Sample application form

Entrepreneurs' Programme - Incubator Support Initiative
New and Existing Incubators

Version February 2020

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

This is a sample only and may be subject to minor changes.

Do not use this document as your application form. You will need to submit an application using the online form.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

You can save your changes at any time by using the Save button.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, contact us by email or web chat or on 13 28 46.

A. Program selection

We need to first identify what type of entity is applying. If you are a trustee applying on behalf of a trust the details are slightly different.

A.1. Trustee and trust details

If you have selected trustee on behalf of a trust we require details of both trust and trustee. A trustee must be incorporated.

Trust details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN) of the trust
- Legal name of the trust
- Business name of the trust

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternative name.

- Date of registration of ABN of the trust
- GST registration status

Trustee details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

Do not enter your trust ABN into the trustee field. You may not have a separate ABN for the trustee in which case you should leave this field blank.

- Australian Company Number (ACN) of the trustee

  Or

- Australian Business Number (ABN) of the trustee (if different to trust)
- Legal name of the trustee
- Charity status of the trustee
- Not for profit status of the trustee

A.2. Other type of entity details

If you are not a trustee / trust entity you will be asked to complete the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Organisation Legal name
- Organisation Business Name

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternate name.

- Date of registration of ABN
- GST registration status
- Charity status
- Not for profit status

A.3. Australia and New Zealand Standard Industrial Classification (ANZSIC) Details

You must select from a drop down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification (ANZSIC).
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification (ANZSIC).

A.4. Program selection

You must select from a drop-down menu the program that you are applying for.

- Field 1 select Entrepreneurs' Programme – ISI New and Existing Incubators – Stage 2
- Field 2 select New and Existing Incubators Grant.

When you have selected the program, the following text will appear.

Provides new and existing business incubators with grants of up to $250,000 to assist Australian start-ups including first-generation migrant and refugee founders, to develop the capabilities required to achieve commercial success in international markets. You should read the grant opportunity guidelines and sample grant agreements before filling out this application.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Incubator Support Initiative New and Existing Incubators grant opportunity.

Questions marked with an asterisk are mandatory.

Enter eligibility code. *

Eligible applicants are provided with an eligibility code. Refer to your email notification to apply email.

If you do not have one contact us on 13 28 46.

- Are you able to 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? *

You will be required to provide a letter from your board or equivalent with your application.

Will your total eligible project value be: *
- at least $26,000 where located in a major city? or
- at least $16,900 where located in a regional area?

- If you are applying for a grant over $50,000, can you provide an Accountant Declaration that confirms you can fund your share of the project costs? *

If applicable, you will be required to upload this document later in this form.

C. Applicant address
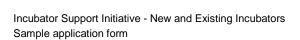
C.1. Business street address

You must provide your business street address (Australian Head Office).

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Business postal address

You must provide your business postal address (Australian Head Office).

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

D. Applicant financials

D.1. Latest Financial Year Figures

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

All amounts must show a whole dollar value e.g. $1 million should be presented as $1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering $0 is acceptable if applicable for your organisation.

- Sales Revenue (Turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statements (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's BAS.

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- No of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business. This should include working proprietors and salaried directors.

- No of independent contractors (headcount)

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#). Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Explain what it is you are going to do and how it will benefit your organisation.

E.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

If you have also prepared a proposal you should attach it later in your application.

E.3. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting

E.4. Project duration

Your project must be completed in line with the dates provided in the [grant opportunity guidelines](#).

Your project must be completed within 24 months.

- Estimated project start date *
- Estimated project end date *
- Estimated project length (in months)

The project length will be calculated by the start and end dates you enter. Your project can be no longer than 24 months.

E.5.   Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add up to 10 milestones.

- Milestone title
- Description
- Estimated start date
- Estimated end date

E.6.   General Information

Are you an existing or new incubator? *

Website address *

Provide your organisations website address

E.7.   Project location

You must provide the address where you project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project site must be a street address not a postal address.

- Project site address
- Estimated percentage of project value expected to be undertaken at site

Is your project 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.

You will need to enter each site address into the [mapping tool](#) to confirm the regional status.

Select the ASGS Remoteness Areas for 2016 classification filter and select Find address.

If successful you will be required to provide evidence of the regional nature of your project activities in your progress reports.

F. Project budget

F.1. Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

Amounts must be GST inclusive, less any GST credits that you can claim. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is $13,000.

The maximum grant amount requested for this grant opportunity is $250,000.

Note the number of financial years will be added depending on your project start and end date.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Labour		$
		2020/21	$
	Labour On-costs (Up to 30% of Labour Costs)		$
		2020/21	$
	Contract expenditure		$
		2020/21	$
	Workshop and event costs		$
		2020/21	$
	Equipment		$
		2020/21	$
	Travel and overseas		$
		2020/21	$
	Other eligible expenditure		$
		2020/21	$
In-kind value			$
	Access to Services		$
		2020/21	$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Access to facilities		$
		2020/21	$
	Access to resources		$
		2020/21	$
	Other in-kind contributions		$
		2020/21	$
Total Project Costs			

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

F.2.   Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

Where you have project partners or collaborators, their contribution will be recorded later in the application.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contributor – In-kind or cash

Contributors are divided into the following types

  o *Your contribution*
  o *Other Commonwealth government grants*
  o *Other non-Commonwealth government grants*
  o *Other non-government contribution*

- Value of contribution
- Date due of contribution
- Details

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

Where you are receiving other government funding you will need to provide details.

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. To be competitive you will need to score highly against each assessment criterion.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

Your response to each criterion is limited to 5000 characters including spaces and does not support formatting.

To support your responses you must include mandatory attachments later in the application.

G.1. Assessment criterion 1 (50 points)

Management and business capability *

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

- a. your access to personnel with the right expertise and experience including:
- time commitment to your incubator
- evidence of national or global entrepreneurship and commercialisation experience and linkages to international innovation ecosystems
- community management skills including evidence of investment attraction into start-ups.
- b. your track record (including your team) in managing similar services, including examples of start-ups previously supported and evidence that these are bringing new-to-market or new-to-world innovative products and services to markets outside Australia
- c. your organisation's capacity to build and maintain relationships to deliver services and opportunities to start-ups. Provide evidence of linkages, agreements and support from other players in the innovation ecosystem.
- d. 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.

Note: You should attach evidence to support your answer. Please include the prefix "AC1" in the name of your supporting document before uploading.

G.2. Assessment criterion 2 (40 points)

Benefit to your incubator, start-ups and the broader innovation ecosystem *

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 new and/or existing incubators' capabilities in regional Australia, that support internationally focussed start-ups

    d. developing the capability of incubators to facilitate and foster innovative start-ups with the potential to operate in international markets

    e. developing and collaborating with start-ups that use public data as part of their business.

Note: You should attach evidence to support your answer.

G.3. Assessment criterion 3 (10 points)

Impact of the grant funding on your project *

You should demonstrate this by identifying

    a. the likelihood your project would not proceed without the grant

    b. the positive impact the grant will have on the size, scale or timing of your project

    c. the total additional investment the grant will leverage and explain how this benefits your project.

Note: You should attach evidence to support your answer.

G.4.   G.4 Assessment criterion 4 (If Applicable – 10 points)

How your project will support first-generation migrant and refugee founders to expand internationally

If applicable to your project, you should demonstrate this by identifying:

    a. how your incubator project will help develop the capabilities of first-generation migrant and refugee start-ups to expand their international linkages and increase their chances of successfully commercialising in international markets

    b. your experience and knowledge of migrant and refugee start-ups

    c. how first-generation migrant and refugee start-ups will be supported (e.g. through a partnership with an organisation that currently provides support services to migrants and refugees in Australia).

Note: You should attach evidence to support your answer.

H. Project partners/ Collaborators

You must provide details about your project partners.

For details about project partner contributions refer to the grant opportunity guidelines.

You must provide

- Business address
- Postal address
- Contact details
- Details of contribution to the project
- Project partner letter of support attached

I. Application finalisation

You must answer the following questions and add any supporting documentation required.

I.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest and how you anticipate managing them.

Your response is limited to 750 characters including spaces and does not support formatting.

I.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Supporting documentation

You should attach the following supporting documentation.

Files must be smaller that 2MB and be one of the following types: doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif.

Please note there is a cumulative file size limit of 20MB for each application. For any issues please contact business.gov.au or 13 28 46, or email incubator.support@industry.gov.au*.*

- Trust documents (if applicable)

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

- Project partner letter of support

Where you have included project partners in your application you must attach letters of support from the project partners as outlined in the guidelines.

- Evidence of support from your board

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

- Accountant declaration

For projects over $50,000 you must provide an accountant declaration to demonstrate you can fund your share of the project costs.

- Project plan *

You must attach a project plan outlining all the project activities including a timetable.

- Project budget *

You must attach a detailed project budget to demonstrate your estimated project expenditure.

- Assessment Criterion 1

You should attach evidence to support your answer in Assessment Criterion 1. Please include the prefix "AC1" in the name of your supporting document before uploading.

- Assessment Criterion 2

You should attach evidence to support your answer in Assessment Criterion 2. Please include the prefix "AC2" in the name of your supporting document before uploading.

- Assessment Criterion 3

You should attach evidence to support your answer in Assessment Criterion 3. Please include the prefix "AC3" in the name of your supporting document before uploading.

- Assessment Criterion 4

You should attach evidence to support your answer in Assessment Criterion 4. Please include the prefix "AC4" in the name of your supporting document before uploading.

I.4.　Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

J.　Primary contact page

You must provide the details of a primary contact for your application. The details include

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

K. Application declaration

In order to submit your application you will be required to agree to the following declaration.

K.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- Australian Government Public Data Policy Statement
- Commonwealth Grants Rules and Guidelines
- Incubator Support Initiative New and Existing Incubators grant opportunity guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and

b. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

K.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth)*.*

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about

the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

I approve the information in this application being communicated to the department in electronic form.