



Assistant Minister for Industry, Innovation and Science
 CC: Acting Minister for Industry, Innovation and Science
 Adviser office: Sinodinos

Min ID: MS17-003325

For Action

Subject: APPROVAL AND RELEASE OF REVISED PROGRAMME GUIDELINES FOR THE INCUBATOR SUPPORT INITIATIVE

Timing: Please action **before 27 November 2017** to allow for notice to the Minister for Finance and launch of guidelines in the week commencing 27 November 2017.

Recommendations: That you:	
1. Note the key changes to the Incubator Support initiative Programme Guidelines (<u>Attachment A</u>).	Noted/ Please discuss
2. Approve by signing the revised Programme Guidelines for the Incubator Support Initiative (<u>Attachment B</u>);	Signed/ Not Signed / Please discuss
3. Approve by signing the amended Entrepreneurs' Programme Guidelines noting the Incubator Support initiative has been removed (<u>Attachment C</u>).	Signed/ Not Signed / Please discuss
4. Sign the letter to Senator the Hon Mathias Cormann, Minister for Finance (<u>Attachment D</u>).	Signed/ Not Signed / Please discuss
Craig Laundry	Date: 27/11/2017
Comments:	

Key Points:

1. In the week commencing 27 November 2017, you will be launching changes to the Incubator Support initiative. This follows the Australian Government's 2017 Budget statement announcing a refocus to ensure the initiative reflects the importance the Government places on regional development. The changes made to the initiative are outlined at Attachment A.
2. The Commonwealth Grants Rules and Guidelines (CGRGs) requires each grant opportunity to have their own guidelines. Therefore, the department has prepared standalone guidelines for the Incubator Support element and removed it as a Schedule to the Entrepreneurs' Programme (EP) Guidelines.
3. The department now seeks your approval of the standalone Incubator Support Guidelines (see Attachment B), and resulting amended EP Guidelines (see Attachment C). Over coming months, the EP Guidelines (developed prior to the Grants Hub) will undergo further revisions to meet the requirements outlined by the CGRGs.
4. The department has drafted an instrument to provide legislative authority under s33(1) of the *Industry Research and Development Act 1986* (Cth). The Department of Finance and Deregulation has assessed the Incubator Support initiative revised programme guidelines as having a medium risk rating. The risk rating for the remaining elements of EP is being worked through as part of the process outlined above and further advice will be provided.
5. You are required to write to the Minister for Finance to approve the revised Guidelines given the risk rating, and provide at least ten days' notice of your intention to release the guidelines. However, if you wish to launch the initiative in the week commencing

27 November 2017, your office must liaise with the Minister for Finance's office to waive this requirement. A letter has been prepared for your signature (Attachment D).

6. The department will provide a separate brief for the November 2017 launch of the Incubator Support initiative regional focus changes.

Consultation: AusIndustry - Business Grants Hub, Science and Commercialisation Policy

Clearance Officer:

Joanne Mulder

General Manager

Accelerating Commercialisation

and Innovation Connections

AusIndustry - Innovation Programmes

s22

Contact Officer:

s22

MLO Version: 23/11/2017

ATTACHMENTS

- A: Overview of key changes to the ISI Programme Guidelines and example of regional funding
- B: Revised Programme Guidelines for the Incubator Support Initiative
- C: Amended Entrepreneurs' Programme Guidelines
- D: Letter to the Minister of Finance



COPY

The Hon Craig Laundry MP

Assistant Minister for Industry, Innovation and Science

Senator the Hon Mathias Cormann
Minister for Finance
Parliament House
CANBERRA ACT 2600

MS17-003325

27 NOV 2017

Dear Minister *Mathias,*

In accordance with Estimates Memorandum 2014/07 – *Process for Seeking Finance minister Agreement before the Release of New or Revised Programme Guidelines*, I am writing to seek your agreement to release revised Programme Guidelines for the Incubator Support initiative in the week commencing 27 November 2017.

The revised Programme Guidelines implement changes announced as part of the 2016/17 Budget to provide additional focus to ensure the initiative reflects the importance of regional development and the specific challenges faced by incubators in regional areas in establishing and growing, which differ from those located in metropolitan areas.

The Incubator Support initiative is an element of the Entrepreneurs' Programme (EP), and accordingly form part of the existing EP Guidelines, as Schedule E. I note that the latest version of the Commonwealth Grants Rules and Guidelines requires each grant opportunity have their own guidelines and, as such, the Incubator Support Guidelines have been prepared as standalone guidelines, and the relevant schedule has been removed from the EP Guidelines.

My department has completed a programme risk assessment, in consultation with your department and the Department of Prime Minister and Cabinet. The Incubator Support initiative is endorsed as medium risk. On that basis, I approve the Incubator Support initiative programme guidelines and seek your agreement to publicly release them and re-launch the initiative.

While I acknowledge that you have 10 working days to advise of any concerns, I request your early consideration of the guidelines to enable the re-launch of the initiative to occur in late November 2017. I therefore request that you advise of any concerns by 28 November 2017.

A copy of the revised Incubator Support initiative Programme Guidelines and Entrepreneurs' Programme Guidelines have been attached for your information.

Yours sincerely

Craig Laundry
Encl. (2)

Overview of key changes to the ISI Programme Guidelines

As part of its 2017 Budget statement, the Australian Government announced that the Incubator Support Initiative would be expanded to ensure it reflects the importance the Australian Government places on regional development. The changes build on the current initiative, and will provide greater support to regional start-ups by improving the capabilities of regional incubators and accelerators, with the aim of stimulating and better supporting incubator activities and start-ups in regional areas.

The key changes include:

New and Existing Incubator funding component

- Grant amount - the minimum grant size will be increased from \$10,000 to \$26,000. The maximum grant amount remains at \$500,000.
- Eligible project value - amended the eligible project values in line with the revised minimum grant amounts of at least:
 - \$52,000 for New and Existing Incubators projects in major cities
 - \$40,000 for New and Existing Incubators projects in regional areas
- Grant percentages - regional incubators who can demonstrate that they have at least 80 per cent of activities occurring in a regional setting are eligible for a more generous grant percentage of 65 per cent of the eligible project value. Currently, applicants may receive up to 50 per cent.
- Regional eligibility - regional eligibility will be determined through a regional locator tool which will be available on business.gov.au post launch. The tool is based on ABS data and the following are considered regional: Inner Regional, Outer Regional, Remote and Very Remote locations - all other locations are considered major cities.
- Regional Incubator Facilitators (RIFs) – four RIFs will be engaged to assist regional applicants with the application process. RIFs will be located across regional areas within Australia and will be available to assist potential applicants, particularly in regional areas, to engage with the initiative.
- Use of Public Data - Incubator Support will offer approved N&E applicants the ability to access public data, through the DataStart program.
- Draft application - Introduction of a new draft application process to provide preliminary feedback on applications.

Expert-in-Residence funding component

- Bilateral exchanges – this funding component will now allow for two way international exchanges of experts between international incubators and Australian incubators.
- Grant percentages –
 - o The minimum grant size will be increased from \$1,000 to \$5,000
 - o The maximum grant size will be increased from \$25,000 to \$100,000
- Eligible project value - amended the eligible project values in line with the revised minimum grant amounts of at least \$10,000 for Expert in Residence projects.
- Grants will remain matched on a 1:1 basis.
- Applications over \$50,000 will be assessed against Merit Criteria 2 in the Programme Guidelines - Benefit to your incubator, start-ups and the broader innovation ecosystem (50 points), and approved by the Programme Delegate.

Funding Examples

Under the New and Existing incubator funding component, the maximum grant percentage varies depending on the project location. Incubators delivering services to start-ups located in major cities may receive a maximum grant of 50 per cent of the eligible project value (refer to table A for examples). Incubators delivering services to regional start-ups may receive up to 65 per cent of the eligible project value (refer to table B for examples).

TABLE A: Major City Project Example (50 per cent funding ratio)

		EXAMPLE 1	EXAMPLE 2
Funding source	Incubator projects in major cities (%)	Grant Amount sought \$500,000 Total project value \$1,000,000	Grant Amount sought \$250,000 Total project value \$500,000
Max Incubator Support grant	50	\$500,000	\$250,000
Max other government sources	10	\$100,000	\$50,000
Max in-kind contribution	10	\$100,000	\$50,000
Minimum cash contribution	30	\$300,000	\$150,000

TABLE B: Regional Project Example (65% funding ratio)

		EXAMPLE 1	EXAMPLE 2
Funding source	Incubator projects in regional areas (%)	Grant Amount sought \$500,000 Total project value \$769,230	Grant Amount sought \$250,000 Total project value \$384,615
Max Incubator Support grant	65	\$500,000	\$250,000
Max other government sources	10	\$76,923	\$38,461
Max in-kind contribution	10	\$76,923	\$38,461
Minimum cash contribution	15	\$115,384	\$57,693



Program Guidelines

Incubator Support

An element of the Entrepreneurs' Programme

Version - November 2017

I, **the Hon Craig Laundy MP**, Assistant Minister for Industry, Innovation and Science, issue the following *Programme Guidelines* to the *Department*.

Dated 27/11/17

Assistant Minister for Industry, Innovation and Science

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1. Entrepreneurs' Programme - Incubator Support processes

The Entrepreneurs' Programme is designed to achieve Australian Government objectives

This grant opportunity is part of the above Program, which contributes to Department of Industry, Innovation and Science's Outcome 1. The department works with stakeholders to plan and design the program according to the *Commonwealth Grants Rules and Guidelines*.



The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect. There are two components:

New and Existing Incubators

Expert in Residence



You complete and submit a grant application

Before you submit your final application for a New and Existing Incubators grant, you can provide a draft application for review.



We assess all grant applications

We assess all applications against eligibility criteria and notify you if you are not eligible. Where your application is subject to merit assessment, we then assess your application against the merit criteria including an overall consideration of value for money and compare it to other applications.

We refer applications for New and Existing Incubators grants to an Innovation and Science Australia committee for review.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement will be based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Entrepreneurs' Programme and Incubator Support

We may evaluate the specific grant activity and Incubator Support as a whole. We base this on information you provide to us and that we collect from various sources.

2. Introduction

These guidelines set out the funding rules for the Incubator Support initiative (the initiative) for applicants. The initiative was announced as part of the National Innovation and Science Agenda (NISA) in December 2015 and is an element of the Entrepreneurs' Programme.

As part of its 2017 Budget, the government announced that the initiative would be refined to ensure it reflects the importance the Australian Government places on regional development. These guidelines detail the initiative including the changes to further facilitate regional incubators and maximise outcomes for regional areas.

The Department of Industry, Innovation and Science (the department) is responsible for administering the program according to the requirements of the [Commonwealth Grants Rules and Guidelines](#)¹(CGRGs).

The Incubator Support initiative was previously included as part of the complete Entrepreneurs' Programme - Program Guidelines. These guidelines will come into effect on **xx November 2017** and will replace Schedule E of the Entrepreneurs' Programme guidelines.

We will publish any relevant information on business.gov.au and GrantConnect.

We have defined key terms used in these guidelines in Appendix A.

You should read this document carefully before you fill out an application.

3. Program overview

The Entrepreneurs' Programme is the Australian Government's flagship initiative for business competitiveness and productivity at the firm level.

The objective of the program is to drive business growth and competitiveness by supporting business improvement and innovation connections in targeted Growth Sectors and the commercialisation of novel products, process and services.

The program is expected to deliver the following outcomes:

- improved business capability
- effective business, research and commercialisation networks
- improved business and commercialisation performance
- value to participants.

There are different elements within the Entrepreneurs' Programme. The primary focus is on providing access to the best advice and networks to help businesses solve problems, rather than focusing on financial assistance.

These guidelines provide information on the Incubator Support initiative. To find information on the other elements visit business.gov.au or [GrantConnect](#).

4. Initiative overview

The \$23 million Incubator Support initiative supports the Australian Government's commitment to:

- assist Australian start-ups to develop the capabilities required to achieve commercial success in international markets and realise their economic potential faster than they otherwise would

¹ <http://www.finance.gov.au/resource-management/grants/>

- develop Australia's innovation ecosystem including in regional areas.

The initiative provides grant funding through two components to deliver Incubator Support projects, both of which require a funding contribution from applicants. These are:

4.1 New and Existing Incubators

The objective of the New and Existing Incubators component is to:

- help develop new incubators in regional areas and/or sectors with high potential for success in international trade
- boost the effectiveness of high performing incubators, including funding support to expand their services and/or develop the innovation ecosystem
- encourage incubators to work with more data-driven start-ups that use public data as part of their business.

4.2 Expert in Residence

The objective of the Expert in Residence component is to:

- increase the capabilities of incubators and improve the chance of commercial success for start-ups in international markets by organising and providing access to top quality research, managerial and technical talent through incoming and outgoing secondments of national or international experts.

The initiative's intended outcomes are to:

- support new Australian incubators targeting innovative start-ups to assist them to trade internationally
- expand the scale and operations of existing Australian incubators to increase innovative start-ups' chances of success in international markets
- develop new innovative Australian start-ups with a focus on international markets
- create opportunities for Australian start-ups to develop sustainable international businesses through access to open public data.

In addition to these granting components, regional incubator facilitators are available to assist potential applicants, particularly in regional areas, to engage with the initiative.

The initiative will also assist successful applicants to access public data, and will promote start-ups through case studies on the data.gov.au portal.

5. Regional incubator facilitators

In line with other elements of the Entrepreneurs' Programme, this initiative offers the services of skilled facilitators to assist regional incubators engage with the initiative and increase their chances of success. These facilitators will be allocated to particular regional areas. However, they may operate outside their regions where there is capacity and demand. This service is available to all applicants with a particular emphasis on regional incubators.

Contact details for the regional incubator facilitators are on business.gov.au.

Regional incubator facilitators will work primarily with regional incubators to:

- a. assist applicants and potential applicants by:
 - encouraging joint applications
 - providing advice, mentoring and specialist expertise

- assisting them to develop their professional networks and improve their national and international connections
 - disseminating and sharing knowledge between regional and metropolitan incubators, to prepare applications and develop new activities.
 - providing feedback on draft applications for New and Existing Incubators grants
 - providing feedback to unsuccessful applicants on weakness with their applications
- b. encourage innovation and links between business, industry, universities and research institutions and all levels of government by:
- seeking to identify best practice techniques for regional economic development, and adapting and implementing these techniques in regional areas
 - supporting the five key areas of focus outlined in the Australian Government's [Regions 2030: Unlocking Opportunity](#) report (jobs and economic development, infrastructure, health, education and communications)
 - understanding and drawing on knowledge from the Industry Growth Centres
 - providing feedback to the department on issues facing incubators, particularly in regional areas.
- c. supporting the delivery of the Entrepreneurs' Programme by:
- promoting and marketing the Incubator Support initiative
 - facilitating referrals through engaging with advisers and facilitators from other elements of the Entrepreneurs' Programme
 - undertaking other activities as determined by the Program Delegate.

6. Grant amount

6.1 New and Existing Incubators

- The minimum grant amount is \$26,000
- The maximum grant amount is \$500,000

The maximum grant percentage varies depending on your project location as defined in the [regional locator tool](#). For this initiative, we consider Inner Regional, Outer Regional, Remote and Very Remote locations as regional areas and all other locations as major cities.

- Incubators in major cities may receive a maximum grant of 50 per cent of the eligible project value.
- Incubators with projects located in regional areas may receive up to 65 per cent of the eligible project value.

If you apply for the greater percentage, you will need to demonstrate in your application that your project is located in a regional area. We consider your project is located in a regional area if you can attribute at least 80 per cent of your eligible project value to activities in a regional area.

6.2 Expert in Residence

The grant amount will be up to 50 per cent of total eligible project value.

- The minimum grant amount is \$5,000
- The maximum grant amount is \$100,000

7. Your contribution and contributions from other government sources

7.1 New and Existing Incubators

The minimum cash contribution you must make to your project also varies depending on your project location.

- Incubators in major cities must make a minimum cash contribution of 30 per cent of the eligible project value.
- Incubators with projects located in regional areas must make a minimum cash contribution of 15 per cent of the eligible project value.

7.2 Expert in Residence

The minimum cash contribution you must make to your project is 30 per cent of the eligible project value.

7.3 All applicants

The maximum in-kind contribution you can make is 10 per cent of eligible project value. You will need to provide details of how you calculated the dollar value of any in-kind contributions. For additional guidance on in-kind contributions, refer to appendix D.

The maximum contribution from other government sources is 10 per cent of eligible project value. Government sources include Commonwealth, State, Territory or local government. These contributions can be cash or in-kind. Where a contribution from another government source is in-kind it counts as both a contribution from another government source and an in-kind contribution.

Where a local government organisation is the lead applicant, it can fund the total eligible project value through the grant and its own contributions.

The breakdown of the funding limits for all projects are summarised in the following table.

Funding source	New & Existing Incubator projects in major cities	New & Existing Incubator projects in regional areas	Expert in Residence projects
Max Incubator Support grant (%)	50	65	50
Max other government sources* (%)	10	10	10
Max in-kind contribution (%)	10	10	10
Minimum cash contribution (%)	30	15	30

Table 1 Limits of funding sources

*Where a local government organisation is the lead applicant it can fund the total eligible project value through the grant and its own contributions.

8. Project duration

8.1 New and Existing Incubators

The maximum project duration is 24 months.

8.2 Expert in Residence

The maximum project duration is 12 months.

9. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

9.1 Who is eligible?

To be eligible you 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 (PFRO) 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 11.1.1.

9.1.1 Who is not eligible?

You are not eligible to apply if you are

- an individual, partnership or trust (however, an incorporated trustee may apply on behalf of a trust)
- a Commonwealth, state or territory government agency or body (including government business enterprises and corporate Commonwealth entities).

9.2 New and Existing Incubators

9.2.1 Additional eligibility requirements

In order to be eligible you must provide

- evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding
- for grants over \$50,000, an Accountant Declaration that confirms you can fund your share of the project costs. You must use the Accountant Declaration form available on business.gov.au and GrantConnect.

9.2.2 Eligible projects

To be eligible your New and Existing Incubators project must:

- include eligible activities and eligible expenditure
- have an eligible project value of at least \$52,000 for projects in major cities
- have an eligible project value of at least \$40,000 for projects in regional areas

9.2.3 Multiple projects

You can apply for up to two grants at the same time from either component. If both projects are supported you must have successfully completed one of the projects including submitting a satisfactory final report, before you can apply for another grant. You can only have two projects running at the same time.

9.2.4 Eligible activities

Eligible activities must directly relate to the project and may differ between the two components.

Examples of eligible activities include:

- expanding mentor networks to new mentors with national or international expertise
- providing or facilitating access for start-ups to new resources (such as purchase of technical equipment) to promote or facilitate international trade
- providing or facilitating access for start-ups to new knowledge (such as customer acquisition and/ or business development methods) to promote or facilitate international trade
- facilitating start-ups' access to new international networks (e.g. investors, customers peer firms).

This is not an exhaustive list of eligible activities. We may approve other activities where they are consistent with the program objectives and expected outcomes. The Program Delegate makes the final decision on whether an activity is eligible.

9.3 Expert in Residence

9.3.1 Additional eligibility requirements

Where your project involves incoming experts, additional eligibility requirements include:

- experts are not a current employee of your incubator
- a resume for each expert, outlining their experience and capabilities.

Where your project involves an outgoing expert to other incubators, additional eligibility requirements include:

- a letter of commitment from the host incubator or incubators they are visiting
- a satisfactory summary of your project that describes how the new knowledge will benefit your incubator and innovative start-ups in line with program objectives.

9.3.2 Eligible projects

To be eligible your Expert in Residence project must:

- include eligible activities and eligible expenditure
- have an eligible project value of at least \$10,000.

9.3.3 Multiple projects

You can apply for up to two grants at the same time from either component. If both projects are supported you must have successfully completed one of the projects including submitting a satisfactory final report, before you can apply for another grant. You can only have two projects running at the same time.

9.3.4 Eligible activities

Examples of eligible activities include:

- a workshop where an expert gives advice on developing business activities, for example in international markets
- engaging a national or international expert (with knowledge in start-up related technology and international experience) to assist start-ups address key challenges during an incubator program
- national or international exchanges with an expert from another incubator either in Australia or overseas.
 - incoming experts must bring new capabilities and undertake activities that help build your capabilities in the expert's area of expertise. You can include one or more incoming experts in your project.
 - an outgoing expert must be embedded in a host incubator that will commit to the sharing of capabilities and knowledge that will benefit your incubator. We allow one outgoing expert per project, however this expert may visit multiple host incubators.

This is not an exhaustive list of eligible activities. We may approve other activities where they are consistent with the program objectives and expected outcomes. The Program Delegate makes the final decision on whether an activity is eligible.

9.4 Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

- For guidance on eligible expenditure, see Appendix B.
- For guidance on ineligible expenditure, see Appendix C.
- For guidance on in-kind contributions, see Appendix D.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for approved project activities.

We may update the guidelines on eligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You must not commence your project until your grant agreement is executed.

We cannot waive the eligibility criteria under any circumstances.

10. The merit criteria you need to address

The application form asks questions that relate to the merit criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers. The application form displays text limits.

10.1 New and Existing Incubators

To be competitive, you will need to address all merit criteria in your application. We will assess your application against each merit criterion using the weighting indicated.

We will only award funding to applications that score highly against all merit criteria, as these represent best value for money.

10.2 Expert in Residence

If you are applying for a grant of \$50,000 or less we will assess you against the eligibility criteria only and this section does not apply to you. If you are applying for a grant greater than \$50,000 you will need to address merit criteria two in your application.

10.3 Merit criterion 1

Management and business capability (40 points)

Demonstrate your ability to assist Australian start-ups to develop the capabilities required to succeed in international markets.

- a. Describe key personnel:
 - time commitment to incubator
 - evidence of national or global entrepreneurship and commercialisation experience
 - evidence of linkages to international innovation ecosystems
 - community management skills
 - evidence of investment attraction into start-ups.
- b. What is the track record of your organisation or team? Provide 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.

Describe your incubator's operating model, and how it can foster the development of innovative start-ups in international markets.

- a. How will you leverage your networks to deliver services and opportunities to start—ups? Provide evidence of linkages, agreements and support from other players in the innovation ecosystem.
- b. What services do you provide? These may could include:
 - seed funding
 - co-location
 - structured program
 - mentoring
 - cohort-based entry and exit
 - professional services

- networking events.
- c. How will you fund ongoing operations after the grant ends? For example:
- If you are an existing incubator, provide evidence of your current funding model
 - If you are establishing a new incubator, provide evidence of your proposed funding model. This may include:
 - a letter of support from potential corporate or government sponsors
 - evidence of demand and willingness to pay for a co-working space.

10.4 Merit criterion 2

Benefit to your incubator, start-ups and the broader innovation ecosystem (50 points)

Describe the distinct value proposition of your incubator. Outline the gap in the market that your project will address and describe how your project will address this gap in terms of two or more of the following outcomes.

- a. improving the commercial prospects of innovative start-ups in international markets
- b. developing Australia's innovation ecosystem so that innovative start-ups can thrive and flourish in international markets
- c. developing the capability of incubators to facilitate and foster innovative start-ups with the potential to operate in international markets
- d. developing new incubators' capabilities in regional Australia, that support internationally focussed start-ups
- e. developing and collaborating with start-ups that use public data as part of their business.

10.5 Merit criterion 3

Impact of the grant (10 points)

You should demonstrate this by identifying

- a. whether your project will go ahead without the grant. Explain how the grant will impact your project in terms of scale, timing and reach.
- b. your justification for the funding amount requested with respect to the scale of the project, grant period and intended outcomes
- c. the total investment and contributions the grant will leverage. Where you include in-kind contributions you should justify how you calculate the dollar value.

11. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreements](#) published on business.gov.au and GrantConnect.

You can submit an application at any time. If you are applying for a New and Existing Incubators grant, you may submit one draft application. We will provide feedback on your draft application, which may be provided by regional incubator facilitators. You should address this feedback before submitting your final application.

To apply, you must

- complete the online [Incubator Support application form](#) on business.gov.au

- provide all the information requested
- address all eligibility and merit criteria relevant to your application
- include all necessary attachments.

When you submit your online application, we will provide you with an automated receipt number and a link. The link goes to a page where you can enter your email address to receive acknowledgment and a copy of your complete application.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). We will investigate any false or misleading information and may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process or if you are unable to submit an application online [contact us](#) at business.gov.au or by calling 13 28 46.

11.1 Attachments to the application

You must attach supporting documentation to the application form in line with the instructions provided within the form.

We require the following documents with your application

- trust deed (where applicable)
- letter of support from project partners (where applicable)
- evidence to support your claims against the merit criteria (where applicable)
- an accountant declaration (for grants over \$50,000).

11.1.1 New and Existing Incubators

- detailed project budget
- detailed project plan
- evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding.

11.1.2 Expert in Residence

- for each incoming expert, a resume outlining their experience and capabilities
- for an outgoing expert, a letter of commitment from the overseas incubators they are visiting.

11.2 Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint an eligible entity as the lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include

- details of the partner organisation

- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the project
- an outline of the relevant experience and/ or expertise the partner organisation will bring to the group
- the roles/ responsibilities the partner organisation will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You should have agreed arrangements in place with all parties.

12. How we assess your application (selection process)

12.1 New and Existing Incubators

If you provide a draft application, we will provide feedback and identify where you can strengthen your claims against the merit criteria.

The formal decision process does not commence until we receive your final application.

When we receive your final application, we first assess it against the eligibility criteria and then against the merit criteria.

Only eligible applications will proceed to the merit assessment stage. We review these applications against the merit criteria and refer them to an Innovation and Science Australia committee. The committee will assess your application against the merit criteria and compare it to other eligible applications before recommending which projects to fund.

The assessment committee may seek additional advice from independent technical experts.

To recommend it for funding it must score highly against each merit criterion. While the committee assess all applications against the same merit criteria, they will score your application relative to the project size, complexity and grant amount requested. The evidence you provide to support your application should be proportional to the size and complexity of your project.

12.2 Expert in Residence

We first assess your application against the eligibility criteria. If you are applying for a grant of \$50,000 or less we will assess your application against the eligibility criteria only. For grants greater than \$50,000, we will also assess your application against merit criterion two.

For all applications, if the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors. You cannot make any material alteration or addition.

12.3 Final decision

12.3.1 New and Existing Incubators

The Minister decides which grants to approve taking into account the recommendations of the committee and the availability of grant funds.

12.3.2 Expert in Residence

The Program Delegate decides which grants to approve taking into consideration the application assessment and the availability of grant funds.

12.3.3 All applicants

If you are successful, you will receive a written offer.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project. You should include new or more information to address the weaknesses identified in your previous application. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

The Minister and Program Delegate's decisions are final in all matters, including

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merits of your application.

The Minister and Program Delegate will not approve funding if there is insufficient program funds available across relevant financial years for the program.

13. If your application is successful

13.1 Grant agreement

You must enter into a grant agreement with the Commonwealth. We use two types of grant agreements in this program. Our selection will depend on the size and complexity of your project. Sample [grant agreements](#) are available on business.gov.au and GrantConnect

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your project expenditure until a grant agreement is executed. If you choose to start your project before you have an executed grant agreement, you do so at your own risk.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister or Program Delegate. We will identify these in the offer of funding.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

13.1.1 Exchange of letters grant agreement

For Expert in Residence projects we will use an exchange of letters as your grant agreement. We will send you a letter of offer advising that your application has been successful. You accept the offer by signing and returning to us. We consider the agreement to be executed (take effect) from the date you sign the letter. You will have 30 days from the date of our letter to sign and return to us otherwise the offer may lapse.

13.1.2 Simple grant agreement

We will use a simple grant agreement for all New and Existing Incubators projects.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details. The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will

review any required changes to these details to ensure they do not impact the project as approved by the Minister or Program Delegate.

13.2 How we pay the grant

The grant agreement will state the

- maximum grant amount we will pay
- proportion of eligible project value covered by the grant (grant percentage)
- any in-kind contributions you will make
- any financial contribution provided by you or a third party

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

For Expert in Residence grants under \$50,000 and less than six months, we will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

For all other grants, we will make an initial payment on execution of the grant agreement. The initial payment and subsequent payments will be up to six monthly in advance, based on your forecast eligible project expenditure and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

We set aside a minimum of 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

13.3 How we monitor your project

You must submit progress reports in line with your grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from business.gov.au and GrantConnect. We will remind you of your reporting obligations before a report is due. We will expect you to report on

- progress against agreed project milestones
- contributions of participants directly related to the project
- project expenditure, including expenditure of grant funds.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

13.3.1 Progress reports

Progress reports must

- include details of start-ups supported
- include evidence of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- show the eligible project value to date

- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

13.3.2 Final report

When you complete the project, you must submit a final report.

Final reports must

- include details of start-ups supported
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

13.3.3 Audit report

Where your total eligible project value is greater than \$500,000 you must provide an independently audited financial acquittal report.

A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

You must use the financial acquittal report template attached to the sample grant agreement.

13.3.4 Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

13.4 Compliance visits

We may visit you during the project period or after you finish your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

13.5 Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including

- changing project milestones
- extending the timeframe for completing the project but within the maximum 12 or 24 month period as outlined in section 8
- changing project activities

Note the initiative does not allow an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as

- how it affects the project outcomes
- consistency with the program policy objective and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

13.6 Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

13.7 Evaluation

We may evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the program impacted you and the beneficiaries of services funded by the program and to evaluate how effective the program was in achieving its outcomes. We may contact you up to two years after you finish your project for more information to assist with this evaluation.

13.8 Tax obligations

If you are registered for the Goods and Services Tax (GST), we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

14. Conflicts of interest

14.1 Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be

- real (or actual)
- apparent (or perceived)
- potential.

We will ask you to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

14.2 Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, advisory committee members and others delivering the program between

- their program duties, roles and responsibilities and
- their private interests.

We manage our conflicts of interest according to the *APS Code of Conduct (section 13 (7) of the Public Service Act 1999)*. We publish our [conflict of interest policy²](#) on the department's website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

15. How we use your information

Unless the information you provide to us is

- confidential information as per 15.1, or
- personal information as per 15.2,

we may share the information with other government agencies for a relevant Commonwealth purpose such as

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

²

<https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>

15.1 How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets one of the four conditions below

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Disclosing the information would cause unreasonable harm to you or someone else.
4. You provide the information with an understanding that it will stay confidential.

15.1.1 When we may disclose confidential information

We may disclose confidential information

- to the committee and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

15.2 How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988*. This includes letting you know

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)³ on the department's website for more information on

- what is personal information
- how we collect, use, disclose and store your personal information

³ <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

- how you can access and correct your personal information.

15.3 Public announcement

We will publish non-sensitive details of successful projects on, business.gov.au and [department's website](#)⁴. We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)⁵, unless otherwise prohibited by law. This information may include

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

15.4 Freedom of information

The *Freedom of Information Act 1982* (FOI Act) applies to all documents we create, receive or store about the program. If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

16. Grant acknowledgement

If you make a public statement about a project funded under the program, we require you to acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

17. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

The AusIndustry [Customer Service Charter](#) is available at business.gov.au. AusIndustry uses customer satisfaction surveys to improve its business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

⁴ <http://www.industry.gov.au/Pages/default.aspx>

⁵ <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

Head of Division
AusIndustry – Innovation Programs
Department of Industry, Innovation and Science
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁶ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁶ <http://www.ombudsman.gov.au/>

Appendix A. Definitions of key terms

Term	Definition
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 9.2.3.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 9.4.
Eligible expenditure guidelines	The guidelines that are at Appendix B.
Eligible project value	The total of eligible expenditure and allowable in-kind contributions on an Incubator Support project.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
Grantee	The recipient of grant funding under a grant agreement.
Growth Sectors	Priority industry sectors: Advanced Manufacturing; Food and Agribusiness; Medical Technologies and Pharmaceuticals; Mining Equipment, Technology and Services; and Oil, Gas and Energy Resources.
Guidelines	These guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Incubator	A business support organisation that fosters innovative start-ups, focused on international trade, through the provision of services such as seed funding, co-location, mentoring, professional services and access to business networks. It can include accelerators and germinators
Innovation and Science Australia	The statutory board established by the <i>Industry Research and Development Act 1986</i> (Cth) (the Act) and amended in 2016.
Local government agency or body.	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).
Minister	The Commonwealth Minister for Industry, Innovation and Science.

Term	Definition
Open data	Datasets made available for others to use without restriction on use or redistribution in its licensing conditions.
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth)
Program Delegate	An AusIndustry general manager within the department with responsibility for the initiative.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Public data	Data collected or generated by the public service for policy development and public administration. Also known as Public Sector Information.
Publicly funded research organisation (PFRO)	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth).
Regional area	Locations listed in as Inner Regional, Outer Regional, Remote and Very Remote in the regional locator tool .

Appendix B. Eligible expenditure

This section provides guidance on the eligibility of expenditure. We will update this guidance from time to time, so you should make sure you have the current version from business.gov.au and [GrantConnect](#) before preparing your application.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you for approved project activities
- meet these eligible expenditure guidelines.

B.1 Outline

You must only use grant funds for eligible expenditure directly related to the project. Eligible expenditure can include, but is not limited to:

- salaries and on-costs for Australian personnel directly employed for the project activities (This should be calculated on a pro-rata basis relative to their time commitment).
- contractor costs, for example third party providers that provide business support to start ups
- costs of developing and delivering workshops, conferences, professional development, networking events forums and courses (including travel costs for key participants)
- workshops in support of the activities, knowledge transfer and capability development
- costs related to recruiting or contracting specialist staff directly related to the project
- purchase of computing equipment and software directly related to the project.

B.2 How we verify eligible expenditure

If your application is successful, we will ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence for major costs such as labour.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

Where your total eligible project value is greater than \$500,000 you must provide an independently audited financial acquittal report at the end of the project. This report will audit all eligible expenditure from the project.

B.3 Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We consider costs for project management activities eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed.

We only consider labour expenditure for leadership and administrative staff as eligible expenditure where they are directly delivering eligible activities. We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, for any other activities.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is \$150,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

B.4 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

B.5 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the costs must be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

B.6 Travel and overseas expenditure

We will consider value for money when determining whether the cost of overseas expenditure is eligible. This may depend on

- how the overseas expenditure is likely to aid the project in meeting the program objectives
- the proportion of total grant funding that you will spend on overseas expenditure.

B.7 Other eligible expenditure

Other eligible expenditures for the project may include:

- staff training that directly supports the achievement of project outcomes
- financial auditing of project expenditure (where applicable)
- costs of acquiring technology
- reasonable fitout expenditure directly related to the project
- for new incubators only, marketing, communications, promotional costs and website design.

Other specific expenditures may be eligible as determined by the Program Delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Appendix C. Ineligible expenditure

This section provides guidelines on what we consider ineligible expenditure. We may update these guidelines from time to time, so you should make sure you have the current version from the business.gov.au website before preparing your application.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- investment of money in exchange for equity into start-ups
- prize money awarded to start-ups through competitions
- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to having an executed grant agreement in place
- non-project-related staff training and development costs
- marketing, communications, promotional costs and website design – except for New Incubators – see Appendix B
- financial costs, including interest and debt financing
- building, construction, utilities and lease expenses
- maintenance costs
- purchasing, leasing, depreciation of, or development of land
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- depreciation of plant and equipment
- opportunity costs relating to any losses due to allocating resources to the agreed grant project
- routine operational expenses, including printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

Appendix D. In-kind contributions

In-kind contributions are non-cash contributions towards your eligible project value. In-kind contributions can count towards a maximum of 10 per cent of your eligible project value.

In order for in-kind contributions to count towards your eligible project value they must directly relate to the project and eligible activities. They may include:

- staff salaries where the staff member is not employed by your organisation
- access to facilities such as office accommodation
- access to services such as coaching and mentoring, business planning
- access to resources such as ICT software.

Where the Program Delegate considers that the reported value of in-kind contributions is not consistent with current market rates or is otherwise unreasonable, we may ask you to increase the cash contributions to the project.

Appendix E. Accountant declaration

Incubator Support Accountant declaration

Role of person making declaration	Accountant or Chief Financial Officer (CFO)
Name	
Contact details	
Qualification	<input type="checkbox"/> Chartered Accountant <input type="checkbox"/> Certified Practising Accountant <input type="checkbox"/> CPA Australia <input type="checkbox"/> Chartered Accountants Australia and New Zealand <input type="checkbox"/> Institute of Public Accountants
Membership number	
Applicant's name	
Applicant's ABN	

I declare that:

- On the basis of the evidence [applicant name] has supplied to me, I consider that [applicant name] is able to fund its share of the cost of the proposed project from the following source of funding - [insert source of funding].
- This opinion is based on the applicants share being [insert amount] out of total project expenditure of [insert amount].
- The applicant is part of a consolidated group for tax purposes. Yes No

Signature

Signed on this day of 20



Australian Government
**Department of Industry,
Innovation and Science**

Entrepreneurs' Programme - Programme Guidelines Version 9

November 2017

I, **the Hon Craig Laundy MP**, Assistant Minister for Industry, Innovation and Science, issue the following *Programme Guidelines* to the *Department*.

Dated 27/11/17

A handwritten signature in blue ink that reads 'Craig Laundy'.

Assistant Minister for Industry, Innovation and Science

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Purpose

1. The purpose of the *Programme Guidelines* is to provide the framework for the operation and administration of the *Programme*.
2. The *Programme Guidelines* are not an exclusive statement of the Australian Government's requirements for the *Programme*.
3. The *Programme Guidelines* do not create any legal, equitable or other relationship between the Commonwealth and an *applicant*.
4. The *Programme* comprises four *Elements*:
 - a) *Business Management*;
 - b) *Innovation Connections*;
 - c) *Accelerating Commercialisation*; and
 - d) *Incubator Support*.
5. Parts 1, 2 and 3 of the *Programme Guidelines* apply to all *Elements* of the *Programme*. There is a separate schedule for each *Element* that contains clauses only relevant to that *Element*. Additional schedules may be added from time to time by the *Minister*. The *Incubator Support* element has its own guidelines.

Commencement

6. The *Programme Guidelines* commenced on 1 July 2014.
7. *Entrepreneurs' Programme - Programme Guidelines* Version 9 replaces the *Entrepreneurs' Infrastructure Programme - Programme Guidelines* Version 8.

Authority

8. The *Programme Guidelines*:
 - a) are made by the *Minister*;
 - b) may be amended by the *Minister* from time to time; and
 - c) may be amended by the *Programme Delegate*, for the purpose of making minor amendments to fix errors or omissions, from time to time.

Interpretation

9. All italicised terms (excluding references to legislation) are defined in Appendix 1 and apply for the purpose of interpreting the *Programme Guidelines*. These definitions are not intended to be a substitution for the defined terms in any *Deed of Services and Release* or *Funding Agreement*.
10. The *Programme Guidelines* should be read in conjunction with the relevant *Customer Information Guides* available on business.gov.au.

11. In the event of any inconsistency between the *Programme Guidelines* and the *Customer Information Guides*, the *Programme Guidelines* prevail.

Part 1 – Programme Overview

Introduction

12. The *Programme* was announced as part of the 2014-15 Federal Budget.
13. The *Programme* is the Australian Government's flagship initiative for business competitiveness and productivity at the firm level. It forms part of the Australian Government's industry policy outlined in the Industry Innovation and Competitiveness Agenda, released on 14 October 2014 and the National Innovation and Science Agenda, announced on 7 December 2015.
14. The *Programme* was expanded to northern Australian *Tourism Businesses* through the *Our North, Our Future: White Paper on Developing Northern Australia* on 18 June 2015. The *Programme* will form links with the Australian Small Business Advisory Service (ASBAS) programme to coordinate delivery of services to *Tourism Businesses* in *Northern Australia*.
15. The *Programme* will form links with the *Industry Growth Centres* to improve the capability and collaborative capacity of the identified *Growth Sectors*.
16. The *Department* is responsible for administering the *Programme*.

Programme Objective

17. The objective of the *Programme* is to drive business growth and competitiveness by supporting business improvement and innovation connections in targeted *Growth Sectors* and the commercialisation of novel products, processes and services.

Programme Outcomes

18. In meeting the *Programme* objective, the *Programme* is expected to deliver the following outcomes:
 - a) Improved business capability;
 - b) Effective business, research and commercialisation networks;
 - c) Improved business and commercialisation performance; and
 - d) Value to *Participants*.

Part 2 – Programme Governance

Roles and Responsibilities

The Minister

19. The *Minister* will appoint a *Programme Delegate* to administer the *Programme*.
20. The *Minister's* decision is final and will not be reviewed.

Programme Delegate

21. The *Programme Delegate* is authorised to make decisions in relation to the administration of the *Programme* and to give directions to the *Department* as to the interpretation of the *Programme Guidelines* and other documents used in relation to the *Programme*.
22. The *Programme Delegate* must have regard to the *Programme's* policy rationale and objective when performing any function or making any decision in relation to the *Programme*.
23. The *Programme Delegate* is responsible for:
 - a) ensuring overall efficient and effective administration of the *Programme*;
 - b) approving and amending all customer documentation, including *Customer Information Guides*;
 - c) engaging *Industry Partners* to employ *Business Advisers*, *Business Facilitators* and *Innovation Connections Facilitators*;
 - d) engaging Industry Sector Directors;
 - e) engaging *Commercialisation Advisers*;
 - f) engaging members of the *Expert Network*;
 - g) delivering and approving supporting events, domestic roadshows and international missions;
 - h) determining whether an *Eligible Corporation* qualifies as an *Eligible Partner Entity*;
 - i) determining the eligibility of applications;
 - j) entering into and varying *Funding Agreements* and *Deeds of Services and Release* on behalf of the *Department*;
 - k) authorising payment of *Grants* by the *Department* to *Recipients*;

- l) monitoring the performance of *Business Advisers*, *Business Facilitators*, *Industry Sector Directors*, *Innovation Connections Facilitators* and *Commercialisation Advisers*;
- m) ensuring that data is collected and available for *Programme* monitoring and evaluation;
- n) briefing the *Minister* about the *Programme*;
- o) facilitating and assisting in independent evaluations of the *Programme*; and
- p) any other responsibilities under the *Programme* as required by the *Minister*.

24. Decisions of the *Programme Delegate* are final and will not be reviewed.

Innovation and Science Australia

25. *Innovation and Science Australia* will provide strategic oversight of the *Programme*.

26. *Innovation and Science Australia* will provide merit assessments and merit rankings of *Accelerating Commercialisation Grant* applications to the *Programme Delegate*; and merit assessments of New and Existing Incubator Support applications to the *Minister*.

AusIndustry

27. The *Department*, through *AusIndustry*, delivers the single business service which includes one website (business.gov.au), one contact centre (13 28 46) and one national network of highly qualified staff that both deliver Australian Government programmes and provide expert support.

Industry Partners

28. The *Department* may engage *Industry Partners* to employ *Business Advisers* and *Business Facilitators* to assist in the delivery of *Business Management*, and *Innovation Connections Facilitators* to assist in the delivery of *Innovation Connections*.

Commonwealth's Rights

29. Nothing in the *Programme Guidelines* should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of the *Programme Guidelines* or the submission of an application for a *Service* or *Grant* under the *Programme*.

30. No agreement will be created between a successful *applicant* and the Commonwealth, as represented by the *Department*, until a *Funding Agreement* or *Deed of Services and Release* is formally executed.

31. Notwithstanding the approval of an application for a *Grant* or *Service*, the provision of a *Grant* or *Service* by the Commonwealth, and the amount of a *Grant*, is subject to available Commonwealth funding and changes in Commonwealth policy.

Announcements

32. The *Department* will report on its website, information on individual *Grants* as required by paragraph 5.3 of the [Commonwealth Grants Rules and Guidelines](#), available on the Department of Finance's website.
33. In addition, the *Minister* or the *Department* may publicly announce information about successful activities and details of *Participants* that the *Department* determines is not confidential (see clause 51), including the:
 - a) name of the *Participant*;
 - b) description of the activity and its objectives;
 - c) amount of funding awarded (where applicable).

Conflicts of Interest

34. The *Department* will maintain procedures for managing conflicts of interest for staff within the *Department*, technical experts and other third parties involved in the management, assessment and evaluation of: the *Programme*, applications and the delivery of *Activities*. Conflicts of interest will be managed in accordance with these procedures. A *conflict of interest* can arise in situations where a person has an interest or relationship, whether real, perceived or potential, that conflicts with a duty they hold or where they have a role that conflicts with another role.
35. The *Department's* [procedures for managing conflicts of interests](#) by its employees are in accordance with the requirements of the [APS Code of Conduct](#) (section 13(7) of the *Public Service Act 1999 (Cth)*), the *Public Governance, Performance and Accountability Act 2013 (Cth)* and the *Public Governance Performance and Accountability Rule 2014*.
36. The *Department* will manage potential, perceived and actual *Innovation and Science Australia* member conflicts of interest through a *conflict of interest* process that requires *Innovation and Science Australia* members to declare any *conflict of interest* by members and exclude those members from the application assessment process if the *Programme Delegate* determines that the *conflict of interest* is material.
37. *Industry Partners, Industry Sector Directors, Business Advisers, Business Facilitators, Innovation Connections Facilitators* and *Commercialisation Advisers* must identify to the *Department* any actual, perceived or potential conflicts of interest they believe will or may arise during the delivery of the *Programme* and, where a conflict is identified, specify how that conflict will be addressed and monitored to ensure it does not compromise the outcomes desired of the *Programme*.

Feedback and Complaints

38. Information about feedback and complaints handling concerning the *Programme* is included in the relevant *Customer Information Guide* and the Customer Service Charter published on business.gov.au.

39. Complaints concerning decisions will, in the first instance, be directed to the appropriate manager within the *Department*.
40. If the *applicant* is not satisfied with the complaint resolution procedure, the *applicant* may escalate the complaint to the *Programme Delegate*.
41. The *applicant* is also entitled to lodge a complaint with the Commonwealth Ombudsman.
42. Details on how *applicants* may lodge a complaint are published on business.gov.au.

Programme Contact Details

43. Any queries regarding the *Programme Guidelines* should be directed to business.gov.au or the contact centre on 13 28 46.

Protection of Information

44. The use and disclosure of information provided to the *Department*, *Business Advisers*, *Industry Partners*, *Business Facilitators*, *Innovation Connections Facilitators* and *Commercialisation Advisers* by an *applicant* (including information provided as part of any application) is regulated by the relevant provisions and penalties of the *Public Service Act 1999 (Cth)*, the *Public Service Regulations*, the *Archives Act 1983 (Cth)*, the *Privacy Act 1988 (Cth)*, the *Crimes Act 1914 (Cth)*, the *Criminal Code Act 1995 (Cth)* and general law.

Use and Disclose of Information

45. Unless the information provided to the *Department* is:
 - a) *Personal Information* in accordance with sections 46 to 50; or
 - b) *Confidential Information* in accordance with sections 51 to 52

the *Department* may disclose the information to any person for any purpose directly related to the activities and functions of the Australian Government, including but not limited to the purpose of:

- a) announcing the awarding of *Grants*;
- b) improving the effective administration, monitoring and evaluation of this or other Commonwealth programmes; or
- c) conducting research within the *Department* or another Commonwealth agency.

Personal Information

46. The *Department* is bound by the Australian Privacy Principles (APPs) outlined in Schedule 1 of the *Privacy Act 1988 (Cth)*. The APPs regulate how the *Department* may collect, use, disclose and store *Personal Information*.

47. 'Personal Information' under the *Privacy Act 1988 (Cth)* means information or an opinion (whether true or false) about a natural person who is reasonably identifiable.

Use of Personal Information

48. *Personal Information* obtained by the *Department* will only be used by the *Department* and may be disclosed to:

- a) the *Minister*, the Parliamentary Secretary, and their Office; and
- b) other Commonwealth Ministers; and
- c) *Industry Growth Centres*; and
- d) *Industry Partners, Industry Sector Directors, Business Advisers, Business Facilitators, Innovation Connections Facilitators and Commercialisation Advisers*; and
- e) other Commonwealth, State or Territory government departments and agencies; and
- f) technical, financial, economic, and/or industry experts (including auditors); and
- g) *Departmental* contractors,

for the purposes of:

- h) administering the *Programme* and any related purposes, including programme and policy evaluation and development; and
- i) *Departmental* research, analysis, and evaluation; and
- j) reporting and consultation with other Commonwealth, State or Territory government agencies; and
- k) reviewing applications to provide technical or financial advice on a contract basis; and
- l) referring *Participants* to *Industry Growth Centres*,

except where authorised or required by law (see section 53).

49. An *applicant* or *Participant* must obtain consent from an individual before providing their *Personal Information* to the *Department* or any other third parties, except where authorised or required by law.
50. For further information as to how the *Department* handles *Personal Information*, please refer to the *Department's* [Privacy Policy](#).

Confidential Information

51. The *Department* will treat an *applicant's* or *Participant's* information as *Confidential Information* if:

- a) the information is clearly identified as confidential; and
- b) the information has the necessary quality of confidence (that is, it must be significant information which is private and not already in the public domain).

Use and Disclosure of Confidential Information

52. Unless the *Department* obtains an *applicant's* or *Participant's* consent, the *Department* will not disclose *Confidential Information* other than to:

- a) the *Minister*, the Parliamentary Secretary, and their Office; and
- b) other Commonwealth Ministers; and
- c) *Industry Growth Centres*; and
- d) *Industry Partners, Industry Sector Directors Business Advisers, Business Facilitators, Innovation Connections Facilitators and Commercialisation Advisers*; and
- e) other Commonwealth, State or Territory government departments and agencies; and
- f) technical, financial, economic, and/or industry experts (including auditors); and
- g) *Departmental* contractors,

for the purposes of:

- h) administering the *Programme* and any related purposes, including programme and policy evaluation and development; and
- i) *Departmental* research, analysis, monitoring and evaluation; and
- j) reporting and consultation with other Commonwealth, State or Territory government agencies; and
- k) reviewing applications to provide technical or financial advice on a contract basis; and
- l) sectoral analysis by *Industry Growth Centres*.

Disclosure of Information Where Authorised or Required by Law

53. In addition to anything in these *Programme Guidelines*, from time to time the *Department* may be authorised or required by law to disclose information (including *Personal Information* and *Confidential Information*) to other persons, including but not limited to:

- a) a Commonwealth Minister and Ministerial Office;
- b) a House or a Committee of the Parliament of Australia;
- c) the Auditor-General under the *Auditor-General Act 1997 (Cth)*;

- d) the Commonwealth Ombudsman under the *Ombudsman Act 1976 (Cth)*; and
- e) the Privacy Commissioner under the *Privacy Act 1988 (Cth)*.

Information Storage

- 54. Any information obtained will be stored and held in accordance with the *Department's* obligations under the *Archives Act 1983 (Cth)*.

Freedom of Information

- 55. All documents created or held by the *Department* in relation to the *Programme* are subject to the *Freedom of Information Act 1982 (Cth)* (FOI Act). Unless information is exempt it will be made available to the general public if requested under the FOI Act.
- 56. All Freedom of Information (FOI) requests are to be referred to the FOI Coordinator in the *Department*. Decisions regarding requests for access will be made by an authorised officer in accordance with the requirements of the FOI Act.

Programme Evaluation

- 57. The *Department* will monitor and evaluate the performance of the *Programme*.
- 58. *Participants* will be required to provide performance and evaluation data to the *Department*, which will be analysed at various times to measure the effect of the *Programme* on *Participants*.

Tax Obligations

- 59. *Grants* under the *Programme* may attract the Goods and Services Tax (GST). *Grant* payments are increased to compensate for the amount of this tax.
- 60. *Grants* under the *Programme* may be treated as assessable income for taxation purposes. On this basis, *applicants* are recommended to seek their own independent professional advice on their taxation obligations.

Part 3 – Programme Delivery

Supporting Events

61. In addition to the specified *Activities* outlined in the schedules, the *Department* may conduct targeted and facilitated events in support of the *Programme*. These events may feature industry specialists, *Business Advisers*, *Business Facilitators*, *Innovation Connections Facilitators*, *Commercialisation Advisers* or guest speakers.

Eligibility

62. Each *Element* has specific eligibility requirements. Refer to the relevant schedule for more information.

Applications

63. To apply for any *Activity* under the *Programme* an *applicant* must, unless advised otherwise, complete the *application form* relevant to that *Activity* and submit the application electronically through business.gov.au.
- a) *Applicants* should read the relevant *Customer Information Guide* prior to completing the application. A *Customer Information Guide* is not required for the *Incubator Support* element as all relevant information and the program guidelines are available on business.gov.au.
64. An application for the *Programme* must:
- a) be completed by the *applicant* or an authorised representative of the *applicant*; and
 - b) provide all the information required by, and specified in, the *application form*.

Application Assessment

65. The *Programme Delegate* will determine whether an application is an *Eligible Application*.

Business Management

66. *Business Management* (excluding *Growth Services*) uses a demand-driven selection process whereby *applicants* whose application is deemed to be an *Eligible Application* will receive the *Service* or *Grant*:
- a) up to the limit of available funding; and
 - b) subject to revision, suspension or abolition of the *Activity*.
67. *Growth Services* uses a non-competitive open merit-based selection process.

Innovation Connections

68. *Innovation Connections* uses a demand-driven selection process whereby *applicants* whose application is deemed to be an *Eligible Application* will receive the *Service* or *Grant*:
- a) up to the limit of available funding; and
 - b) subject to revision, suspension or abolition of the *Activity*.

Accelerating Commercialisation

69. *Accelerating Commercialisation Grant* uses a competitive open merit-based selection process.
70. *Portfolio Services* uses a non-competitive open merit-based selection process.

Northern Australia Tourism

71. *Northern Australia Tourism* uses a demand-driven selection process whereby *applicants* whose application is deemed to be an *Eligible Application* will receive a *Service* or *Grant*:
- a) up to the limit of available funding; and
 - b) subject to revision, suspension or abolition of the *Activity*.

Incubator Support initiative

72. The New or Existing Incubator component uses a competitive open merit-based selection process.
73. The Expert-in-Residence component uses a demand-driven selection process for grants up to \$50,000 whereby *applicants* whose application is deemed to be an *Eligible Application* will receive a *Grant*:
- a) up to the limit of available funding; and
 - b) subject to revision, suspension or abolition of the *Activity*.
74. The Expert-in-Residence component uses a competitive open merit-based selection process for grants greater than \$50,000.

Submission of a New Application

75. The *Programme Delegate* may reject an application if that application is for a business or project that is substantially the same as a previous ineligible or unsuccessful application.

Application Approval

76. Subject to eligibility assessment, merit assessment (if applicable) and available funding, the *Minister* or the *Programme Delegate* (where applicable) may approve the provision of a *Service* or *Grant* to an *applicant*.
77. The *Programme Delegate* may approve the *Department* entering into a *Deed of Services and Release* or a *Funding Agreement* with an *applicant*.
78. If *Programme* funding is no longer available, information will be published on business.gov.au.
79. *Applicants* will be advised formally of the outcome of their application in writing by the *Department*.

Provision of Other Services

80. Consistent with the objectives of the *Programme*, the *Programme Delegate* may, with the consent of the *applicant*, approve for an *applicant* to receive an alternative *Service*, if it is deemed by the *Programme Delegate* to be more suitable to the *applicant's* needs, provided the *applicant* satisfies all relevant eligibility criteria. In this case, the *applicant* may not be required to submit a separate *application form* unless a merit assessment is required.
81. Consistent with the objectives of the *Programme*, the *Programme Delegate* may agree, on a case by case basis, to provide a *Participant* in the *Portfolio* with the opportunity to access *Services* from *Business Management* or *Innovation Connections* without having to satisfy the relevant eligibility criteria, subject to the conditions outlined in the *Accelerating Commercialisation Customer Information Guide*.

Deeds of Services and Release and Funding Agreements

82. To receive *Portfolio Services*, *Participants* will be required to enter into a *Deed of Services and Release* with the *Department* which sets out the terms of the *Service*.
83. Before any *Grant* is paid, *Participants* will be required to enter into a *Funding Agreement* with the *Department* which sets out the terms of the *Grant*.
84. Among other things, a *Deed of Services and Release* or *Funding Agreement* must:
 - a) require that the *Participant* conduct the activities to which the application relates;
 - b) provide for variation and termination of the *Deed for Services and Release* or *Funding Agreement* and set out dispute resolution procedures;
 - c) include any other matters that the *Programme Delegate* considers necessary for the administration of the *Programme*; and
 - d) not be inconsistent with the laws and policies of the Commonwealth, a State, a Territory or the *Programme Guidelines*.

85. In addition to clause 84 a *Funding Agreement* must:
- a) ensure that the *Department* is empowered to recover the *Grant* in circumstances where the *Participant* has not complied with the terms and conditions set out in the *Funding Agreement*;
 - b) specify the maximum amount of the *Grant* and the timing, method and conditions of delivery of the relevant activities; and
 - c) require that the *Recipient* provide evidence of expenditure claimed.
86. Samples of *Deed of Services and Release* and *Funding Agreements* will be available on business.gov.au.

Variations

87. The *Programme Delegate* may, at their discretion, agree with a *Participant* to vary the *Deed of Services and Release* or *Funding Agreement*, including an increase in the *Grant* amount.
88. A variation to a *Deed of Services and Release* or *Funding Agreement* will only be considered by the *Programme Delegate* if it:
- a) is consistent with the *Programme's* and *Element's* objective;
 - b) is appropriate in all circumstances;
 - c) can be accommodated within available *Programme* funding;
 - d) is in writing; and
 - e) is requested prior to the *Deed of Services and Release* or *Funding Agreement* end date.

Schedule A

Business Management

Introduction

89. *Business Management* provides advice and facilitation services to improve business capabilities and networks, fostering competitive businesses for the future.
90. *Business Management* is supported by *Industry Partners* and delivered through a national network of experienced *Business Advisers* and *Business Facilitators*.
91. *Business Management* commenced on 1 July 2014.

Transition Arrangements

92. *Participants* that applied for an activity under *Business Management* prior to the date of effect of this Guideline will receive that *Activity* in accordance with the version of the *Programme Guidelines* in effect at the time of the application for that *Activity*.

Objective

93. The objective of *Business Management* is to encourage and assist small and medium businesses to improve their capabilities, extend their networks and take advantage of growth opportunities.

Outcomes

94. Key outcomes from *Business Management* may include that:
 - a) *Participants* improve their management skills;
 - b) *Participants* improve their business systems and processes;
 - c) *Participants* improve their ability to identify and leverage growth opportunities;
 - d) *Participants* extend their business networks to increase their market and supply chain participation; and
 - e) *Participants* improve their business performance.

Activities

95. *Applicants* may apply for one or more of the following *Business Management Activities*: *Business Evaluation*, *Supply Chain Facilitation*, *Growth Services* and *Business Growth Grant*.

Business Evaluation

96. A *Business Evaluation* is a range of *Services* initially comprising an evaluation by a *Business Adviser* to tailor the *Service* to the *Participant's* needs, based on the

Participant's capacity, commitment and need to undertake significant improvements. Following this evaluation a *Participant* may receive one or more of the following:

- a) business improvement advice and referrals;
- b) a detailed analysis of its business by a *Business Adviser* and recommendations for improvement presented in a *Business Evaluation Action Plan*; and
- c) support for implementation of the *Business Evaluation Action Plan* with the assistance of a *Business Adviser*.

The *Services* provided to each *Participant* will be determined by the *Programme Delegate*, based on recommendations by the *Business Adviser*.

Supply Chain Facilitation

97. *Supply Chain Facilitation* is a range of *Services* delivered to a *Participant* to facilitate access to supply chain opportunities in the *Growth Sectors*. *Participants* may attend *Customer Connections* events or undertake a *Supplier Improvement Plan* to improve their capability in meeting supply requirements.

Growth Services

98. *Growth Services* is a range of *Services* that support a *Participant*, over a 24 month period, to achieve growth through strategic business improvements and connections. A *Business Adviser* conducts initial growth opportunity and capability analyses, develops a tailored and agreed *Growth Plan*, provides access to specialist *Business Advisers* and *Business Facilitators*, and brokers connections to experts and providers to assist the business to capitalise on its growth opportunities.

Business Growth Grant

99. A *Business Growth Grant* is a *Grant* that reimburses a *Participant* for up to half of the cost of engaging a consultant (up to a maximum of \$20,000) to make business improvements that were recommended in the:

- a) *Business Evaluation Report, Business Evaluation Action Plan, Supplier Improvement Plan* or *Growth Plan*; or
- b) *Business Review Report, Continuous Improvement Report* or *Continuous Sustainable Improvement Plan* under the *Enterprise Connect* programme.

Eligibility

100. To be eligible for *Services* under *Business Management* an *applicant* must:

- a) be an *Eligible Corporation* that is non tax-exempt and is registered for GST;
- b) satisfy the sectoral eligibility criteria in clause 108;
- c) have an annual turnover or operating expenditure within the following range:

- i. between \$1.5 million and \$100 million; or
- ii. between \$750,000 and \$100 million – for an *applicant from Remote Australia or Northern Australia*;
- d) be solvent;
- e) have operated in Australia and filed business activity statements showing ongoing trading in at least three consecutive years¹;
- f) satisfy the eligibility criteria specific to the relevant *Activity* (clauses 102-107); and
- g) not be named by the Workplace Gender Equality Agency as an organisation that has not complied with the *Workplace Gender Equality Act 2012 (Cth)*.

101. The following entities are **ineligible** to apply for *Business Management*:

- a) individuals;
- b) partnerships;
- c) trusts, except for trusts with trustees that are *Eligible Corporations*; and
- d) Commonwealth, State and Local Government agencies and bodies (including government business enterprises).

Business Evaluation

102. To be eligible for a *Business Evaluation*, *applicants* must not have previously received a:

- a) *Business Evaluation Report* or *Business Evaluation Action Plan*, or
 - b) *Business Review Report* under the *Enterprise Connect* programme,
- in the last five years.

Supply Chain Facilitation

103. To be eligible to participate in a *Customer Connections* event, *applicants* must have completed, or be engaged in, a:

- a) *Business Evaluation, Supplier Improvement Plan* or *Growth Plan*; or

¹ For the avoidance of doubt, applicants may still be eligible under this sub-criterion, if an applicant's business structure, ownership and/or Australian Company Number has changed within the three consecutive year period. Applicants would be required to provide business activity statements for this period. For further information on the eligibility for *Services* under *Business Management* please see the relevant *Customer Information Guide* published on business.gov.au.

- b) *Business Review Report, Continuous Improvement Report or Continuous Sustainable Improvement Plan* under the *Enterprise Connect* programme; or
- c) an equivalent service.

104. To be eligible to receive a *Supplier Improvement Plan*, applicants must not have previously received a *Supplier Improvement Plan*, or a *Continuous Improvement Plan* under the *Enterprise Connect* programme, in the last five years.

Growth Services

105. To be eligible for *Growth Services*, applicants must not have previously received *Growth Services* in the last five years.

Business Growth Grant

106. A *Business Growth Grant* can only fund activities directly related to the implementation of recommendations identified in a:

- a) *Business Evaluation Report, Business Evaluation Action Plan, Supplier Improvement Plan, Growth Plan, or Tourism Partnership Plan*; or
- b) *Business Review Report, Continuous Improvement Report or Continuous Sustainable Improvement Plan* under the *Enterprise Connect* programme.

107. To be eligible for a *Business Growth Grant*, applicants must:

- a) apply for a *Business Growth Grant* within:
 - i. six months of receipt of a *Business Evaluation Report, Business Evaluation Action Plan or Supplier Improvement Plan*; or
 - ii. six months of receipt of a *Business Review Report, Continuous Improvement Report or Continuous Sustainable Improvement Plan* under the *Enterprise Connect* programme; or
 - iii. within 24 months of receipt of a *Growth Plan*,
unless otherwise agreed by the *Programme Delegate*.
- b) provide a quote from two different consultants to implement part or all of the recommendations in the report or plan identified in clause 107(a), unless otherwise agreed by the *Programme Delegate*;
- c) demonstrate the preferred consultant is bringing new areas of expertise to the business;
- d) demonstrate the work related to the *Business Growth Grant* is not part of the ordinary operations of the business;
- e) demonstrate how the activities will build identified capabilities; and

- f) be able to fund the total value of the costs of engaging the consultant before receiving the *Grant* (which is worth half of the total value up to a maximum *Grant* of \$20,000).

Sectors

108. To be eligible for *Services* under *Business Management*, *applicants* must:
- a) be operating in one or more of the *Growth Sectors*; or
 - b) provide *Enabling Technologies and Services* to one or more of the *Growth Sectors*; or
 - c) demonstrate they are committed to, and have the skills, capability, intellectual property or expertise to operate in, one of the *Growth Sectors* in the future.

Applications

109. Applications for *Services* under *Business Management* may be lodged at any time during the life of the *Programme*.
110. Applications for *Business Growth Grants* must be made within the time period set out in clause 107(a).
111. Applications for *Activities* under *Business Management* will be assessed against the relevant eligibility criteria by the *Programme Delegate*.
112. Other than for *Growth Services*, *applicants* whose application is deemed to be an *Eligible Application* will receive the *Service* or *Grant* up to the limit of available funding and subject to revision, suspension or abolition of the *Activity*.
113. Applications for *Growth Services* will also undergo a merit assessment as outlined in clauses 115-118.
114. Information relating to the application process is provided in the relevant *Customer Information Guide* published on business.gov.au.

Assessment Process

Growth Services

115. Only applications for *Growth Services* that are deemed to be *Eligible Applications* will proceed to the merit assessment stage.
116. During the merit assessment stage, a *Business Adviser* will use evidence provided in the application and during an on-site meeting with the *applicant* to assess the *applicant* against the following equally weighted merit criteria:
- a) Growth opportunity;
 - b) Growth commitment; and
 - c) Resources and capacity to execute a growth plan.

117. The *Programme Delegate* will take the *Business Adviser's* assessment into account when deciding whether to approve an application for *Growth Services*.
118. Further guidance on the *Growth Services* assessment process is available through the *Growth Services Customer Information Guide* published on business.gov.au.

Payment of Grants

119. *Grants* will be paid in arrears following the completion of the *Business Growth Grant* activities and acquittal of associated costs.

Business Advisers and Business Facilitators

120. The role of the *Business Advisers* and *Business Facilitators* includes, but is not limited to:
- a) providing advice, mentoring and specialist expertise to *Participants*;
 - b) assisting *Participants* in developing their professional networks and providing connections;
 - c) fostering innovation, productivity, and continuous improvement in *Participants*;
 - d) alliance building between *Participants*;
 - e) mapping capability and connections for *Participants*;
 - f) providing recommendations to *Participants* to embed improvements in their business;
 - g) engaging specialists for provision of specialist services and advice;
 - h) understanding and drawing on knowledge from the *Industry Growth Centres*;
 - i) providing the *Department* with industry intelligence;
 - j) *Programme* marketing and promotional activities; and
 - k) undertaking other activities agreed by the *Programme Delegate*.

Schedule B

Innovation Connections

Introduction

121. *Innovation Connections* provides businesses with expert guidance on knowledge-related issues and links businesses with appropriate knowledge providers and research organisations.
122. *Innovation Connections* is supported by *Industry Partners* and delivered through a national network of *Innovation Facilitators*.
123. *Innovation Connections* commenced on 1 January 2016 and is a continuation and expansion of the former *Research Connections*.

Transition Arrangements

124. *Participants* that applied for an *Activity* under the former *Research Connections* will receive that *Activity* in accordance with the version of the *Programme Guidelines* in effect at the time of the application for the *Activity*.

Objective

125. The objective of *Innovation Connections* is to encourage and assist small and medium businesses to access knowledge, engage with *Researchers* and foster innovation.

Outcomes

126. Key outcomes from *Innovation Connections* may include that:
- a) *Participants* improve their use of technology;
 - b) *Participants* improve their ability to address research problems;
 - c) *Participants* improve their ability to innovate;
 - d) *Participants* extend their networks to leverage research capability; and
 - e) *Participants* improve their business performance.

Activities

127. *Applicants* may apply for one or more of the following *Innovation Connections Activities*: *Innovation Connections Facilitation* and *Innovation Connections Grant*.

Innovation Connections Facilitation

128. An *Innovation Connections Facilitation* is a *Service* that provides a *Participant* with assistance to address knowledge or research related issues. A *Participant* may receive one or more of the following:

- a) diagnosis of knowledge-related issues and/or opportunities;
- b) identification of critical research areas for improvement;
- c) identification of strategic research opportunities to expand into new or existing markets;
- d) identification of appropriate sources of expertise, suppliers of technology and technical knowledge advice;
- e) mapping of pathways for research sector engagement and collaboration; and
- f) facilitated access to Science, Technology, Engineering and Mathematics (STEM) expertise.

129. At the conclusion of the *Innovation Connections Facilitation*, *Participants* will be provided with an *Innovation Facilitation Report* which may include recommendations to address the *Participant's* identified research needs and opportunities.

Innovation Connections Grant

130. An *Innovation Connections Grant* is a *Grant* which reimburses a *Participant* for up to half the cost, over a period of up to 12 months for the cost of a:

- a) *Researcher Placement*, up to a maximum of \$50,000; or
- b) *Business Researcher Placement*, up to a maximum of \$50,000; or
- c) *Graduate Placement*, up to a maximum of \$30,000.

Eligibility

Innovation Connections Facilitation

131. To be eligible for an *Innovation Connections Facilitation* an *applicant* must:

- a) be an *Eligible Corporation* that is non tax-exempt and is registered for GST; and
- b) satisfy the sectoral eligibility criteria in clause 135; and
- c) have an annual turnover or operating expenditure within the following range:
 - i. between \$1.5 million and \$100 million; or
 - ii. between \$750,000 and \$100 million – for an *applicant* from *Remote Australia* or *Northern Australia*;
- d) be solvent; and

- e) have operated in Australia and filed business activity statements showing ongoing trading in at least three consecutive years²; and
- f) must not have previously received a Research Connections Facilitation or an *Innovation Connections Facilitation*, unless otherwise agreed by the *Programme Delegate*; and
- g) not be named by the Workplace Gender Equality Agency as an organisation that has not complied with the *Workplace Gender Equality Act 2012 (Cth)*.

132. The following entities are **ineligible** to apply for *Innovation Connections*:

- a) individuals;
- b) partnerships;
- c) trusts, except for trusts with trustees that are *Eligible Corporations*; and
- d) Commonwealth, State and Local Government agencies and bodies (including government business enterprises).

Innovation Connections Grant

133. To be eligible for an *Innovation Connections Grant*, applicants must:

- a) have received a Research Facilitation Report or an *Innovation Facilitation Report*; and
- b) be undertaking one of the following *Activities* recommended in the *Research or Innovation Facilitation Report*:
 - i. a Researcher Placement; or
 - ii. a Business Researcher Placement; or
 - iii. a Graduate Placement.
- c) be able to fund the total value of the cost of the *Innovation Connections Project* before receiving the *Innovation Connections Grant*; and
- d) identify the proposed research provider, research employee, graduate or post-graduate; and
- e) apply for an *Innovation Connections Grant* within 12 months of receiving a Research Facilitation Report or an *Innovation Facilitation Report*, unless otherwise agreed by the *Programme Delegate*.

²For the avoidance of doubt, applicants may still be eligible under this sub-criterion, if an applicant's business structure, ownership and/or Australian Company Number has changed within the three consecutive year period. Applicants would be required to provide business activity statements for this period. For further information on the eligibility for *Innovation Connections Facilitation* please see the *Innovation Connections Customer Information Guide* published on business.gov.au.

134. To be eligible for an *Innovation Connections Grant*, applicants must not have previously received either a *Research Connections Grant* or an *Innovation Connections Grant* in the last five years, except where a second *Grant* is provided for by the same *Research Facilitation Report* or *Innovation Facilitation Report* (clause 141).

Sectors

135. To be eligible for an *Innovation Connections Facilitation*, applicants must:

- a) be operating in one or more of the *Growth Sectors*; or
- b) provide *Enabling Technologies and Services* to one or more of the *Growth Sectors*; or
- c) demonstrate they are committed to, and have the skills, capability, intellectual property or expertise to operate in, one of the *Growth Sectors* in the future.

Applications

136. Applications for an *Innovation Connections Facilitation* may be lodged at any time during the life of the *Programme*.

137. Applications for an *Innovation Connections Grant* must be made within the time period set out in clause 133(e).

138. Applications for *Activities* under *Innovation Connections* will be assessed against the relevant eligibility criteria by the *Programme Delegate*.

139. Applicants whose application is deemed to be an *Eligible Application* will receive the *Service* or *Grant* up to the limit of available funding and subject to revision, suspension or abolition of the *Activity*.

140. The *Programme Delegate* may agree that a *Publicly Funded Research Organisation* can enter into a *Funding Agreement* with the *Department* for an *Innovation Connections Grant* at the request of an *applicant* for the purposes of providing research capability to that *applicant*.

141. Within six weeks of the completion of a *Research Connections Project* or an *Innovation Connections Project*, a *Recipient* may apply for a second *Innovation Connections Grant* to undertake a new *Innovation Connections Project*. A maximum of two *Innovation Connections Projects* may be supported under an *Innovation* or *Research Facilitation Report*.

142. Information relating to the application process is provided in the *Innovation Connections Customer Information Guide* published on business.gov.au.

Payment of Grants

143. An *Innovation Connections Grant* will reimburse the *Recipient* as set out in clause 130 of acquitted *Innovation Connections Project* costs, in accordance with the *Funding Agreement*.

Innovation Facilitators

144. The role of the *Innovation Facilitators* includes, but is not limited to:

- a) providing advice and mentoring to *Participants* to foster innovation, productivity, and continuous improvement;
- b) identifying strategic research opportunities for *Participants*;
- c) mapping existing capability of the research sector;
- d) connecting *Participants* to relevant research providers;
- e) providing recommendations to *Participants* regarding knowledge-related issues;
- f) understanding and drawing on knowledge from the *Industry Growth Centres*;
- g) *Programme* marketing and promotional activities; and
- h) undertaking other activities agreed by the *Programme Delegate*.

Schedule C

Accelerating Commercialisation

Introduction

145. *Accelerating Commercialisation* provides expert guidance, connections and financial support to assist small and medium businesses, entrepreneurs and researchers to find the right commercialisation solutions for their novel product, process or service.
146. The *Department* will engage a national network of experienced *Commercialisation Advisers* to assist in the delivery of *Accelerating Commercialisation*.
147. *Accelerating Commercialisation* commenced on 1 November 2014.

Transitional Arrangements

148. *Commercialisation Australia* programme participants will continue to receive the services outlined in their *Commercialisation Australia* funding agreements in accordance with the terms and conditions of that agreement. These participants will receive *Portfolio Services* for the duration of the agreed *Commercialisation Australia* project and for an additional 24 months following the project's completion.

Objective

149. The objective of *Accelerating Commercialisation* is to encourage and assist small and medium businesses, entrepreneurs and researchers to commercialise novel products, processes and services.

Outcomes

150. Key outcomes for *Accelerating Commercialisation* may include that:
- a) *Participants* improve their ability to commercialise intellectual property;
 - b) *Participants* improve their ability to attract private investment;
 - c) *Participants* commercialise novel products, processes and services;
 - d) *Participants* extend their networks to accelerate their commercialisation process; and
 - e) *Participants* improve their business performance.

Activities

151. *Applicants* may apply for one or more of the following *Accelerating Commercialisation Activities: Commercialisation Guidance, Accelerating Commercialisation Grant and Portfolio Services*.

Commercialisation Guidance

152. *Commercialisation Guidance* is a range of *Services* for which a *Participant* may receive one or more of the following from *AusIndustry* or a *Commercialisation Adviser*:

- a) feedback on their eligibility for other *Activities* under *Accelerating Commercialisation*;
- b) referral to other Federal, State and Territory Government programmes;
- c) referral to *Services* of *Business Management* or *Innovation Connections*;
- d) guidance and feedback on the proposed *Commercialisation Project* or *Commercialisation Strategy*; and
- e) guidance on the application processes for other *Activities* under *Accelerating Commercialisation*.

Accelerating Commercialisation Grant

153. An *Accelerating Commercialisation Grant* is a *Grant* to support eligible *Commercialisation Projects* for up to 50 per cent of the *Eligible Expenditure*, up to a maximum of:

- a) \$250,000 for *Commercialisation Offices* and *Eligible Partner Entities*; or
- b) \$1 million for all other *applicants*.

154. *Accelerating Commercialisation Grant Recipients* will also receive *Portfolio Services* for the duration of agreed project in their *Funding Agreement*, and up to an additional 24 months at the discretion of the *Programme Delegate*.

Portfolio Services

155. *Portfolio Services* are a range of *Services* which provide *Participants* with commercialisation assistance. *Services* could include one or more of the following:

- a) support from a *Commercialisation Adviser* who may provide the services listed in clause 195;
- b) an opportunity to access the *Expert Network* (via a *Commercialisation Adviser*) to help make business connections, create opportunities to raise capital and/or enter new markets;

- c) exposure to investors and multi-national corporations through domestic and international roadshows; and
- d) inclusion in the *Portfolio*.

The *Services* provided to each *Participant* will be determined by the *Programme Delegate*, taking into account the *Participant's* objectives as outlined in their *application form* or *Commercialisation Australia* funding agreement.

156. The *Portfolio* is an aggregation of *Accelerating Commercialisation Participants* brought together for global visibility to investors, other entrepreneurs, domain experts, supply chains and strategic corporations.

157. *Participants* of *Portfolio Services* only will be included in the *Portfolio* for up to 24 months, as outlined in their *Deed of Services and Release* and at the discretion of the *Programme Delegate*.

Eligibility

158. To be eligible for *Accelerating Commercialisation*, *applicants* must:

- a) have a novel product, process or service they wish to commercialise and trade to customers external to the state or territory of the *applicant's* place of business;
- b) satisfy the eligibility criteria specific to the relevant *Activity* (clauses 159-167); and
- c) not be named by the Workplace Gender Equality Agency as an organisation that has not complied with the *Workplace Gender Equality Act 2012 (Cth)*.

Commercialisation Guidance

159. To be eligible for *Commercialisation Guidance*, *applicants* need to satisfy clauses 158(a) and 158(c) only.

Accelerating Commercialisation Grant

160. To be eligible for an *Accelerating Commercialisation Grant*, *applicants* must be:

- a) an *Eligible Corporation* that is non tax-exempt and is registered for GST; or
- b) an *Eligible Corporation* that is an incorporated trustee registered for GST acting for a trust; or
- c) a *Commercialisation Office* or *Eligible Partner Entity*; or

- d) an individual, partnership or trustee who agrees to form an *Eligible Corporation*, that is non tax-exempt and is registered for GST, before signing a *Funding Agreement*.

161. In addition, to be eligible for an *Accelerating Commercialisation Grant*, *applicants* must:

- a) have received *Commercialisation Guidance*; and
- b) have a combined annual turnover of less than \$20 million for each of the three financial years prior to the lodgement of the application; and
- c) be undertaking a *Commercialisation Project* that satisfies the conditions specified in clauses 168-170; and
- d) have ownership, access to, or the beneficial use of, any intellectual property that is the subject of, or is necessary to carry out the *Commercialisation Project*; and
- e) submit an application that contains sufficient information to undertake a merit assessment; and
- f) be able to demonstrate an ability to fund at least 50 per cent of the *Eligible Expenditure* from non-Government Grant Sources.

162. Applications from *Commercialisation Offices* and *Eligible Partner Entities* are not required to satisfy clause 161(b).

163. In clause 161(b) the combined annual turnover must include the turnover of the *applicant* and of each *Related Body Corporate* (if any) at the time the *Programme Delegate* receives the application, except where the *applicant* is controlled by a *Publicly Funded Research Organisation* or *Eligible Partner Entity*, in which case the turnover of the *applicant* in isolation must be less than \$20 million for each of the three financial years prior to the lodgement of the application.

Portfolio Services

164. To be eligible to apply for *Portfolio Services* only, *applicants* must:

- a) be an *Eligible Corporation* that is non tax-exempt and is registered for GST; or
- b) an *Eligible Corporation* that is an incorporated trustee registered for GST acting for a trust; or
- c) be a *Commercialisation Office* or *Eligible Partner Entity*; or
- d) be an individual, partnership or trustee who agrees to form an *Eligible Corporation* that is non tax-exempt and is registered for GST before signing a *Deed of Services and Release*.

165. In addition, to be eligible to apply for *Portfolio Services* only, *applicants* must:
- a) have received *Commercialisation Guidance*; and
 - b) have a combined annual turnover of less than \$20 million for each of the three financial years prior to the lodgement of the application; and
 - c) have a *Commercialisation Strategy* that aims to achieve at least one of the following:
 - i. complete the development of a novel product, process or service; or
 - ii. prove commercial viability of a novel product, process or service; or
 - iii. expand commercialisation of its novel product, process or service in existing markets or into new markets; and
 - d) have ownership, access to, or the beneficial use of, any intellectual property that is the subject of, or is necessary to carry out the *Commercialisation Strategy*; and
 - e) submit an application to receive *Portfolio Services* for a period of 24 months or less; and
 - f) submit an application that contains sufficient information to undertake a merit assessment.
166. Applications from *Commercialisation Offices* and *Eligible Partner Entities* are not required to satisfy clause 165(b).
167. In clause 165(b) the combined annual turnover must include the turnover of the *applicant* and of each *Related Body Corporate* (if any) at the time the *Programme Delegate* receives the application, except where the *applicant* is controlled by a *Publicly Funded Research Organisation* or *Eligible Partner Entity*, in which case the turnover of the *applicant* in isolation must be less than \$20 million for each of the three financial years prior to the lodgement of the application.

Commercialisation Project

168. A *Commercialisation Project* must aim to achieve at least one of the following:
- a) complete the development of a novel product, process or service; or
 - b) prove commercial viability of a novel product, process or service; or
 - c) make the first sales of a novel product, process or service in Australia or overseas; or
 - d) guide the *applicant* towards commercialisation of its novel product, process or service.

169. The *Commercialisation Project* may cover activities at a specific stage of the commercialisation process, or cover the entire process from determining a commercialisation strategy to achieving first sales.
170. There is no minimum duration for a *Commercialisation Project* but the project must not exceed a maximum of 24 months.

Applications

171. Applications for *Accelerating Commercialisation* may be lodged at any time during the life of the *Programme*.
172. *Application forms* for *Accelerating Commercialisation Grants* and *Portfolio Services* can be accessed by contacting *AusIndustry* through business.gov.au or the contact centre on 13 28 46.
173. Applications for *Activities* under *Accelerating Commercialisation* will be assessed against the relevant eligibility criteria by the *Programme Delegate*.
174. A *Recipient* of an *Accelerating Commercialisation Grant* may apply for another *Accelerating Commercialisation Grant* for the next stage of their eligible *Commercialisation Project*, subject to the conditions outlined in the *Accelerating Commercialisation Customer Information Guide* published on business.gov.au. In this circumstance the *applicant* will not be entitled to receive *Commercialisation Guidance* for a second time.
175. Further information relating to the application process is provided in the *Accelerating Commercialisation Customer Information Guide* published on business.gov.au.

Assessment Process

176. Only applications for *Accelerating Commercialisation Grants* that are deemed to be *Eligible Applications* by the *Programme Delegate* under clauses 158 and 160-163 will proceed to the merit assessment stage.
177. Only applications for *Portfolio Services* that are deemed *Eligible Applications* by the *Programme Delegate* under clauses 158 and 164-165 will proceed to the merit assessment stage.
178. The *Department* will prepare a report on all *Eligible Applications* for *Accelerating Commercialisation Grants* and *Portfolio Services*, prior to merit assessment. Each report will include a due diligence report, undertaken by a *Commercialisation Adviser*, that investigates the claims made in the application against the merit criteria.

Merit Criteria

179. Merit criteria for *Accelerating Commercialisation* are:
- a) Need for funding;
 - b) Market opportunity;
 - c) Value proposition;
 - d) Execution plan;
 - e) Management capability; and
 - f) National benefits.
180. The merit criteria listed at clauses 179(b)-(f) are equally weighted.
181. In assessing the merit criteria, priority will be given to applications that have a *Commercialisation Project* or *Commercialisation Strategy* within one of the *Growth Sectors* through additional credit against the 'National benefits' merit criterion (clause 179(f)).
182. *Accelerating Commercialisation Grant* applications from *Commercialisation Offices* and *Eligible Partner Entities* are not required to satisfy the 'Need for funding' merit criterion (clause 179(a)).
183. Further guidance on the merit criteria is available through the *Accelerating Commercialisation Customer Information Guide* published on [business.gov.au](https://www.business.gov.au).

Accelerating Commercialisation Grant

184. The *Programme Delegate* will refer *Eligible Applications for Accelerating Commercialisation Grants* to *Innovation and Science Australia* for merit assessment and merit ranking.
185. *Eligible Applications* for an *Accelerating Commercialisation Grant* from *applicants* other than *Commercialisation Offices* and *Eligible Partner Entities* will firstly be assessed against the 'Need for funding' merit criterion (clause 179(a)) by *Innovation and Science Australia*.
- a) If found meritorious against the 'Need for funding' merit criterion (clause 179(a)) the application will be assessed on a competitive basis against the merit criteria listed in clauses 179(b)-(f) by *Innovation and Science Australia*.
 - b) If not found meritorious against the 'Need for funding' merit criterion (clause 179(a)) the application will be rejected by the *Programme Delegate*.
186. Where merit assessments and merit rankings have been provided by *Innovation and Science Australia* to the *Programme Delegate*, the *Programme*

Delegate must take the merit assessments and merit rankings into account when deciding whether to approve an application.

187. Further guidance on the *Accelerating Commercialisation Grant* assessment process is available through the *Accelerating Commercialisation Customer Information Guide* published on business.gov.au.

Portfolio Services

188. *Eligible Applications* for *Portfolio Services* will undergo a non-competitive assessment against the merit criteria listed in clauses 179(b)-(f) by a panel of *Commercialisation Advisers*.
189. The *Programme Delegate* will take the panel's recommendations into account when deciding whether to approve an application for *Portfolio Services*.
190. Further guidance on the *Portfolio Services* assessment process is available through the *Accelerating Commercialisation Customer Information Guide* published on business.gov.au.

Agreements

191. To receive an *Accelerating Commercialisation Grant* the successful *applicant* will be required to enter into a *Funding Agreement* with the *Department*.
192. To receive *Portfolio Services* the successful *applicant* will be required to enter into a *Deed of Services and Release* or a *Funding Agreement* with the *Department*.
193. In addition to the requirements under Part 3 of the *Programme Guidelines*, any *Funding Agreement* or *Services Agreement* must:
- a) specify the type of support for the *Commercialisation Project* or *Commercialisation Strategy* to which the application relates, the timing, method and conditions of delivery of support; and
 - b) contain any other matters considered by the *Programme Delegate* as necessary for the administration of *Accelerating Commercialisation*.
194. *Funding Agreements* must specify the value of the *Grant* for the *Commercialisation Project* to which the application relates and the timing, method and conditions of the *Grant*.

Commercialisation Advisers

195. The role of the *Commercialisation Advisers* may include, but is not limited to:
- a) providing guidance to *Participants* with respect to *Accelerating Commercialisation*;

- b) conducting due diligence that investigates the claims made against merit criteria in applications;
- c) developing and maintaining links with the *Industry Growth Centres*;
- d) consulting with the relevant *Industry Growth Centre* on relevant applications and other matters as required;
- e) guiding and assisting *Participants* through the commercialisation process including facilitating access to expertise, specialist advice and professional networks;
- f) assisting *Participants* in exploring alternative means of financing commercialisation activities;
- g) providing *Commercialisation Guidance*;
- h) *Programme* and *Portfolio* marketing and promotional activities;
- i) building the *Expert Network*;
- j) facilitating commercial opportunities between the *Portfolio* and the *Expert Network*; and
- k) undertaking other activities agreed by the *Programme Delegate*.

Schedule D

Northern Australia Tourism

Introduction

196. *Northern Australia Tourism* provides advice and facilitation services to improve the business capabilities and networks of *Northern Australia Tourism* businesses so that they can better capture growth opportunities.
197. *Northern Australia Tourism* was introduced to the *Programme* as part of the “Our North, Our Future: White Paper on Developing Northern Australia”.
198. *Northern Australia Tourism* is supported by *Industry Partners* and delivered through a national network of experienced *Business Advisers* and *Business Facilitators*.
199. *Northern Australia Tourism* commenced on 29 February 2016.

Objective

200. The objective of *Northern Australia Tourism* is to encourage and assist small and medium *Tourism Businesses* in *Northern Australia* to improve their capabilities, extend their networks and take advantage of growth opportunities.

Outcomes

201. Key outcomes from *Northern Australia Tourism* may include that:
 - a) *Participants* improve their management skills;
 - b) *Participants* improve their business systems and processes;
 - c) *Participants* improve their ability to identify and leverage growth opportunities;
 - d) *Participants* extend their business networks to increase their market and supply chain participation; and
 - e) *Participants* improve their business performance.

Activities

202. *Applicants* can apply for one or more of the following *Northern Australia Tourism Activities: Business Evaluation, Tourism Partnerships, Supply Chain Facilitation, Growth Services* and *Growth Grant*.

Business Evaluation for a *Tourism Business*

203. A *Business Evaluation* is a range of *Services* initially comprising an evaluation by a *Business Adviser* to tailor the *Service* to the *Participant's* needs, based on

the *Participant's* capacity, commitment and need to undertake significant improvements. Following this evaluation a *Participant* may receive one or more of the following:

- a) business improvement advice and referrals;
- b) a detailed analysis of its business by a *Business Adviser* and recommendations for improvement presented in a *Business Evaluation Action Plan*; and
- c) support for implementation of *the Business Evaluation Action Plan* with the assistance of a *Business Adviser*.

The *Services* provided to each *Participant* will be determined by the *Programme Delegate*, based on recommendations by the *Business Adviser*.

Tourism Partnerships

204. *Tourism Partnerships* is a range of *Services* delivered to a group or consortium of *Participants* to facilitate and encourage joint activities for the benefit of the group or consortium (e.g. marketing and/or packaging of complementary products and services). A *Business Facilitator* will develop a *Tourism Partnership Plan* including recommendations for improvement for participating businesses.

Supply Chain Facilitation for a *Tourism Business*

205. *Supply Chain Facilitation* is a range of *Services* delivered to a *Participant* to facilitate access to supply chain opportunities in the tourism Sector. *Participants* may attend *Customer Connections* events or undertake a *Tourism Supplier Improvement Plan* to improve their capability in meeting supply requirements.

Growth Services for a *Tourism Business*

206. *Growth Services* is a range of *Services* that support a *Participant*, over a 24 month period, to achieve growth through strategic business improvements and connections. A *Business Adviser* conducts initial growth opportunity and capability analyses, develops a tailored and agreed *Growth Plan*, provides access to specialist *Business Advisers* and *Business Facilitators*, and brokers connections to experts and providers to assist the business to capitalise on its growth opportunities.

Growth Grant for a *Tourism Business*

207. A *Growth Grant* is a *Grant* that reimburses a *Participant* for up to half of the cost of engaging a consultant (up to a maximum *Grant* of \$20,000) to make

business improvements that were recommended in the *Business Evaluation Report*, *Supplier Improvement Plan*, *Growth Plan* or *Tourism Partnership Plan*.

Eligibility

208. To be eligible for *Services* under *Northern Australia Tourism* an applicant must:

- a) be an *Eligible Corporation* that is non tax-exempt and is registered for GST;
- b) be located and/or have significant operations in *Northern Australia*;
- c) satisfy the criteria to be a *Tourism Business* (refer *Customer Information Guidelines* for Northern Australia Tourism Initiative);
- d) have an annual turnover or operating expenditure between \$750,000 and \$100 million;
- e) be solvent;
- f) have operated in Australia and filed business activity statements showing ongoing trading in at least three consecutive years³;
- g) satisfy the eligibility criteria specific to the relevant *Activity* (clauses 210-215); and
- h) not be named by the Workplace Gender Equality Agency as an organisation that has not complied with the *Workplace Gender Equality Act 2012 (Cth)*.

209. The following entities are **ineligible** to apply for *Northern Australia Tourism*:

- a) individuals;
- b) partnerships;
- c) trusts, except for trusts with trustees that are *Eligible Corporations*; and
- d) Commonwealth, State and Local Government agencies and bodies (including government business enterprises, federal, state/territory and local tourism bodies and regional tourism organisations).

Business Evaluation for a *Tourism Business*

210. To be eligible for a *Business Evaluation*, applicants must **not** have previously received a *Business Evaluation Report* or *Business Evaluation Action Plan*, in the last five years.

Tourism Partnerships

211. Each member of the group or consortium must satisfy the eligibility criteria set out in clauses 208 and 209 to be eligible *Participants*. The group or consortium may apply for a *Growth Grant* via a lead business to facilitate and encourage eligible joint activities identified in the *Tourism Partnership Plan*. Being part of a group or consortium receiving a *Tourism Partnership Service* does not preclude the business from accessing an *Activity* in its own right.

Supply Chain Facilitation for a *Tourism Business*

212. To be eligible to participate in a *Customer Connections* event, *applicants* must have completed, or be engaged in, a:

- a) *Business Evaluation, Tourism Partnership, Supply Chain Facilitation or Growth Services*; or
- b) *Business Review Report, Continuous Improvement Report or Continuous Improvement Plan* under the *Enterprise Connect* programme; or
- c) an equivalent service.

213. To be eligible to receive a *Supplier Improvement Plan*, *applicants* must **not** have previously received a *Supplier Improvement Plan*, or a *Continuous Improvement Plan* under the *Enterprise Connect* programme, in the last five years.

Growth Services for a *Tourism Business*

214. To be eligible for *Growth Services*, *applicants* must not have previously received *Growth Services* or *Growth Services* in the last five years.

Business Growth Grant for a *Tourism Business*

215. A *Growth Grant* can only fund activities directly related to the implementation of recommendations identified in a *Business Evaluation, Tourism Partnership Plan, Supplier Improvement Plan* or *Growth Plan*.

216. To be eligible for a *Growth Grant*, *applicants* must:

- a) apply for a *Growth Grant* within:
 - i. six months of receipt of a *Business Evaluation Report, Tourism Partnership Plan, Business Evaluation Action Plan* or *Supplier Improvement Plan*; or
 - ii. 24 months of receipt of a *Growth Plan*,

unless otherwise agreed by the *Programme Delegate*.

- b) provide a quote from two different consultants to implement part or all of the recommendations in the report or plan identified in clause 215, unless otherwise agreed by the *Programme Delegate*;
- c) demonstrate the preferred consultant is bringing new areas of expertise to the business;
- d) demonstrate the work related to the *Growth Grant* is not part of the ordinary operations of the business;
- e) demonstrate how the activities will build identified capabilities; and
- f) be able to fund the total value of the costs of engaging the consultant before receiving the *Grant* (which is worth half of the total value up to a maximum *Grant* of \$20,000).

Applications

- 217. Applications for *Services* under *Northern Australia Tourism* may be lodged at any time during the life of the *Programme*.
- 218. Applications for *Growth Grants* must be made within the time period set out in clause 216 216.a).
- 219. Applications for *Activities* under *Northern Australia Tourism* will be assessed against the relevant eligibility criteria by the *Programme Delegate*.
- 220. Other than for *Growth Services*, *applicants* whose application is deemed to be an *Eligible Application* will receive the *Service* or *Grant* up to the limit of available funding and subject to revision, suspension or abolition of the *Activity*.
- 221. Applications for *Tourism Growth Services* will also undergo a merit assessment as outlined in clauses 223-226.
- 222. Information relating to the application process is provided in the relevant *Customer Information Guide* published on business.gov.au.

Assessment Process

Tourism Growth Services

- 223. Only applications for *Growth Services* that are deemed to be *Eligible Applications* will proceed to the merit assessment stage.
- 224. During the merit assessment stage, a *Business Adviser* will use evidence provided in the application and during an on-site meeting with the *applicant* to assess the *applicant* against the following equally weighted merit criteria:
 - a) Growth opportunity;
 - b) Growth commitment; and

- c) Resources and capacity to execute a growth plan.
225. The *Programme Delegate* will take the *Business Adviser's* assessment into account when deciding whether to approve an application for *Tourism Growth Services*.
226. Further guidance on the *Growth Services* assessment process is available through the *Growth Services Customer Information Guide* published on business.gov.au.

Payment of Grants

227. *Grants* will be paid in arrears following the completion of the *Growth Grant* activities and acquittal of associated costs.

Business Advisers and Business Facilitators

228. The role of the *Business Advisers* and *Business Facilitators* includes, but is not limited to:
- a) providing advice, mentoring and specialist expertise to *Participants*;
 - b) assisting *Participants* in developing their professional networks and providing connections;
 - c) fostering innovation, productivity, and continuous improvement in *Participants*;
 - d) alliance building between *Participants*;
 - e) mapping capability and connections for *Participants*;
 - f) providing recommendations to *Participants* to embed improvements in their business;
 - g) engaging specialists for provision of specialist services and advice;
 - h) understanding and drawing on knowledge from the *Industry Growth Centres*;
 - i) providing the *Department* with industry intelligence;
 - j) *Programme* marketing and promotional activities; and
 - k) undertaking other activities agreed by the *Programme Delegate*.

Appendix 1: Glossary of Terms

The following definitions apply for the purpose of interpreting the *Programme Guidelines*. They are not intended to be a substitute for the defined terms in any *Deed of Services and Release or Funding Agreement*.

<i>Accelerating Commercialisation</i>	The <i>Element</i> described in Schedule C of the <i>Programme Guidelines</i> .
<i>Activity or Activities</i>	The <i>Services</i> and <i>Grants</i> listed in Schedule A (clause 93), Schedule B (clause 127), Schedule C (clause 151), Schedule D (clause 202) and Schedule E (clauses Error! Reference source not found. and Error! Reference source not found.) for which <i>applicants</i> may apply.
<i>Applicant</i>	An entity that submits an application for a <i>Service</i> or <i>Grant</i> delivered under the <i>Programme</i> .
<i>Application Form</i>	The document issued by the <i>Programme Delegate</i> that <i>Applicants</i> use to apply for funding under the <i>Programme</i> .
<i>AusIndustry</i>	The division of the same name within the <i>Department</i> .
<i>Business Adviser</i>	A skilled adviser with private sector experience and access to an array of industry resources engaged by <i>Industry Partners</i> to assist in the delivery of <i>Business Management</i> as described in clause 120 of Schedule A and <i>Northern Australia Tourism</i> as described in clause 228 of Schedule D of the <i>Programme Guidelines</i> .
<i>Business Evaluation</i>	The <i>Service</i> described in clause 96 of Schedule A of the <i>Programme Guidelines</i> and the <i>Service</i> described in clause 203 of Schedule D of the <i>Programme Guidelines</i> .
<i>Business Evaluation Action Plan</i>	An action plan that may be provided to a <i>Participant</i> during a <i>Business Evaluation</i> that provides analyses, findings and recommendations for implementing improvements, some of which may be supported through a <i>Business Growth Grant</i> .
<i>Business Evaluation Report</i>	A report provided to the businesses at the completion of a <i>Business Evaluation</i> .

Business Facilitator	An industry skilled professional who works with business to facilitate networks, and is engaged by <i>Industry Partners</i> to assist in the delivery of <i>Business Management</i> and <i>Incubator Support</i> as described in clause 120 of Schedule A and in clause 228 of Schedule D of the <i>Programme Guidelines</i> .
Business Growth Grant	The <i>Grant</i> described in clause 99 of Schedule A of the <i>Programme Guidelines</i> and the <i>Grant</i> described in clause 207 of Schedule D of the <i>Programme Guidelines</i> .
Business Management	The <i>Element</i> described in Schedule A of the <i>Programme Guidelines</i> .
Business Researcher Placement	The placement of one of the <i>Participants'</i> own research employees into a <i>Publicly Funded Research Organisation</i> to work collaboratively on a specific <i>Innovation Connections Project</i> and/or access research infrastructure.
Business Review Report	A report provided to the business following the delivery of services under the <i>Enterprise Connect</i> programme that documents the findings and recommendations of a business review.
Commercialisation Adviser	A skilled adviser with private sector experience and access to an array of industry resources engaged by the <i>Department</i> to assist in the delivery of <i>Accelerating Commercialisation</i> as described in clause 195 of Schedule C of the <i>Programme Guidelines</i> .
Commercialisation Australia	A closed Australian Government programme.
Commercialisation Guidance	The <i>Service</i> described in clause 152 of Schedule C of the <i>Programme Guidelines</i> .
Commercialisation Office	An entity of a <i>Publicly Funded Research Organisation</i> , or an <i>Eligible Corporation</i> controlled by one or more <i>Publicly Funded Research Organisations</i> , that assists researchers in commercialising their intellectual property.

Commercialisation Project	A project which aims to commercialise novel intellectual property in the form of a novel product, process or service and satisfies clauses 1686-170.
Commercialisation Strategy	A business plan in relation to the commercialisation of a novel product, process or service.
Confidential Information	Has the meaning given to that term in clause 51 of the <i>Programme Guidelines</i> .
Conflict of Interest	The exercise of a power or making of a decision by a person in a way that may be, or may be perceived to be, influenced by either a material personal interest (whether financial or non-financial) or a material personal association.
Continuous Improvement Report	A report provided to the business following the delivery of services under the <i>Enterprise Connect</i> programme that documents the findings and the agreed prioritised action plan.
Continuous Improvement Plan	A report provided to the business following the delivery of services under the <i>Enterprise Connect</i> programme that documents the findings and the agreed prioritised action plan for continuous improvement.
Customer Connections	A <i>Service</i> provided under <i>Supply Chain Facilitation</i> which provides engagement events for small and medium businesses to connect with supply chain partners as described in clause 103 of Schedule A and in clause 212 of Schedule D of the <i>Programme Guidelines</i> .
Customer Information Guide	A document that provides prospective applicants with information on a <i>Service</i> or <i>Grant</i> including: <ul style="list-style-type: none"> • what is provided within the <i>Service</i> or <i>Grant</i> • eligibility • how to apply • the obligations of successful <i>Applicants</i> • the indicators of merit for some or all of the merit criteria.

Deed of Services and Release	A deed entered into by a <i>Participant</i> and the <i>Department</i> in relation to <i>Services</i> under the <i>Accelerating Commercialisation</i> (excludes <i>Funding Agreements</i>).
Department	The Commonwealth of Australia as represented by the Department of Industry, Innovation and Science.
Element	A subset of the <i>Programme</i> under which <i>Activities</i> are categorised being <i>Business Management</i> , <i>Innovation Connections</i> , <i>Accelerating Commercialisation</i> and <i>Incubator Support</i> .
Eligible Application	An application that meets the requirements of clauses 100-107 for <i>Business Management</i> , clauses 131-134 for <i>Innovation Connections</i> , clauses 158-167 for <i>Accelerating Commercialisation</i> , clauses 206-214 for <i>Northern Australia Tourism</i> .
Eligible Corporation	A corporation incorporated under the <i>Corporations Act 2001 (Cth)</i> will be an 'eligible corporation' for the purposes of the <i>Programme</i> if its trading activities: <ul style="list-style-type: none"> a) form a sufficiently significant proportion of its overall activities as to merit it being described as a trading corporation; or b) are a substantial and not merely peripheral activity of the corporation.
Eligible Expenditure	Expenditure incurred directly on an agreed project or on agreed activities as detailed in the relevant <i>Funding Agreement</i> . For the <i>Accelerating Commercialisation Element</i> eligible expenditure is defined in the <i>Accelerating Commercialisation Customer Information Guide</i> .
Eligible Partner Entity	An <i>Eligible Corporation</i> whose primary purpose is research but also looks to commercialise the resultant intellectual property, and whose application for registration as an <i>Eligible Partner Entity</i> has been approved by the <i>Programme Delegate</i> .

<i>Enabling Technologies and Services</i>	Entities that provide enabling or supporting technologies, inputs or services to drive business growth or improve business competitiveness in one or more of the five <i>Growth Sectors</i> . Detailed guidance on <i>Enabling Technologies and Services</i> is outlined in each of the <i>Business Management</i> and <i>Innovation Connections Customer Information Guides</i> .
<i>Enterprise Connect</i>	A closed Commonwealth Government programme.
<i>Entrepreneurs' Programme</i>	<p>A Commonwealth Government programme that provides a framework through which the government will drive business growth and competitiveness by supporting business improvement and research connections in targeted <i>Growth Sectors</i> and the commercialisation of novel products, processes and services.</p> <p>The <i>Entrepreneurs' Programme</i> was previously known as the <i>Entrepreneurs' Infrastructure Programme</i>.</p>
<i>Entrepreneurs' Infrastructure Programme</i>	Previous name of the <i>Entrepreneurs' Programme</i> .
<i>Expert Network</i>	A network of experienced people able to offer knowledge, skills and insights on an honorary basis to commercialise novel intellectual property in the form of new products, processes and/or services.
<i>Funding Agreement</i>	A legally binding agreement between the <i>Department</i> and a <i>Recipient</i> . Also referred to as a <i>Grant Agreement</i> .
<i>Government Grant Sources</i>	Sources that include, but are not limited to, grants from Commonwealth, state, local and international government programmes.
<i>Graduate Placement</i>	The engagement of a graduate or post graduate into the business of the <i>Participant</i> to undertake a specific <i>Innovation Connections Project</i> which may be undertaken collaboratively with a <i>Publicly Funded Research Organisation</i> .

Grant	The funds provided by the <i>Department</i> to the <i>Recipient</i> as set out in a <i>Funding Agreement</i> under the <i>Programme</i> .
Grant Agreement	See definition of <i>Funding Agreement</i> .
Grantee	An entity that has been offered funding and has entered into a <i>Grant Agreement</i> with the Commonwealth in relation to the programme. See also <i>Recipient</i> .
Growth Plan	A report provided to the business following the facilitation of <i>Growth Services</i> that documents the findings and the agreed prioritised action plan for growth.
Growth Sectors	Priority industry sectors: Advanced Manufacturing; Food and Agribusiness; Medical Technologies and Pharmaceuticals; Mining Equipment, Technology and Services; and Oil, Gas and Energy Resources. Detailed guidance on the <i>Growth Sectors</i> is outlined in the <i>Customer Information Guides</i> .
Growth Services	The <i>Service</i> described in clause 98 of Schedule A of the <i>Programme Guidelines</i> and the <i>Service</i> described in clause 206 of Schedule D of the <i>Programme Guidelines</i> .
Incubator	A business support organisation that fosters innovative start-ups, focused on international trade, through the provision of services such as seed funding, colocation, mentoring, professional services and access to networks. It can include accelerators and germinators.
Incubator Support	An <i>Element</i> of the Entrepreneur's Programme detailed in stand-alone guidelines.
Industry Growth Centre	A not-for-profit company limited by guarantee responsible for delivering the Industry Growth Centres Initiative and established in <i>Growth Sectors</i> .
Industry Partner	An organisation engaged by the <i>Department</i> under a contract for services to deliver <i>Services</i> under <i>Business Management</i> and <i>Innovation Connections</i> .
Industry Sector Director	Specified personnel contracted to provide assistance and advice to the Programme Delegate in relation to the delivery of the Business Management element of the Programme.

<i>Innovation and Science Australia</i>	The statutory board established by the Industry, Research and Development Act 1986 (Cth) (the Act) and named in that Act as Innovation Australia (as at the date these Guidelines were made). Innovation and Science Australia will provide strategic direction and assist with the administration of the Australian Government's industry research and development, innovation and venture capital programs designed to promote the development, and improve the efficiency and international competitiveness of Australian industry.
<i>Innovation Connections</i>	The <i>Element</i> described in Schedule B of the <i>Programme Guidelines</i> .
<i>Innovation Connections Facilitation</i>	The <i>Service</i> described in clause 128 of Schedule B of the <i>Programme Guidelines</i> .
<i>Innovation Connections Grant</i>	The <i>Grant</i> described in clause 130 of Schedule B of the <i>Programme Guidelines</i> .
<i>Innovation Connections Project</i>	A project which incorporates recommendations from an <i>Innovation Facilitation Report</i> and which may be supported by an <i>Innovation Connections Grant</i> .
<i>Innovation Facilitation Report</i>	A report provided to the business at the completion of the <i>Innovation Connections Facilitation</i> that documents the findings and recommendations of the <i>Innovation Connections Facilitation</i> .
<i>Innovation Facilitators</i>	An industry skilled professional who works with business, and is engaged by <i>Industry Partners</i> to provide practical advice and then facilitate access to the most appropriate research, knowledge or technical expertise in the delivery of <i>Innovation Connections</i> as described in clause 144 of Schedule B of the <i>Programme Guidelines</i> .
<i>Minister</i>	The Australian Government minister with portfolio responsibility for the <i>Programme</i> .

Northern Australia	All of the Northern Territory and those parts of Western Australia and Queensland above the Tropic of Capricorn. As defined in the <i>Our North, Our Future: White Paper on Developing Northern Australia</i> , July 2015.
Northern Australia Tourism	Schedule D of the <i>Programme Guidelines</i> .
Participant	An entity that receives a <i>Service</i> or is the <i>Recipient</i> of a <i>Grant</i> .
Personal Information	Has the meaning given to that term in clause 47 of the <i>Programme Guidelines</i> .
Portfolio	The mechanism described in clause 156 of Schedule C of the <i>Programme Guidelines</i> .
Portfolio Services	The <i>Services</i> described in clause 155 of Schedule C of the <i>Programme Guidelines</i> .
Programme	The <i>Entrepreneurs' Programme</i> .
Programme Delegate	An official of the <i>Department</i> , appointed to carry out specific functions for the <i>Programme</i> as outlined in clauses 21-24 of these <i>Programme Guidelines</i> .
Programme Guidelines	These guidelines that the <i>Minister</i> gives to the <i>Department</i> to provide a framework to operate and administer the <i>Programme</i> , as in force from time to time.
Publicly Funded Research Organisation	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003 (Cth)</i> as well as Commonwealth, state and territory government departments or agencies which undertake publicly funded research. This includes, but is not limited to, Commonwealth Scientific and Industrial Research Organisation, Defence Science and Technology Organisation, Australian Institute of Marine Science and Australian Nuclear Science and Technology Organisation.

Recipient	The entity which enters into a <i>Funding Agreement</i> with the <i>Department</i> and receives payment of a <i>Grant</i> under the <i>Programme</i> . See also <i>Grantee</i> .
Region	A geographic area with definable characteristics.
Related Body Corporate	Has the same meaning as in section 50 of the <i>Corporations Act 2001 (Cth)</i> .
Remote Australia	As defined by the Australian Bureau of Statistics Remoteness Classification 2006, see the ABS Remoteness Structure for more information.
Research Connections	<i>Research Connections</i> commenced on 1 September 2014 and was expanded and relaunched as <i>Innovation Connections</i> as described in Schedule B of the <i>Programme Guidelines</i> .
Research Connections Facilitation	The <i>Service</i> described in clause 128 of Schedule B of the <i>Programme Guidelines</i> .
Research Connections Grant	The <i>Grant</i> provided under the former <i>Research Connections</i> .
Research Connections Project	A project which incorporates recommendations in a <i>Research Facilitation Report</i> and is supported by a <i>Research Connections Grant</i> .
Research Facilitation Report	A report provided to the business at the completion of the <i>Research Connections Facilitation</i> that documents the findings and recommendations of the <i>Research Connections Facilitation</i> .
Researcher	An employee of a <i>Publicly Funded Research Organisation</i> employed as a researcher or enrolled as a Higher Degree by Research student.

<p>Researcher Placement</p>	<p>The placement of a <i>Researcher</i> in the <i>Participant's</i> business to work collaboratively on a specific <i>Innovation Connections Project</i> in order to develop and implement a new idea with commercial potential which may involve:</p> <ul style="list-style-type: none"> a) the engagement of a <i>Publicly Funded Research Organisation</i> to undertake research activities on the business's behalf; or b) accessing research infrastructure; or c) accessing other forms of research capability.
<p>Sector</p>	<p>A group of organisations undertaking economic activities similar with the Division level of the Australian and New Zealand Standard Industrial Classification 2006.</p>
<p>Services</p>	<p>Includes the <i>Activities</i>, other than <i>Grants</i>, described in any schedule of the <i>Programme Guidelines</i>.</p>
<p>Supply Chain Facilitation</p>	<p>The <i>Activities</i> described in clause 97 of Schedule A of these <i>Programme Guidelines</i> and the <i>Activities</i> described in clause 205 of Schedule D of these <i>Programme Guidelines</i>.</p>
<p>Supplier Continuous Improvement Plan</p>	<p>A plan provided to the business following the delivery of services under the <i>Enterprise Connect</i> programme that documents the findings and recommendations.</p>
<p>Supplier Improvement Plan</p>	<p>A tailored plan for individual small and medium businesses receiving <i>Supply Chain Facilitation</i> that identifies and addresses key capability and skills gaps and provides a series of practical recommendations to help improve access to domestic and international supply chains.</p>
<p>Tourism Business</p>	<p>Is a business that must:</p> <ul style="list-style-type: none"> a) derive a significant portion of their revenue from visitors; and b) operate in tourism-related industries including accommodation; cafes, restaurants and takeaway food services; clubs, pubs, taverns and bars; passenger transport; tour operator services; cultural services; sports and recreation services; and retail trade.

<i>Tourism Partnership</i>	The <i>Service</i> described in clause 204 of Schedule D of the <i>Programme Guidelines</i>
<i>Tourism Partnership Plan</i>	A tailored plan for a group or consortium of small businesses receiving a <i>Tourism Partnership Service</i> that identifies joint activities or opportunities.