



Incubator Support Initiative – Disclosure of Interest

CSM to complete

Project no: <Project No>

Applicant name: <Company Name>

Project title: <Project Title>

Project summary (from application):

<Project Description>BRIEF PROJECT DESCRIPTION

Grant amount sought: <Grant Amount Sought>

Brief applicant description (including related organisations):

Collaborative partner/s:

Director/s:

Shareholder/s:

Project/Key personnel:

Other parties involved in, or to benefit from, the project proceeding or not proceeding

Disclose details of relationship e.g. Advisory Board, shareholder, project partner, contractor/potential contractor, customer/potential customer, competitor, supplier, etc.

Name of entity/individual List <u>all</u> other parties named in the application	Relationship to applicant See examples above.

To the best of my knowledge, I have no disclosure of interest with the application to be considered.

Signed:.....Name:.....Date:

I have a disclosure of interest with the application to be considered, as follows:

Signed:.....Name:.....Date:

Released under the FOI ACT - DISER

A copy of this disclosure of interest must go on the applicant's file.

Please send the disclosure of interest form only by email to EPCSecretariat@industry.gov.au by the relevant due date for the Committee meeting.

(Internal use only)

Name: New/Existing: Grant sought: \$
 Regional: Y/N Project Timeframe:

Eligibility Check

To be eligible, applicants must:

- be an existing incubator or establishing a new incubator that can foster and facilitate the development of innovative start-ups focused on international trade
 - have an Australian Business Number (ABN)
- and be one of the following entities:
- an entity incorporated in Australia
 - an incorporated trustee on behalf of a trust
 - an incorporated not for profit organisation
 - a publicly funded research organisation (PFR0) as defined in Appendix A
 - a local government agency or body as defined in Appendix A.

Joint applications are acceptable and encouraged, provided you have a lead applicant who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section **Error! Reference source not found.**

Check that the application:	Yes	No - Feedback required
Is an eligible entity?	<input type="checkbox"/>	<input type="checkbox"/>
Is a second application for funding? If so, please note the advice highlighted in the example feedback.	<input type="checkbox"/>	<input type="checkbox"/>

Merit and completeness assessment

Overall/ General

The application should include enough detail to provide the Committee, who will be assessing the application, with a thorough understanding of all aspects of the project including:

- applicant information should be clear and application information complete;
- the track record and time commitment to the project for key personnel/team/mentors;
- linkages and networks in the innovation ecosystem/international;
- the particular gap in the market or opportunities the incubator will be aiming to address, and evidence of demand for the services;
- details of the services that will be delivered to Australian start-ups to help them to build their capabilities in overseas markets;
- project details including activities planned under each milestone, key dates (project plan);
- costs associated with the project activities (detailed project budget)/why you need govt funding and value for money.

Mandatory information

Check that the application:	Included	Feedback required
Includes evidence from the governing or managing board (or support from the owner or Chief Executive Officer if there is no board) that the project is supported, and that they can complete the project and meet the costs of the project not covered by grant funding.	<input type="checkbox"/>	<input type="checkbox"/>

Check that the application:	Included	Feedback required
Includes an accountant's declaration if the grant request is over \$50,000.	<input type="checkbox"/>	<input type="checkbox"/>
Includes all project activities that are eligible as per appendix B and C of the program guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
Includes a project plan that outlines the Incubator Support project and the services that will be delivered to start-ups? The project plan should also detail the key milestones, associated activities and expenditure, and how they will be achieved.	<input type="checkbox"/>	<input type="checkbox"/>
Includes a detailed project budget, outlining costs of each project activity and how they will be funded.	<input type="checkbox"/>	<input type="checkbox"/>
Includes a timeframe (ie. start date) that provides enough lead time for the decision process to occur before the project is due to start (ie. 3 months from draft submission and taking into account which the EPC meeting it will go to).	<input type="checkbox"/>	<input type="checkbox"/>
Where the applicant entity is a trustee applying on behalf of a trust, have they attached documents showing the relationship of the incorporated trustee to the trust are provided?	<input type="checkbox"/>	<input type="checkbox"/>

Merit criterion one

Does the application:	Included	Feedback required
Provide detailed resumes/biographies of the key people and details of their proposed time commitment to the project? Note: If the key people leading the incubator project, or those delivering services to start-ups do not have specific expertise in these areas, the applicant should look to partnering with other organisations or engaging individuals to bring in that expertise.	<input type="checkbox"/>	<input type="checkbox"/>
Provide letters of support or CVs of the mentors identified?	<input type="checkbox"/>	<input type="checkbox"/>
Have they attached a business plan, outlining the incubator's business structure and operating model, including core business, current services provided, customer base and financial plan?	<input type="checkbox"/>	<input type="checkbox"/>
Have they attached evidence of support from key partners? e.g. letters of support/ demand for services?	<input type="checkbox"/>	<input type="checkbox"/>
Have they clearly described and attached evidence of the international linkages? e.g. memoranda of understanding or letters of support from their international partners, mentors, networks other players in the innovation ecosystem?	<input type="checkbox"/>	<input type="checkbox"/>
(For existing incubators) have they attached letters of support from their previous start-up participants and/or other evidence to demonstrate the incubator's track record in helping start-ups to achieve commercial success? (For new incubators) have they included information and evidence of key personnel's skills and experience in assisting start-ups to achieve commercial success, relevant to the proposed incubator project?	<input type="checkbox"/>	<input type="checkbox"/>

Does the application:	Included	Feedback required
<p>Clearly describe how the project will address a gap in the market in terms of two or more of the five outcomes outlined in the program guidelines? Have they attached evidence to support the gap and/or demand for the incubator services? e.g. industry gap/opportunity analysis.</p> <p>OR, has the applicant identified particular opportunities in the region/sector that the incubator aims to leverage/take advantage of?</p> <p>Note: Applicants should be precise on deliverables. Projecting unrealistic, or for example, a huge range in numbers of start-up participants being involved in a project (eg. between 250-800), demonstrates a lack of rigour around projecting a realistic market gap. In such a case funding can only be considered at the lowest given projection.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Although it is not mandatory, it is highly recommended that all applicants MUST provide letters of support.</p> <ul style="list-style-type: none"> For existing incubators, letters of support should be supplied from start-ups that have been through their program For new incubators, letters of support should be supplied from relevant players in the local ecosystem that indicate capability to address a market gap For all, NOT (cynical) campaign style letters. Sincere effort is required. Demonstrating support across the space – NOT just a state/fed government echo chamber 	<input type="checkbox"/>	<input type="checkbox"/>
Clearly demonstrate how their project will improve the prospects of Australian start-ups achieving commercial success internationally?	<input type="checkbox"/>	<input type="checkbox"/>
If the applicant plans to work with start-ups working with data sets, has the applicant considered or addressed how it might make use of the Incubator Support initiative’s new data set facility ?	<input type="checkbox"/>	<input type="checkbox"/>
<p>(For existing incubators) Have they clearly demonstrated how they will:</p> <ul style="list-style-type: none"> expand the scale of their existing services and how funds will be used to enhance current services beyond what is already being provided? develop the innovation ecosystem? <p>(For new incubators) Have they clearly demonstrated how their proposal is focused on a region or sector with high potential for success in international trade?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Merit criterion three

Question	Check	Feedback required
<p>Have you clearly demonstrated:</p> <ul style="list-style-type: none"> why the project has a need for government funding, and is not ‘business as usual’ activity for the incubator? how the project provides value for money? <p>Note: Projects that look a little unproven/undeveloped have a much better chance of funding if they seek an appropriate (lesser) funding amount. In such case, a pilot may be more suitable to prove value for money, capability and market gap for subsequent applications. The EPC is much more likely to fund a pilot program, and would favourably view a further application drawing on the success of the first cohort, particularly for new incubator programs. Applicants are much better advised to apply for \$150k - \$200k to prove their project will work and roll it out in stages.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> Included a justification as to how the in-kind contribution was calculated? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If a regional application, has the applicant correctly calculated the 65% grant? 	<input type="checkbox"/>	<input type="checkbox"/>

-----SEE NEXT PAGE FOR EXAMPLE FEEDBACK-----

Dear **Name**

Thank you for providing your draft Incubator Support application. Our team has now reviewed the draft and we provide the below feedback/ we have now added feedback through the online Smartform.

The feedback is also copied – in its entirety – below for your convenience.

Please note that

- **Feedback is provided to assist you with developing your Incubator Support initiative application, and does not constitute a determination of eligibility or merit.** Eligibility is determined upon formal submission of the application, and the merit of eligible applications is assessed by the Entrepreneurs' Programme Committee and provided to the Minister for decision.
- **Feedback is focused on areas that could be improved or need further clarification rather than highlighting strengths.**
- While applicants are only entitled to feedback once on an application, if you are unclear on any of our suggestions please feel free to contact us directly by return email or calling **number**.
- For any further general questions you might have about the Incubator Support initiative please call the contact centre on 13 28 46 or [email the Incubator Support team](#).

Feedback from the Incubator Support Programme Management team:

EXAMPLES OF FEEDBACK:

Overall/General

- Application form: you state that this is a joint application, however, it doesn't look as though the details for 'Lead Applicant' and 'Project Partner' has been completed at the 'Applicant Information' part of the application – please provide information here.
- If this is a joint application, the applicant should provide a letter of support from the key project partner (refer 11.2 of the Programme Guidelines).
- The applicant will need to attach evidence in the form of CVs, letters of support (from previously assisted start-ups, mentors, partners, stakeholders etc.), MOUs, reports, evidence of demand from start-ups and anything else that is relevant to substantiate your claims.
- The focus and associated project expenditure of the applicant's overall proposal must be on actually delivering clearly described, relevant services to start-ups.
- Milestone dates will need to be adjusted to allow more time for the application, assessment and decision process – we suggest late [June] or early [July] is a more likely proposed project start date – we suggest a start date at a minimum of 3 months from the applications final submission date. Project expenditure cannot be incurred until a signed funding agreement has been executed with the Commonwealth.
- You should keep in mind the key aspects of the initiative which are that projects must deliver services to Australian start-ups that will help them to develop their capabilities to successfully commercialise in international markets. We note that in the draft application form it mentions that services will be targeting start-ups as well as SME's. As per the Programme Guidelines, the Committee will be considering how projects demonstrate their ability to deliver services directly to start-ups, and will expect the majority of

services to be delivered to start-ups. If you intend to deliver services to existing SMEs, medium or multi-national businesses as part of your project, you should be aware that this may impact the competitiveness of your application, when compared to projects that service start-up businesses exclusively. You should therefore clearly outline the number or percentage of start-ups you intend to support in the project.

Is this a second application

If the applicant is applying for a second grant (either EIR or N&E, which is still running), you should advise the applicant to provide a short summary/update of how they have progressed with the first project against project milestones, and report on any outcomes they have achieved to date.

Mandatory information

- As the applicant entity is a trustee applying on behalf of a trust you will need to ensure that the trust documents showing the relationship of the incorporated trustee to the trust are provided.
- The applicant is required to provide [Other mandatory attachments]

Merit Criteria One

- Noted – the applicant is providing detailed CVs for key people.
- Noted – detailed biographies provided.
- Noted – the applicant is providing evidence of broad support from local government, other key stakeholders.
- Noted – letters of support from start-ups that have benefited from the applicant’s program provided.
- The applicant should attach detailed resumes of key project personnel, highlighting relevant skills and expertise.
- The applicant should detail the time commitment of key people to the up scaled incubator, as opposed to their current commitments. The labour costs should reflect this.
- CVs for experts who will be delivering the master classes or mentors who will be involved in the project, should be attached as evidence to support this criterion. If these individuals have not yet been identified, you will need to outline how this will occur and what skills and experience in particular they will bring.
- We note that you have outlined some of the staff who will be involved in the incubator and their experience. You should ensure that all key personnel involved in the project are outlined and that you include the time commitment to the project for each. In addition, you need to attach the key project personnel resumes or their detailed capabilities in directly assisting start-ups with the application.
- The application would be strengthened by providing more information around how specifically the team assisted [previously assisted start-ups – may be named in application] in commercialisation, as noted.
- It is unclear how the full time engagement of a Corporate Partnership Manager will assist start-ups directly to achieve success in international markets. This will need to be explained further to justify the role in meeting Incubator Support program’s objectives.
- It would be useful to provide some letters of support from start-ups that key project personnel have previously assisted to demonstrate the track record of the team.
- The applicant should attach a comprehensive Business Plan [where the incubator has not been sufficiently described].
- The applicant should clearly describe its network of international links that inducted start-ups will benefit from, and evidence those links through letters of support and MOUs; in particular, links with [example partners] in [overseas countries eg].
- The applicant should provide evidence (ie. letters of support/MOUs/Agreements) from their global firm partners or international linkages to the project and the start-ups.
- The provision of evidence in the form of letters or memorandum of understanding with international partners, in addition to local partners, is important in demonstrating and verifying links to international innovation networks.
- The applicant should provide details of how the US sponsorship component will be structured and implemented.
- The applicant should provide evidence (ie. letters of support/MOUs/Agreements) from their global firm partners such as [partners named].
- You should attach evidence to demonstrate international connections such as letters of support from international partners or international mentors or networks.

- Noted – the applicant clearly describes a market gap in [location] for [if sector specified] start-ups.
- The applicant should attach evidence to support the gap or demand for the incubator’s services.
- The applicant should detail its knowledge and evidence of a market gap and the pipeline of prospective start-ups that would be interested in incubator services; the applicant should provide a business model with reasonable projections of the number of the start-ups that will form the incubator’s throughput and how this will build to a sustainable business model.
- The applicant should provide more detail around how a cohort of suitable start-ups will be identified for the incubator.
- The applicant has comprehensively outlined what services the accelerator will be offering to start-ups in a regional setting, however, the applicant should detail its knowledge and evidence of a particular market gap this project is seeking to fill.
- We note that in the draft application you have described the distinct value proposition of the incubator well. However, it was difficult to determine the gap in the market the incubator seeks to fill and how it would address this gap. Some of this information appears to be in the letter from [xxx] however it would be useful to clearly articulate the market gap and include any evidence available in the merit criterion response.
- The Committee will look for information to be articulated in a way that directly responds to the prompts in each merit criterion and clearly demonstrates how the project meets the requirements of the programme and you should ensure that the project outcomes are in line with the Incubator Support Initiative’s objectives (available in the programme guidelines), and you must clearly describe what services your Incubator will be delivering directly to start-ups to achieve this.
- The relationship between [incubator] and [example] is unclear. The applicant is only eligible to seek funding for the proposed incubator, and the focus of that grant expenditure is delivering services to start-ups.
- The applicant should attach evidence (ie. letters of support; MOUs) to demonstrate the international connections the University has, in particular in [eg. India, China and Vietnam], as outlined in the application.
- The applicant should provide more evidence of the international linkages that the incubator will use to help start-ups achieve commercial success in international markets; suitable evidence includes MOUs and letters of support from key international partners.
- While the creation of new global partnerships and investor networks is essential incubator core business, the application must focus on demonstrating how existing networks will be utilised.
- The applicant should provide information detailing the pipeline of prospective start-ups that would be interested in incubator services; through letters of support expressing interest and showing demand.
- The applicant should evidence through letters and MOUs that other investors (including examples) will invest in incubatees, as claimed in the application.
- Optional - having described how it is establishing links to data sets for start-up use, the applicant may consider addressing how it might make use of the Incubator Support initiative’s new data set facility.
- The applicant should explain how it will source start-ups that may “utilise Public Data in their service offerings” if this is to be part of the project.
- The applicant should provide a business model with reasonable projections of the number of the start-ups that will form the incubator’s throughput and potential funding sustainability beyond the grant project.
- The use of volunteers to assist in delivering the Bootcamp program should be clearly planned in such a way that failure to engage volunteers will not impact project delivery.
- The application would benefit from including details on how you will improve the prospects of Australian start-ups internationally and further information addressing two of the four outcomes under this criteria in the Programme Guidelines. It is beneficial to articulate information for the Committee in a way that directly responds to the merit criteria prompts and clearly demonstrates how the project meets the requirements.
- As part of this merit criterion you need to include a detailed project plan which clearly outlines key milestones and their activities and associated expenditure including achievement measurements.
- From the draft application it was unclear how the project would improve the prospects of Australian start-ups internationally. It would be useful to include further information regarding this aspect.
- Targeting a niche sector/market gap is a good thing however, that niche needs to be very carefully described and demand should be demonstrated. Knowledge should not be presumed.

Merit Criteria Three

- Noted – the applicant has outlined why the project is unlikely to proceed without Australian Government funding.

Released under the FOI ACT - DISER

- Noted – without government funding, the applicant will continue to deliver the project in a potentially reduced form.
- Noted – the applicant is currently supporting 2-4 start-ups per year; grant funding will expand this to approximately 10 start-ups per year, demonstrating additionality.
- It would be useful for the applicant to clearly state (perhaps in a table) how many start-ups will be drawn into future cohorts with and without government funding. This would highlight the additionality Australian Government funds will bring and demonstrate taxpayer value for money.
- The applicant should clearly evidence the project's value for money, including by clearly stating the number of start-ups currently supported and the number of start-ups that would be supported through Australian Government funding.
- While health is an Australian Government growth sector, the applicant's citation of Australian Government health expenditure statistics to substantiate the need for the project does not meet the requirement to evidence the market gap the project will meet, the pipeline of start-ups that are likely to be incubated, or the value the project will provide to the Australian innovation ecosystem.
- The benefits that may accrue to the [incubator] do not necessarily evidence value for money in regard to the initiative's primary goals; further, it would seem unlikely that all companies [the incubator] will invest in will become high growth businesses.
- Connections that "build partnerships and lever the Government assets to connect GPs to hospitals and at the same time create an environment where Corporates can see the State's competitive advantage" are not fully explained or substantiated.
- The bulk of project funding should be allocated directly and clearly to the delivery of actual services to start-ups, such as through the new Bootcamp program.
- We note that you have outlined that the project will not go ahead without grant funding. It would be useful to provide some additional commentary around what specific components of the project the grant will support and the impact of the grant on the project in terms of timing, reach and scale.
- You have outlined the in-kind contributions to the project, however, you need to articulate all contributions to the project and how these have been calculated (for example based on current market rates, existing salary scales).

Budget/Funding

- You are required to include a detailed project budget with the application. It is recommended that the project budget breaks down the heads of expenditure into specific line items and outlines the costs for each activity and how they will be funded.
- As part of your application under the New and Existing component you are required to include a detailed project budget that outlines the costs of each project activity and how they will be funded. Your budget plan should also outline any in-kind contributions required to undertake the project and how you calculated their value.
- More detail is required on the [overseas] trips associated with the "Global Networks Development" allocated expenditure and what the purpose of the trips are. It is unclear whether start-ups will be travelling overseas to make direct international linkages or not. If start-ups are not involved in these trips it will need to be justified how these trips will be assisting Australian start-ups directly.
- More detail should be provided about the travel component in the first milestone to confirm who will be travelling (ie. start-ups or staff).
- The applicant selected 'new incubator' but appears to be an established incubator with a small cohort. If this is an existing incubator, then promotion and marketing costs would not be eligible.
- The applicant should provide further detail around the \$100,000 overseas travel component, and confirm this expenditure is solely for start-ups engaging with international partners.
- The programme is unable to accept forward expected revenues as evidence to meet the matched funding requirements. This could be addressed by providing a commitment from another source under-writing the matched amount. We will also accept bank statements and, letters from partner's detailing their funding commitment or an accountant's declaration.

Other

- If you have not already, I recommend that you refer to the Application Checklist and view the two short videos on submitting a competitive application under the initiative – these can be found here: [Application Checklist](#), [Submitting a competitive application](#) and [Addressing the merit criteria](#).

Released under the FOI ACT - DISER

- It is also recommended that you review Appendix 2-4 of the Programme Guidelines to ensure you are aware of what project activities and expenditure you can claim under the programme. For example rent, marketing, insurance and legal costs are not eligible expenditure under Incubator Support.
- We note that there are character limits on the merit criterion responses in the application form, however if you run out of space additional information can be included in the attachments to the application. In addition, multiple documents can be merged into a single attachment if required.
- We note that there are character limits on the merit criterion responses in the application form, and there is also a limit on the attachments that can be uploaded - to a total of 20 megabytes per application. If the applicant has met this limit, or they have trouble uploading documents, they are welcome to email them through to the Incubator.Support@industry.gov.au inbox – ensuring they clearly identify which application they are to be attached to.

New and Existing Incubators – RIF Applicant Summary

Applicant name: [CSM to complete highlighted fields on this page] Entity Name
Project title: Project Title
Grant amount sought: \$
Regional applicant? Yes/No. *If is a regional applicant and regional funding ratio not sought, why?*
Regional Incubator Facilitator: RIF name
Formal Draft Feedback given? Yes / No

Project summary

Paste summary from application

RIF Feedback/Interaction Summary

- RIFS – Please delete all red instructions and type or sign this form
- Briefly describe your interaction with the applicant; did you provide any formal or informal feedback?
- If you gave formal or informal draft feedback, what were the key points?
- Did the applicant address this draft feedback in their final application?
- If formal draft feedback was not requested, did you work with the applicant at all on their project concept?

RIF comments on the submitted application

- Are there any particular comments or points you would like to bring to the EPC’s attention?
- What do you know about the applicant or their project concept that would be useful for the EPC to know?

RIF statement on the application

Choose one:

- The applicant has addressed the feedback I provided and I support this application
- The applicant has not completely addressed the feedback I provided; however, I support this application
- The applicant has not addressed the feedback I provided and I do not support this application
- The applicant did not seek feedback but I support this application
- The applicant did not seek feedback and I do not support this application

Signed:.....Date:.....

FOR OFFICIAL USE ONLY

RIF comments on the applicant (where not addressed on the previous page)		
Are you aware of the entity applying for Incubator Support funding?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever worked directly or indirectly with this entity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide an overview of the capacity in which you worked with the entity and what your experience was.	<i>Comment:</i>	
Are you aware if this entity has applied for, or received, funding assistance from AusIndustry, the Department or other government sources previously?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide further details including funding source, programme, grant amount, project and outcomes.	<i>Comment:</i>	
What is your understanding of what the core business of the entity is? Are you aware of what services the entity provides to start-up businesses?	<i>Comment:</i>	
Are you aware of the entities' key personnel and can you comment on the management experience of an incubator?	<i>Comment:</i>	
How long has the entity been active in the innovation ecosystem and what do they offer in terms of services to local start-ups?	<i>Comment:</i>	
Are you aware of this incubator's particular business model? And if so, do you believe it is successful and sustainable?	<i>Comment:</i>	
Are you aware of their reputation in the local incubator space? Please comment on your knowledge of reputation.	<i>Comment:</i>	
Has the entity had any significant outcomes you are aware of?	<i>Comment:</i>	
Are you aware of any key local/international sector linkages, partnerships or affiliations this incubator has with key stakeholders in the innovation ecosystem?	<i>Comment:</i>	
Do you think the services they are providing meet a particular demand and are there further opportunities for this incubator in the local innovation ecosystem?	<i>Comment:</i>	
Please add any other comments:	<i>Comment:</i>	

RIF summary of Regional Manager / Commercialisation Adviser consultation		
Have you contacted relevant Regional Managers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provide Regional Manager comments	<i>Regional Manager name:</i> <i>Comment:</i>	
Have you contacted relevant Commercialisation Advisers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provide Commercialisation Adviser comments	<i>Commercialisation Adviser name:</i> <i>Comment:</i>	

Incubator Support Initiative Eligibility and Completeness Checklist New & Existing

Application/Project Number	
Organisation	
Project title	

Applicant Eligibility

No	Requirements	Yes	No	Unknown	Not applicable
1.	<p>a. Is the applicant an existing incubator or establishing a new incubator that can foster and facilitate the development of innovative start-ups focused on international trade? <i>[Page 6 of Application Form]</i></p> <p><i>N.B. New = in the process of being established and yet to accept a cohort of start-ups (0 cohorts); Existing = already operational and are currently supporting or have previously supported a cohort of start-ups (1 or more cohorts).</i></p>	<p>NEW</p> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>b. Have you been able to confirm/substantiate the applicant's claims of incubator business experience, operations and activities being undertaken through:</p> <ul style="list-style-type: none"> ▪ provision of appropriate/quality information and evidence; ▪ reviewing the information provided on the applicant's website; ▪ reviewing other information gained through internet or other search methods? <p><i>Note: For the purposes of the Incubator Support initiative, we define Incubator as: a business support organisation that fosters innovative start-ups focussed on international trade, through providing offerings such as seed funding, colocation, mentoring, professional services and access to networks. It can include accelerators and germinators.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the applicant have an Australian Business Number (ABN)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Have you checked the ABN recorded is consistent with the applicant name provided? <i>[Page 4 and 7 of Application Form]</i></p> <p>www.abr.business.gov.au (ABN Lookup)</p> <p><i>Hint: You can also use the Corporate Scorecard Historical Extract Report or Express Check report which details ACN, ABN & Organisation type http://corporatescorecard.com.au</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No	Requirements	Yes	No	Unknown	Not applicable
3.	<p>Is the applicant one of the following:</p> <ul style="list-style-type: none"> ▪ an entity incorporated in Australia; ▪ an incorporated trustee on behalf of a trust; ▪ a not for profit organisation; ▪ a publically funded research organisation (PFR0) (see Appendix A); or ▪ local government agency or body (see Appendix A). <p><i>[Page 4 of Application Form]</i></p> <p>www.abr.business.gov.au (ABN Lookup) <i>Hint: You can also use the Corporate Scorecard Historical Extract or Express Check Report to find organisation type, CAN & ABN details</i> http://corporatescorecard.com.au</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p>Can you confirm that the applicant is not an:</p> <ul style="list-style-type: none"> ▪ an individual, partnership or trust (however, a trading corporation that is a corporate trustee may apply on behalf of a trust); ▪ a Commonwealth or state government agency or body (including PFR0s and government business enterprises). <p><i>Hint: the ABN Lookup at www.abr.business.gov.au will note the "Entity type".</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<p>Can you confirm that the applicant is not named by the Workplace Gender Equality Agency as an organisation that has not complied with the <i>Workplace Gender Equality Act 2012 (Cth)</i>?</p> <p><i>Hint: Review the List on Non-Compliant Organisations.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<p>If this is a joint application from consortia, does the lead applicant meet the eligibility criteria?</p> <p><i>[Page 6 of Application Form]</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<p>Can you confirm that the applicant does not already have more than one existing Incubator Support project or application being assessed?</p> <p><i>Hint: Check on eSGMS and CRM systems. An applicant can only have 2 current applications or existing projects under Incubator Support at a given time. If an applicant looks to apply for another application and they have not submitted a Final Report for a previous project, the application should not be assessed until the Final Report is received.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Eligibility

No	Requirements	Yes	No	Unknown	Not Applicable
8.	Does the project include eligible activities and expenditure? <i>[Page 4 and 5 of Application Form]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	a. Is the applicant applying for the regional grant ratio? b. Is at least 80% of project activities being undertaken in a regional area? c. What is the classification based on the Regional Locator tool? <i>Note: CSMs must check the addresses provided by the applicant using the Regional Locator tool available at https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=regional-locator-too</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Is the applicant eligible for up to 65 per cent matched funding based on the project activities being located in a regional area? <i>Note: CSMs must determine the eligibility of the applicant accessing the regional ratio taking into consideration the Regional Locator tool and project activities. Where the applicant has applied for regional access, but the department has deemed the application not to be regional, the application is ineligible.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	What grant percentage is the applicant seeking?	%			
12.	a. For metro <i>applicants</i> , is the total project value at least \$52,000? <i>[Page 4 and 5 of Application Form]</i> b. For regional applicants, is the total project value at least \$40,000? c. What is the grant amount sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	a. For metro incubators is the Applicant claiming 50% or less of total eligible project expenditure? b. For regional incubators is the applicant claiming 65% or less of total eligible project expenditure? <i>[Page 12 and 13 of Application Form]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Are the 'Other sources' of project funding within the maximum amounts allowed under the initiative? <i>[Page 12 and 13 of Application Form]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No	Requirements	Yes	No	Unknown	Not Applicable
15.	Will the project be completed within the maximum timeframe allowed under the initiative? <i>[Page 11 and 12 of Application Form]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completeness requirements - attachments

No	Requirements	Yes	No	Unknown	Not Applicable
1.	Is the applicant an incorporated trustee on behalf of a trust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, have they attached a Trust Deed showing the relationship of the incorporated trustee to the trust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is the application from a consortium?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, has the lead entity attached satisfactory letters of support from each of the other organisations involved in the proposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has the applicant provided a detailed project plan? <i>[Page 10 of Application Form]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has the applicant provided a detailed project budget? <i>[Page 6 of Application Form]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Has the applicant addressed each of the Merit Criteria?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Has the applicant provided evidence from their Board (or support from the CEO or Director, if there is no Board) that the project is supported and that the applicant can complete the project and meet the costs of the project not covered by grant funding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Has the applicant provided an accountant's declaration if the grant requested if \$50,000 or above?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Has the applicant provided a complete application form and checked all boxes as part of the Applicant Declaration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	What is the applicant's electorate according to the Australian Electoral Commission? <i>Hint: Check http://electorate.aec.gov.au/ to find the electorate. If you can not determine the electorate based on the boundary maps call the AEC.</i>	Electorate:			

CSM Comments

Provide any further comments in relation to the eligibility and completeness of the application.

CSM recommendation

CSM Name <CSM name>

This application is eligible Yes No

This application is complete Yes No

Signed..... Date

Authorised officer's decision

Authorised officer name <EL1 or EL2 Name>

(Select the appropriate decision)

This application is eligible and complete and will proceed to merit assessment [\[EL1\]](#).

OR

The application is not eligible and will not proceed to merit assessment [\[EL2\]](#).

OR

The application is not complete and will not proceed to merit assessment [\[EL1\]](#).

OR

The application is not eligible/not complete and will not proceed to merit assessment [\[EL2\]](#).

OR

The application is not eligible for the regional funding ratio and will not proceed to merit assessment. [\[EL2\]](#)

Signed..... Date

Date applicant notified whether their application has been accepted or not: ____/____/____

CSM <CSM name>

Incubator Support Initiative Assessment and Completeness Report - *New & Existing*

Application/Project Number			
Organisation Name			
Type of Organisation (ie. Incorporated entity, incorporated trustee, NFP, PFRO, local Govt.)		New or Existing Incubator?	
Project Title			
Project Start Date		Project End Date	
A: Total Expenditure	[All eligible and ineligible costs]	B: Total Eligible Project Expenditure	[All costs deemed to be eligible, incl. in-kind]
C: Identified ineligible project expenditure	[All ineligible costs, incl. in-kind ie. 'A'-'B']	D: Grant Amount	[Dollar value up to 50% for metro or 65% for regional of 'B', OR up to a max of \$500k]
Funding Ratio (%)			
CSM Name and Phone Number			

Applicant Details

Summarise the applicant's details using the template below.

<Applicant name> is a <insert description of business> that was founded in <insert year>. The applicant <is an existing incubator which targets <insert details> that is planning on expanding its services and capacity>. **OR** <is planning to open a new incubator focused on <insert details>. **[delete that which is not relevant]**

This application is a collaborative project with <insert joint applicant details and description of business>. **[delete if not relevant]**

The applicant has received support from AusIndustry under <insert programme and funding details>. The applicant currently has <no> or <insert number> other <applications> and/or <grants> under the Incubator Support Initiative for <insert funding details>. **OR** The applicant received funding under the Incubator Support Initiative for <insert funding amount> and the project was successfully completed <insert date>. **[delete that which is not relevant]**

Project Description

Summarise the planned project activities and intended outcomes outlined in the application. For example:

- describe the planned expansion of the scale of incubator operations and/or the development of a new incubator that will focus on innovative Australian start-ups with an international market focus;
- outline the project activities, timeframe, value and intended outcomes;
- has sufficient information been provided? Is the project in line with ISI objectives?

<Applicant name>'s project involves <summarise project activities and outcomes>. The project will run from <insert start date> to <insert end date>. The applicant has provided <sufficient/insufficient> information regarding the project.

The described project appears <to be/to not be> in line with the Incubator Support Initiative objectives.

Project Value

Total eligible expenditure	\$ ['B']
Total grant amount	\$ ['D']
Grant ratio	['D'÷'B'] %

***Note: this cannot exceed 50% for metropolitan applicants or 65% for regional applicants.**

Issues with activities or expenditure

If applicable, identify any ineligible activities or expenditure, the basis of ineligibility and any recommended reductions in the grant amount or changes to activities and milestones if the grant is funded.

The applicant has included ineligible expenditure totalling <insert amount> related to <insert ineligible activity description>. The CSM has removed this expenditure and the total eligible expenditure has reduced to <insert amount>. As a result the total grant amount has been reduced to <insert amount>.

OR

However, the CSM does not recommend a reduction in the total grant amount as <insert reasons>.

[Delete that which does not apply]

Applicant contributions

State the type of evidence provided for each funding type. Do the 'In-kind' and 'Other Government' contributions meet the maximum percentage amounts allowable as contributions towards total project expenditure? (refer to Programme Guidelines)

Funding Type	A\$	Percentage of Total Cost (%)	Type of evidence provided
Cash flow			
Loans			
Equity			
In-kind			
Other Government contributions			
Other			
Total			

Merit Criterion 1

Management and Business Capability.

Score: /40

CSM comments

Comment briefly on:

- a) The extent to which the applicant has addressed their capability to support innovative, Australian start-ups to achieve success in international markets. Assess, through the information and evidence provided, whether the applicant has clearly identified the skills and expertise necessary to manage and undertake the project based on the information provided on their:
- key personnel
 - time commitment to Incubator
 - evidence of global entrepreneurship and commercialisation experience
 - evidence of linkages to international innovation ecosystems
 - community management skills
 - evidence of investment attraction into start-ups.
- b) The Incubator's track record – have they provided examples of start-ups previously supported, including evidence that these are bringing new-to-market or new-to-world innovative products and services to markets outside Australia. Have they demonstrated (through information and evidence provided) a track record in implementing similar projects? Do they have personnel with appropriate management, technical and financial skills (or access to them) to undertake the project? You should also contact the appropriate AusIndustry Regional Manager as part of your due diligence to gather any available intelligence on the organisation.
- c) The operating model of the Incubator – have they provided information or a Business Plan which outlines how they plan to foster the development of internationally-focussed start-ups. For example:
- Have they described how they will leverage their networks to deliver services and opportunities to start-ups – have they given evidence of linkages, agreements, support from other players in the innovation ecosystem.
 - Have they described the services that they plan to provide, which could include:
 - seed funding
 - co-location
 - structured programme
 - mentoring
 - cohort-based entry and exit
 - professional services
 - networking events.
 - Has the applicant provided information/evidence as to how they plan to ensure the ongoing (long-term) financial viability and sustainability of the business? Has the applicant provided any evidence of existing or potential corporate or government sponsors or demand for the services?

If the financial information provided by the applicant in the Application Form raises concerns i.e. negative income, contact the applicant to clarify.

Delete this box once you have completed your assessment.

Key Personnel

The applicant has advised that the key personnel involved in the project are:

- **<Insert Personnel Name>** - <Insert Description of personnel's experience>. <Insert personnel name> will work on the project with a <insert time commitment>.
- **<Insert Personnel Name>** - <Insert Description of personnel's experience>. <Insert personnel name> will work on the project with a <insert time commitment>. **[Repeat as required]**

The applicant has indicated that they have previously delivered similar projects, including <insert details>.

OR

The applicant has not provided any detail that they have previously delivered similar projects. However, the CSM notes that the applicant has indicated that key personnel are experienced in delivery of similar projects.

OR

The applicant has not provided any detail that they have previously delivered similar projects. **[Delete that which is not required]**

The CSM has no concerns regarding the capability of the key personnel to support Australian start-ups and notes that the applicant appears to have the appropriate management, technical and financial skills to undertake the project.

OR

The CSM notes that the applicant's key personnel <insert area of concern specific to merit criterion requirements>. However, the CSM considers that the applicant appears to have the appropriate management, technical and financial skills to undertake the project <insert reasons>.

OR

The CSM notes that the applicant's key personnel <insert area of concern specific to merit criterion requirements>. As a result, the CSM considers that the applicant does not appear to have the appropriate management, technical and financial skills to undertake the project. **[Delete that which is not required]**

Track Record

The applicant has advised that they have provided services to start-ups previously, including the following:

- <insert details of services previously provided> **[Repeat as required]**

The applicant has provided letters of support from previously assisted start-ups.

OR

The applicant has not provided letters of support from previously assisted start-ups, however has provided <insert other evidence provided>.

OR

The applicant has not provided letters of support from previously assisted start-ups or other evidence to support their claims. **[Delete that which is not required]**

Operating Model

The applicant has outlined the operating model of the Incubator indicating that <describe model of incubator>. The applicant has stated that it will deliver the following services:

- <insert services> **[Repeat if required]**

International Linkages

The applicant has indicated that they plan to utilise their networks in the following manner:

- <insert how will utilise networks> **[Repeat if required]**

The applicant has provided <insert details of evidence> to support its claims of international linkages.

OR

The applicant has not provided evidence to support its claims of international linkages, however the CSM notes that the key personnel are able to demonstrate sufficient international linkages.

OR

The applicant has not provided evidence to support its claims of international linkages. **[Delete that which is not required]**

Funding Model

The applicant advised that after the grant period ongoing operations will be funded through <insert details>. The applicant has provided <insert evidence> which demonstrates <the demand for services> **AND/OR** <support from existing and potential corporate or government sponsors>.

OR

The applicant has not advised how ongoing operations will be funded after the grant period. However, has provided letters of support from existing and potential corporate or government sponsors.

OR

The applicant has not advised how ongoing operations will be funded after the grant period and has not provided any evidence of existing potential corporate or government sponsors **AND/OR** the demand for services. **[Delete that which is not required]**

Merit Criterion 2

Benefit to your incubator, start-up and the broader innovation ecosystem.

Score: /50

CSM comments

Comment briefly on:

- a) Has the applicant identified the distinct value proposition of the incubator, the gap in the market that their project will address and how their project will address this gap in terms of two or more of the following outcomes:
 - improving the commercial prospects of innovative start-ups in international markets;
 - developing Australia's innovation ecosystem so that innovative start-ups can thrive and flourish in international markets;
 - developing the capability of Incubators to facilitate and foster innovative start-ups with the potential to operate in international markets;
 - developing incubators' capabilities in regional Australia, that support internationally focussed start-ups;
 - developing and collaborating with start-ups that use public data as a part of their business.
- b) The project plan (activities, milestones, timeframe, value, intended outcomes).
 - Does the project plan include eligible activities that are consistent with the intent of ISI?
 - Has the applicant described how its activities will impact and improve the local innovation ecosystem?
 - Has the applicant described international market opportunities and route to market?
- c) For applicants seeking to launch a sectoral Incubator, has the applicant provided a description of the sector, its growth potential, evidence of new market opportunities, and the benefits the Incubator would bring to the sector and local innovation ecosystem, including new entrepreneurial activity, encouraging research/industry collaboration and providing connectivity? Are there particular competitive or comparative advantages of this sectoral Incubator in assisting start-ups to reach international markets?
- d) For applicants seeking to launch an Incubator in a new region, has the applicant provided a description of the density of existing economic activity – concentration of businesses and supporting infrastructure? Have they described the opportunities and benefits that a new incubator would bring to the region and local innovation ecosystem, including stimulating entrepreneurial activity, encouraging research/industry collaboration and providing connectivity? What are the competitive or comparative advantages of this regional Incubator in assisting start-ups to reach international markets?
- e) Where a project is for the purchase of new equipment or facilities, has the applicant demonstrated how this will impact start-ups and what additional benefits it will bring to both start-ups, the Incubator and local innovation ecosystem?
- f) Has the Incubator provided evidence of relevant industry, stakeholder and community support in the new region/sector? Has it described how it will leverage from these networks? Does the applicant have letters of support from the community?
- g) Summarise how the applicant claims the project will continue to benefit the community once it is completed.

Delete this box once you have completed your assessment.

Value Proposition

The applicant has indicated that the incubator's distinct value proposition is <insert details>.

OR

The applicant has not directly outlined the incubator's distinct value proposition, however the CSM considers that the distinct value proposition is <insert details>.

OR

The applicant has not outlined the incubator's distinct value proposition and the CSM has been unable to determine the value proposition based on the information provided. **[Delete that which is not required]**

Market Gap

The applicant has advised that the market gap its project will address is <insert details>. The applicant has provided <describe evidence> which demonstrates this market gap.

OR

The applicant has not directly outlined the market gap its project will address, however the CSM considers that the project is addressing the market gap of <insert details> as the applicant has provided <describe evidence> which demonstrates this gap.

OR

The applicant has not outlined the market gap its project will address and the CSM has been unable to determine the market gap based on the information provided. **[Delete that which is not required]**

The applicant has advised that its project addresses the market gap in terms of <insert number of outcomes> intended outcomes from the programme guidelines. The applicant has advised that its project will address the following intended outcomes:

- <insert intended outcome name> - <insert details of how addressed> **[Repeat if required]**

OR

The applicant has not directly addressed how its project fills the market gap, however based on the information provided, the CSM considers that the project addresses this market gap in terms of the following intended outcomes:

- <insert intended outcome name> - <insert details of how addressed> **[Repeat if required]**

OR

The applicant has not addressed how its project fills the market gap in terms of the intended outcomes in the programme guidelines and the CSM has been unable to determine this based on the information provided. **[Delete that which is not required]**

Project Plan

The applicant has provided a satisfactory project plan which outlines the project <activities, milestones, timeframe, value and intended outcomes>. The project plan includes eligible activities that are consistent with the intent of the Incubator Support Initiative.

OR

The applicant has provided a project plan, however it fails to outline the project <activities, milestones, timeframe, value and intended outcomes>. However, the CSM notes that the project plan includes eligible activities that are consistent with the intent of the Incubator Support Initiative.

OR

The applicant has provided a project plan, however it fails to outline the project <activities, milestones, timeframe, value and intended outcomes> and it appears that the activities are not consistent with the intent of the Incubator Support Initiative. **[Delete that which is not required]**

Sectoral Incubators

The applicant is seeking to launch an incubator in the <insert sector name> and has described the sector as:

- <insert sector description>

The applicant has indicated that the sector has growth potential in terms of <insert details> and the following new market opportunities:

- <insert details> **[Repeat as required]**

The applicant states that the incubator will bring the following benefits to the sector and local innovation ecosystems:

- <insert details> **[Repeat as required]**

OR

The applicant is seeking to launch an incubator in the <insert sector name> and has not described the sector. The applicant has indicated that the sector has not indicated the sector's growth potential or new market opportunities. The applicant has not outlined the benefits the incubator will bring to the sector and local innovation ecosystems. **[Delete that which is not required]**

Note to CSM: If required the options can be combined to fit with the specifics of the application.

Regional Incubators

The applicant is seeking to launch an incubator in the <insert region details> and has provided the following information regarding existing economic activity:

- <insert details>

The applicant states that the incubator will bring the following benefits to the region and local innovation ecosystems:

- <insert details> **[Repeat as required]**

OR

The applicant is seeking to launch an incubator in the <insert region details > and has not provided information regarding existing economic activity. The applicant has not outlined the benefits the incubator will bring to the region and local innovation ecosystems. **[Delete that which is not required]**

Note to CSM: If required the options can be combined to fit with the specifics of the application.

Evidence of Support

The applicant has provided <insert details of evidence> from <insert details of organisation supporting> which demonstrates community support from the <region/sector>.

OR

The applicant has not provided evidence of support from the community for the incubator in <insert region/sector details>. **[Delete that which is not required]**

Purchase of new Equipment of Facilities

The project includes the purchase of new <equipment and facilities> including <insert details>. The applicant has stated that this will impact start-ups in the following ways:

- <insert details> **[Repeat as required]**

The applicant has also indicated that the <equipment and facilities> will bring the following benefits to start-ups, the incubator and local innovation ecosystem:

- <insert details> **[Repeat as required]**

OR

The project includes the purchase of new <equipment and facilities> including <insert details>. The applicant has not indicated how this will impact start-ups or the benefits to start-ups, the incubator and local innovation ecosystem.

Merit Criterion 3

The value for money offered by the project.

Score: /10

CSM comments

Comment briefly on:

- a) What is the total level of the applicant's contributions to the project? Include all cash and in-kind contributions. Has the applicant provided evidence of these contributions and ability to fund its share of project costs?
- b) Has the applicant explained clearly why any in-kind contributions are integral to achieving project outcomes? Have they fully justified how they calculated the dollar value of any in-kind contributions?
- c) What is the value of private investment invested in the project? Has this been evidenced by supporting documentation? Is there other 'buy-in' leveraged from the project?
- d) Comment on the amount of potential total investment leveraged if there is ineligible expenditure included.
- e) Has the applicant demonstrated that the anticipated project outcomes and benefits are commensurate with the grant size (impact)?
- f) What are the applicant's reasons for needing the grant (availability of other finance sources, internal hurdle rates for return on investment, payback period, how the grant will impact the project in terms of size, timing and reach).
- g) Does the grant provide additionality towards the incubator's 'business as usual' activities?

Delete this box once you have completed your assessment.

Applicant Contributions

The applicant will be contributing <insert amount> to the project. This is made up of <insert amount> cash and <insert amount> in-kind. The applicant has provided <insert evidence details> to evidence these contributions and its ability to fund its share of project costs.

OR

The applicant will be contributing <insert amount> to the project. This is made up of <insert amount> cash and <insert amount> in-kind. The applicant has not provided evidence of these contributions and its ability to fund its share of project costs.

In-Kind Contributions

The applicant has included <insert value> of in-kind contributions for the project and has advised that these are required to complete the project because <insert reasons>. The applicant has advised that the in-kind contributions were calculated through the following method:

- <insert method details>

Private Investment/Other Government Funding

The applicant has indicated that <insert amount> will come from private investment in the project. The applicant has provided <insert evidence details> to evidence these contributions.

OR

The applicant has indicated that <insert amount> will come from private investment in the project. The applicant has not provided evidence of these contributions.

The applicant has indicated that <insert amount> will be funded from <insert other government source>. This amount is in line with the 10% cap on other government funding. The applicant has provided <insert evidence details> to evidence these contributions.

OR

The applicant has indicated that <insert amount> will be funded from <insert other government source>. This amount is not in line with the 10% cap on other government funding. The applicant has provided <insert evidence details> to evidence these contributions.

OR

The applicant has indicated that <insert amount> will be funded from <insert other government source>. This amount is in line with the 10% cap on other government funding. The applicant has not provided evidence of these contributions.

Need for Funding

The applicant has indicated that the project will not go ahead without the grant for the following reasons:

- <insert details> **[Repeat if required]**

The applicant states that the following activities will be funded using the grant funds:

- <insert details> **[Repeat if required]**

OR

The applicant has indicated that the project will go ahead with a reduced scope without the grant for the following reasons:

- <insert details> **[Repeat if required]**

The applicant indicates that the following activities will not go ahead without grant funding:

- <insert details> **[Repeat if required]**

OR

The applicant has stated that the project will go ahead in its current form without grant funding.

Recommendation (CSM to complete)

Strengths and weaknesses of application

Provide an overview of the strengths and weaknesses of claims against the merit criteria relative to the project size, complexity and grant amount requested.

Assess whether the applicant has:

- provided a complete application that adequately outlines how their project will aim to support innovative, Australian start-ups to achieve success in international markets;
- adequately addressed each merit criteria and outlined relevant eligible project activities, budget and outcomes;
- substantiated their claims in the project application with relevant information and quality supporting evidence.

Delete this box once you have completed your assessment.

Strengths:

- <insert strengths>
- <insert strengths>
- <insert strengths>
- <insert strengths>

Weaknesses:

- <insert weaknesses>
- <insert weaknesses>
- <insert weaknesses>
- <insert weaknesses>

Recommendation Summary

Provide a brief statement of rationale for the recommendation.

If recommending **Supported with Conditions**, formally list and number all conditions ie

1. provision of evidence of international linkages in the form of letters from international business partners, memoranda of understanding etc
2. provision of evidence of

Delete this box once you have completed your assessment.

The CSM supports this application, as <insert reasons>.

OR

The CSM supports this application with conditions, as <insert reasons for support>. The following conditions are recommended:

1. <Insert suggested condition to a maximum of three>

OR

The CSM does not support this application, for the following reasons:

- <insert reasons>.

Total Score: /100
Supported ■ **Supported with Conditions** ■ **Not Supported** ■

Financial Year Split (based on the recommended grant)

Provide the financial year split, taking into account project duration and payment matrix provided, and when required to reflect comments on ineligible expenditure above.

Year	Amount by Year
2017-18	<allocation 2017/18>
2018-19	<allocation 2018/19>
2019-20	<allocation 2019/20>
Total	<Total allocation>

***** Amounts must match the budget plan in SGMS*****

Assessor Details – CSM and Manager to Complete

CSM Name <CSM name> Phone no <CSM phone number>
 Email <CSM email>

As CSM, I have completed and endorse this assessment.

Signed..... Date.....

Manager Name <Manager name> Phone no <Manager phone number>
 Email <Manager email>

I endorse the assessment and confirm that the financial year splits outlined above match the budget plan in SGMS.

Signed..... Date.....

NOTE: Ensure the application has been allocated to the next EP Committee meeting for a decision in SGMS by the deck due date.

Approval of application to go to:

- 1. EP Committee Next Scheduled Meeting: _____
- 2. Minister Next Scheduled Meeting: _____
- 3. DOI Statement prepared?

Deck checklist New & Existing Incubators

Application Number			
Applicant Name			
Project Title			
Grant Amount Sought			
CSM Name		CSM Phone Number	

Assessment & SGMS Completeness	Yes	No
1. Have you checked that the tracking sheet has the correct application details (including the ISI number, applicant name, proposed start and end dates and grant value)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the tracking sheet include the project title and project summary?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you completed the applicant and project descriptions?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have all merit criteria been addressed in the tracking sheet?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have the financial year splits been calculated and entered into the tracking sheet and SGMS?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do all scores add up on the tracking sheet? <i>Note: If recommending that an application is supported the applicant pass all merit criteria and the total score.</i>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the tracking sheet been signed by the assessing CSM and the relevant EL line manager?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has all data been entered into SGMS and the application allocated to the next EPC meeting?	<input type="checkbox"/>	<input type="checkbox"/>

Documentation	Provided	Checked by CSM Manager
Please collate the Application Deck in the number order below.		
Mandatory		
1. RIF Summary		
2. CSM Assessment Report/Tracking Sheet	<input type="checkbox"/>	<input type="checkbox"/>

3. Application Form	<input type="checkbox"/>	<input type="checkbox"/>
4. Project Plan	<input type="checkbox"/>	<input type="checkbox"/>
5. Project Budget	<input type="checkbox"/>	<input type="checkbox"/>
6. Letter from Board or CEO supporting the project	<input type="checkbox"/>	<input type="checkbox"/>
7. Accountant's Declaration (for grants \$50,000 and above)	<input type="checkbox"/>	<input type="checkbox"/>
Optional Supporting Attachments		
8. Detailed project description and key activities	<input type="checkbox"/>	<input type="checkbox"/>
9. Merit Criterion 1 evidence such as: a. Resumes of key personnel b. Business plan c. Evidence of support from key partners d. Evidence of international linkages e. Evidence to demonstrate the incubator's track record in assisting start-ups	<input type="checkbox"/>	<input type="checkbox"/>
10. Merit Criterion 2 evidence such as: a. Evidence of the market gap or demand for the incubator b. Third party research c. Opportunity analysis d. Competitor analysis	<input type="checkbox"/>	<input type="checkbox"/>
11. Merit Criterion 3 evidence such as: a. Evidence to support in-kind calculations	<input type="checkbox"/>	<input type="checkbox"/>
12. Other:	<input type="checkbox"/>	<input type="checkbox"/>

Deck Prepared By <CSM name>

Signed.....	Date
-------------	------------

Deck Checked By <Manager name>

Signed.....	Date
-------------	------------