



## Application Form

# Incubator Support – Expert in Residence component

An element of the Entrepreneurs' Programme

Version December 2017

This document informs you of the questions we will ask you in the online form when you apply for Incubator Support – Expert in Residence. It will help you prepare your responses and the mandatory attachments you will need before you apply online.

**Do not use this document as your application form. You can only submit an application using the online form when available.**

## Instructions

### About the Incubator Support initiative

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
- 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:

- New and Existing Incubators
- Expert in Residence

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.

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 businesses through access to open public data.

### Completing this form

You should read the [program guidelines](#) before filling out this application.

This application form contains the following:

- Part A – Eligibility
- Part B – Contact details
- Part C – Applicant information
- Part D – Project details and funding
- Part E – Merit criteria
- Part F – Applicant declaration

## Disclosure of personal and confidential information

The Commonwealth's use and disclosure of both your personal and confidential information (provided in this application or otherwise) is set out in the Incubator Support program guidelines. Ensure that you have read this document and understand the information contained therein. For further information regarding the Department of Industry, Innovation and Science's (the department's) obligations in accordance with the Privacy Act, refer to the department's [Privacy Policy](#)<sup>1</sup>.

## Getting help

If you require assistance completing this application form please contact us on 13 28 46 or at [business.gov.au](http://business.gov.au). Our website and staff can help you with forms, finding information and services and allow you to provide feedback, comments or suggestions.

You should also read and understand the program guidelines and sample [grant agreement\(s\)](#) before completing an application. View these documents at [business.gov.au](http://business.gov.au).

## Submitting your application

You can apply for Incubator Support at any time over the life of the program.

If you require further guidance, have difficulties completing the form or are unable to use the online form you can contact us on 13 28 46 or at [business.gov.au](http://business.gov.au).

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<sup>1</sup> <https://industry.gov.au/Pages/PrivacyPolicy.aspx>

## A. Eligibility

### A.1. Eligible entities

*This section will help you determine whether you are an entity eligible for the initiative.*

You are required to answer all questions in this section.

Is your organisation an incubator?  yes  no

*We define an incubator as 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*

Do you have an ABN?  yes  no

*For trustees applying on behalf of a trust, this refers to the ABN of the trust.*

You must answer 'yes' to both of the questions above to be eligible to apply for this initiative.

Is your organisation an entity, incorporated in Australia?  yes  no

Is your organisation an incorporated trustee applying on behalf of a trust?  yes  no

*You must be able to provide a copy of the trust documents showing the relationship of the incorporated trustee to the trust.*

Is your organisation a publicly funded research organisation?  yes  no

*This includes all higher education providers listed at Table A and Table B of the Higher Education Support Act 2003 (Cth).*

Is your organisation an incorporated not for profit organisation?  yes  no

Is your organisation a local government agency or body?  yes  no

*A local government agency or body is a local governing body as defined in the Local Government (Financial Assistance) Act 1995 (Cth).*

If you have answered 'yes' to any of the questions above you are eligible to apply for this initiative.

### A.2. Additional eligibility criteria

*This section will help you determine whether you comply with additional eligibility criteria for the program.*

You are required to answer all questions in this section.

Will your total eligible project value be at least \$10,000  yes  no

Does your project involve incoming experts providing expertise and/or outgoing experts visiting a host incubator that will benefit you?

incoming experts

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outgoing expert

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**Incoming experts only**

Can you confirm the incoming experts involved in your project are not current employees of your incubator?  yes  no

Can you provide a resume for each incoming expert outlining their experience and capabilities?  yes  no

*You will be required to provide a resume for each incoming expert with your application.*

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**Outgoing experts only**

Can you provide a letter of commitment from the host incubator your expert employee is visiting?  yes  no

*You will be required to provide a letter of commitment from the incubator your employee is visiting with your application.*

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Can you provide 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?  yes  no

*You must provide this summary later in the form.*

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If you answered 'yes' to the questions above you are eligible to apply for this program.

For further information regarding eligibility requirement for this program refer to the Incubator Support [program guidelines](#).



Provide a contact for the applicant organisation

Title

Given name

Family name

Position title

Phone number

Mobile number

Email address

B.3. How did you hear about the program?

--- Please select ---

If Other, please specify:

## C. Applicant information

### C.1. General information

Are you an existing or new incubator?

new

existing

### C.2. Joint applications

*Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply.*

Is this a joint application?

yes  no

If you answered 'yes' to this question the lead applicant must complete this form. If you are unsure whether your application should be a joint application contact us on 13 28 46 or at [business.gov.au](http://business.gov.au)

### C.3. Type of applicant

*In this section you must indicate what type of entity you operate under.*

*All entities must have an ABN*

Select which type of entity your organisation is

a company incorporated in Australia

incorporated trustee on behalf of a trust

publicly funded research organisation (PFRO)

incorporated not for profit organisation

a local government agency or body

other eligible entity

If you selected other incorporated entity please specify.

### C.4. Applicant details

*If you are applying as a trustee on behalf of a trust leave this question blank and go to the next question.*

Australian Business Number (ABN)

Australian Company Number (ACN)



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*If applicable*

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Legal/ registered entity name

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Business/ trading name

*Your business may have registered one or more business names. If you operate under a business or trading name enter these names here.*

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GST registered?

yes  no

### C.5. Trustee and trust details

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Australian Business Number (ABN) of the trustee

*(if different to trust, otherwise leave blank)*

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Australian Company Number (ACN) of the trustee

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Legal/ registered entity name of the trustee

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Australian Business Number (ABN) of the trust

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Legal/ registered entity name of the trust

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Business/ trading name

*Your business may have registered one or more business names. If you operate under a business or trading name enter these names here.*

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Is the trust GST registered?

yes  no

You must provide a copy of the trust documents showing the relationship of the incorporated trustee to the trust.

### C.6. ANZSIC details

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What is your organisation's main revenue earning activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

*The ANZSIC codes and titles are available from the [Australian Bureau of Statistics \(ABS\) website](#). Phone 13 28 46 if you require assistance.*

### C.7. Address details

Provide your **organisation's street address** (Australian Head Office).

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Address

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Suburb/ town

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State/ territory

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Postcode

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Provide your **organisation's postal address**.

- Same as your street address, go to next section.
- Different to your street address, provide details below.

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Address

---

Suburb/ town

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State/ territory

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Postcode

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Country

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### C.8. Website address

Provide your organisation's website address.

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### C.9. Project site address

*If your project involves outgoing employee experts working with host incubators, do not include the address of the host incubators as a project site address. Enter the Australian address which will benefit from the activity.*

Will your project's activities occur solely at the above listed head office address?  yes  no

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If you answered 'yes' go the next question. If you answered 'no' complete the following table.

*A Project site address must be a street address not a postal address.*

#### Site address 1

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Address

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Suburb/ town

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State/ territory

---

Postcode

---

Country

---

#### Site address 2

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Address

---

Suburb/ town

---

State/ territory

---

---

 Postcode
 

---

 Country
 

---

**Site address 3**


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 Address
 

---

 Suburb/ town
 

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 State/ territory
 

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 Postcode
 

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 Country
 

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**C.10. Latest financial year figures**


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 Has your organisation existed for a complete financial year?  yes  no
 

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 If you answered 'yes', enter the latest completed financial year, then complete the table below.
 

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*Example entry 2016-17*


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 If you answered 'no', enter the number of months your organisation has  months  
 existed in the financial year to date, then complete the table below.
 

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*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 in the table below 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 incorporated 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. If they clearly do not apply to your organisation you may select not applicable.*

Recent trading performance	Check box if the indicator is not applicable to your organisation	Latest financial year figures
Sales revenue (turnover)  <i>Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statement (BAS).</i>	<input type="checkbox"/> n/a	\$
Export revenue  <i>Total revenue from export sales, as reported in your organisation's Business Activity Statement (BAS).</i>	<input type="checkbox"/> n/a	\$

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Recent trading performance	Check box if the indicator is not applicable to your organisation	Latest financial year figures
R&D expenditure <i>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.</i>	<input type="checkbox"/> n/a	\$
Taxable income <i>Taxable income or loss as reported in your organisation's income company tax return form.</i>	<input type="checkbox"/> n/a	\$
Employees, including working proprietors and salaried directors (headcount) <i>Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the your organisation.</i>	<input checked="" type="checkbox"/> n/a	
Independent contractors (headcount) <i>Number of individuals engaged by your organisation under a commercial contract (rather than an employment contract) to provide employee-like services on site.</i>	<input type="checkbox"/> n/a	

### C.11. Ultimate holding company

Does your company have an ultimate holding company?  yes  no

If you answered 'yes' complete the following table. If you answered 'no' go to next question.

Ultimate holding company ABN (if applicable)

Legal/ registered entity name of ultimate holding company

Country of registration of ultimate holding company

### C.12. Project partner organisation details

If in B1 you indicated that this is a joint application, you are required to provide details of the other project partner organisations in the following table.

No	Australian Business Number	Australian Company Number	Organisation name
1			
2			

No	Australian Business Number	Australian Company Number	Organisation name
3			
4			
5			

You must attach a letter of support from each of the other organisations involved in the proposal.

*Refer to section 11.2 of the program guidelines for what is required in the letter of support.*

Sample only

## D. Project details and funding

### D.1. Project title and description

*If your application is successful, some project details will be used by the Australian Government in published material. We publish details on the departmental website and [GrantConnect](#). Published project details include:*

- *name of the applicant*
- *a project title*
- *a brief project description and its intended outcomes*
- *amount of funding awarded.*

Provide a project title for publication.

*Example project title: Mentoring and workshops for biotech startups from Singapore startup expert.*

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70 character limit (approx. 10 words)

Provide a brief project description for publication including the key activities and project outcomes.

*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 business.*

*Example project description: Singapore serial entrepreneur will provide mentoring and workshops in biotech startups over a 3 month period.*

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750 character limit (approx. 125 words)

### D.2. Summary of activities and outcomes

Provide a summary of your project, including the key activities and project outcomes.

*Your summary should provide a more detailed description of your project activities and outcomes. We will use this summary in assessing your application.*

*You must demonstrate how your project will increase the capabilities of your incubator 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.*

*Where your project includes an outgoing expert you must describe how the new knowledge will benefit your incubator and innovative start-ups in line with program objectives.*

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1000 character limit (approx. 160 words)

You may attach up to 3 A4 pages supporting your project.

### D.3. Details of incoming experts in residence

Provide the following details regarding the expert/s involved in your project. You must attach a resume for each expert.

#### Incoming expert 1

Title

Given name

Family name

Position title

Organisation

Mobile number

Email address

#### Incoming expert 2

Title

Given name

Family name

Position title

Organisation

Mobile number

Email address

### D.4. Details of outgoing expert and host incubators

Where you have indicated your project involves an outgoing expert visiting a host incubator complete the following. You must attach a letter of commitment from each host incubator.

#### Outgoing expert

Provide the following details regarding the outgoing expert involved in your project.

Title

Given name

Family name

Position title

Organisation

Mobile number

Email address

### Host incubator 1

Provide details of the host incubator.

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Name of host organisation

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Provide details of the primary contact at the host incubator.

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Title

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Given name

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Family name

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Position title

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Phone number

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Mobile number

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Email address

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Provide the street address of the host incubator.

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Address

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Suburb/ town

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State/ territory

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Postcode

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Country

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*You must provide evidence in the form of a letter of commitment to the project, from the host incubator.*

### D.5. Project milestones and key activities.

Provide details on the 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 must not start your project until your grant agreement is executed.*

*You must complete your project within 12 months.*

#### Milestone 1

Milestone title

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80 character limit (approx. 12 words)

Milestone description



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500 character limit (approx. 80 words)

Milestone start date

Milestone end date

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## Milestone 2

Milestone title

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80 character limit (approx. 12 words)

Milestone description

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500 character limit (approx. 80 words)

Milestone start date

Milestone end date

## D.6. Project duration

Enter your project start and end dates.

*Your project start and end dates are a result of the dates you entered into your milestones. If they are not right you will need to modify your milestones.*

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Project start date

Project end date

## D.7. Project budget

Provide details on your eligible project costs over the life of the project. Your total eligible project value will be made up of eligible expenditure and eligible in-kind contributions.

*Amounts must be GST inclusive less any GST credits that you can claim.*

Refer to the program guidelines for guidance on total project value. 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 minimum total project value is \$10,000.

#### Eligible expenditure (cash)

Eligible expenditure item (cash)	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	Total
Labour	\$	\$	\$	\$	\$
Contractors	\$	\$	\$	\$	\$
Workshops and events	\$	\$	\$	\$	\$
Travel and overseas expenditure	\$	\$	\$	\$	\$
Other eligible expenditure	\$	\$	\$	\$	\$
<b>Sub-total eligible expenditure</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

#### In-kind contributions (non-cash)

Eligible in-kind contributions (non-cash)	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	Total
Access to services (e.g. mentoring, business planning)	\$	\$	\$	\$	\$
Access to facilities	\$	\$	\$	\$	\$
Other in-kind contributions	\$	\$	\$	\$	\$
<b>Sub-total eligible in-kind contributions</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total eligible project value</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

If your application is successful you may be required to submit documents to justify your budget estimate before the grant agreement is finalised.

#### D.8. Source of funding

Enter the following information to show how you will fund the eligible project costs.

Amounts must be GST inclusive less any GST credits that you can claim. Note, the minimum grant amount under the program is \$5,000 and the maximum grant amount is \$100,000.

Contributions from a partner organisation or other non-government sources are considered an 'applicant' contribution.

a. Applicant cash contribution (\$A)	\$
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b. Program grant amount (\$A)		\$
c. Other government grant funding (\$A)		\$
d. Other government in-kind contribution (\$A)		\$
e. Applicant in-kind contribution (\$A equivalent)		\$
<b>Total eligible project value (\$A)</b>		<b>\$</b>
f. Applicant cash contribution (%)		%
g. Grant (%)		%
h. Other government contribution (%)	(Cannot exceed 10%)	%
i. In-kind contribution (%)	(Cannot exceed 10%)	%

*For all applicants other than local government, 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.*

#### D.9. Other government contributions (cash and in-kind)

If you are receiving other government grant funding as indicated in the table above, provide details of the other government grant funding.

Program name	Funding amount/in-kind contribution
	\$
	\$
<b>Total</b>	<b>\$</b>

#### D.10. Your contribution (cash and in-kind)

To describe your funding strategy for the project enter the required information below and provide the following attachments.

Funding type	Amount (\$A)	Details
Cash flow	\$	
Loans	\$	
Equity	\$	
Other	\$	
In-kind contribution	\$	

Funding type	Amount (\$A)	Details
<b>Total</b>	\$	

You are required to provide an Accountant Declaration (for grants over \$50,000) to confirm your business can fund its share of the project costs. You must use the template provided at [business.gov.au](http://business.gov.au).

Sample only

## E. Merit criterion

*For grants over \$50,000 you are required to address the following merit criterion.*

*To be competitive you will need to score highly against the merit 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.*

*You may attach any other documents that support your application and/or claims made in relation to the merit criteria.*

### E.1. Merit criterion

#### **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 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.*

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Approx. 825 word or 5000 character limit

You should attach evidence such as demand for services, market gap analysis, opportunity analysis and third party research.

## F. Applicant declaration

### F.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- program guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and with 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 information that is deemed 'confidential' in accordance with the program guidelines may also be shared for a relevant Commonwealth purpose.

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

## F.2. Applicant declaration

I declare that I have read and understood the program 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 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 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 acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading, or I become unable to meet any of the above obligations, the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Fraud Control Guidelines and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

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

I declare that I am authorised to complete and submit 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.

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By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

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