is a number), explains of how the activities will result in the expected outcome, and that the activities are relevant and appropriate for the business to undertake.
- The Assessment Panel will take into consideration the provided annual turnover figures of the business to measure whether the expected outcomes for contracts, employees and estimated income are a realistic projection.
- There may be some parts of this section where outcomes from the funded activities are not expected. Not all businesses will have outcomes in all categories and not all funded activities will lead to some of the outcomes listed. You will not be disadvantaged if your project does not achieve an outcome in every part of this section, however, it is recommended you answer as many of the categories as you can. Answering 'N/A' to all parts of the section will result in a low score.
- Please note, the categories outlined are what the business will be required to report against at six months and 12 months should your application be successful.

## **Section 3: Capability and Capacity**

*Describe the business's commitment, capacity and capability to implement the proposed activity.*

This section is to describe how the business is committed to carrying out the requested activities. You may wish to include if the Project is something that is being driven from the

top of the business and/or if the activities are part of any planning the business is currently undertaking.

Where possible, you should aim to answer all three parts of this question: commitment, capacity, and capability.

- Even if the project is to engage external consultants or suppliers to deliver the activities, consideration should be given that this will still require staff time and/or a financial commitment from the business and whether the business has capacity for this.
- As the DRI provides payment on completion of the project, the business will need the financial capacity to carry out the activities prior to receiving funding.
- You will need to consider if the business and its staff have the capability to complete the project, for example, if the project relates to purchasing a new piece of equipment, demonstrate the business has staff qualified/capable of using it or plans to train them.
- Applications that score highly will communicate where the project aligns with the business's goals and whether the business has ability to both carry out the activities and benefit upon completion.

**How will the business fund its own contribution towards the cost of the proposed activities?**

- The DRI is a re-imbursement grant program, which means that the business will need to have paid for the activities prior to claiming the approved amount of funding from the Department. Accordingly, the business will need to demonstrate it has the financial capacity to carry out the activities before receiving the funding.
- An extensive explanation of how the business will fund its contribution of the costs is not required, however the business financial capacity to complete the project is a consideration in the evaluation.

## **Section 4: Value for money**

It is critical to obtain competitive quotes for the activities the business is seeking funding for and provide copies of any alternative quotes with your application.

It is expected that the business will get at least two quotes for each activity.

**The importance of alternative quotes and research:**

- If you do not provide alternative quotes, you must provide an explanation as to why the business has not sought/provided them. There will be some situations where it is simply not possible/feasible to get alternative quotes, such as when there is only one supplier of a particular product or service. This should be explained to justify why there are no alternative quotes.
- If the activities include engaging a consultant, you should outline why the business has chosen the consultant/supplier. For example, it represents better value for money

(noting 'value for money' does not necessarily mean cheapest) or results in faster delivery of the service over the alternatives (enabling the business to see the benefits of the activity sooner).

- The Assessment Panel will consider whether the activity you are seeking funding for represents value for money not only for the business but also for the government, therefore, the Assessment Panel will consider the expected benefits to the State relative to the grant amount requested.

## **Section 5: Financial viability and risk**

If you answer yes to any of the questions in this section, you must provide an explanation of what occurred, the current position and what outcomes occurred (if any).

The Assessment Panel considers whether providing funding would present a risk, and so it is advised that you provide an explanation that is detailed enough (without being too long) to demonstrate that while senior officers of the business may have had business ventures that haven't worked out in the past that the current business is sustainable.

## Definitions

- Activities:** Specific tasks, actions and processes that takes place within the project to achieve the stated objective or outcome.
- Applicant:** The authorised person completing the application on behalf of the Business.
- Application:** The DRI Application Form and/or its contents.
- Business:** As defined by the Australian Taxation Office.
- Project:** The proposed or planned undertaking outlined in the application.
- You/your:** The Applicant/Business.

## Tips

2. Always double-check your application and ensure you have answered all questions. Consider having a trusted person review your application before submitting to ensure it reads well.
3. The Assessment Panel are unlikely to be experts in the Business's operations. Overly technical and detailed answers may be difficult to assess against the criteria and lead to lower scores. When completing your application, it is useful to write it in Plain English. Consider how you promote the business and communicate your core activities to the public and use a similar style.
4. Allow enough time before the closing date to be able to source quotes and relevant documents. Some of the required documents may take time to obtain, some quotes may even take a number of weeks, and applications without quotes or relevant documents will receive lower scores.
5. Applications that score highly provide sufficient detail but are also concise. While you want to provide enough detail for the Assessment Panel to assess the merits of your application, large volumes of information may dilute the important details.
6. The Assessment Panel can only make a recommendation based on the information you provide in your application. If there is an important detail that will help your application stand out, be sure to include it.
7. Always read the eligibility criteria and the eligible activities carefully to ensure the Business is eligible to apply, and that the activities the Business is seeking funding for are eligible. If you have queries about whether the Business (or an activity) is eligible, you are welcome to contact Defence West: [defencewest@dpc.wa.gov.au](mailto:defencewest@dpc.wa.gov.au).