



Grant Opportunity Guidelines

Entrepreneurs' Programme Business Management

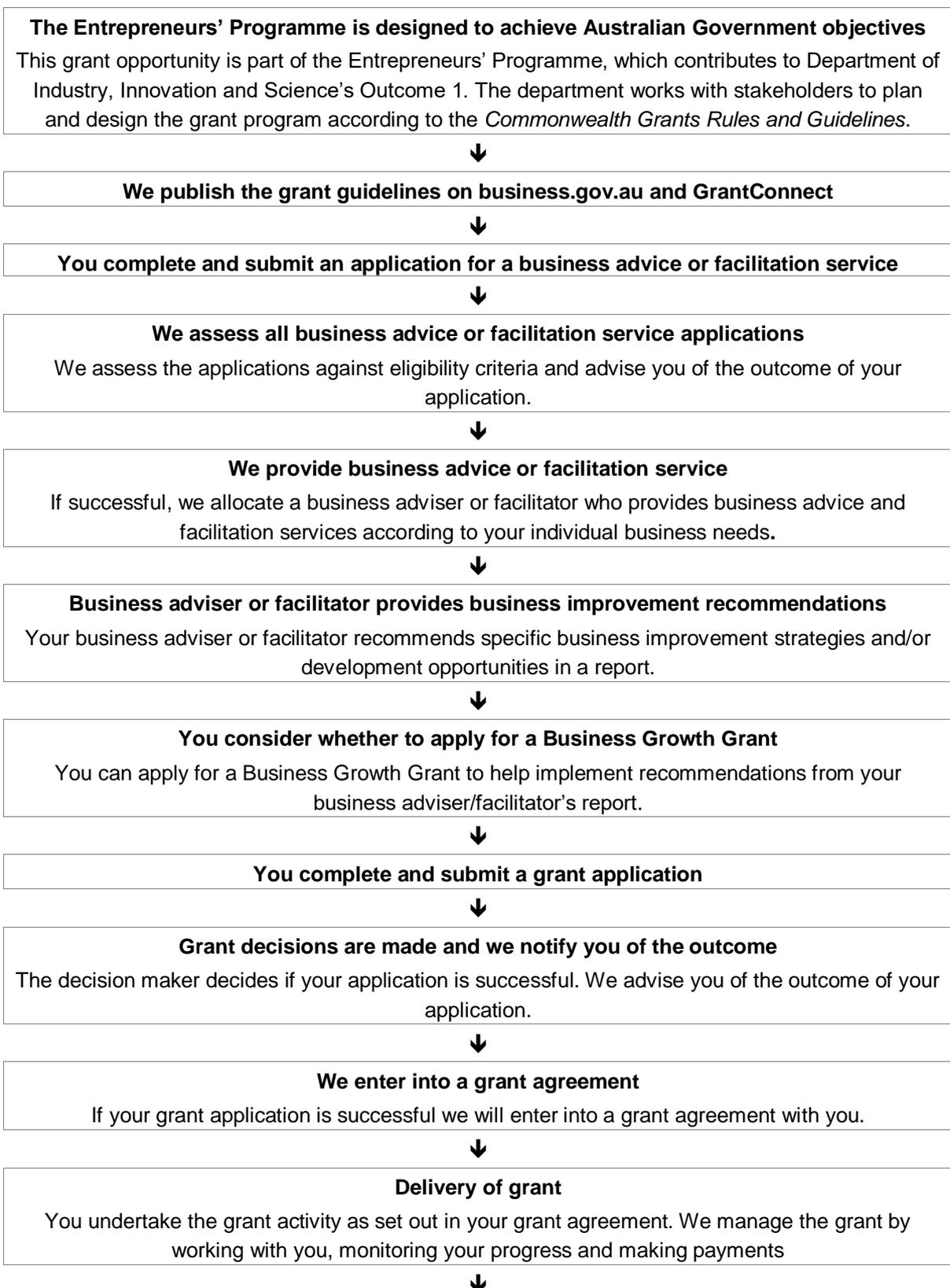
Opening date:	On-going
Closing date and time:	On-going
Administering entity	Department of Industry, Innovation and Science
Enquiries:	If you have any questions, contact us at business.gov.au .
Date guidelines released:	18 February 2019
Type of grant opportunity:	Demand-driven

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1. Entrepreneurs' Programme: Business Management processes



Evaluation of the Entrepreneurs' Programme and Business Management

We evaluate the Entrepreneurs Programme and Business Management as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the program

The objective of the Entrepreneurs' Programme (the program) is to connect small and medium sized businesses with the capabilities and networks they need to innovate, compete and grow in Australian markets and/or markets in other countries. In these guidelines, 'Australian markets' is defined to mean 'markets in States or Territories other than the State or Territory in which the relevant business is located'.

The program offers a suite of advisory and facilitation services that support:

- business improvement and innovation connections in targeted Growth Sectors which could benefit from increased trading in Australian markets and markets in other countries
- the development and growth of innovative globally focussed start-ups through Australia's innovation ecosystem
- the commercialisation of novel products, processes and services so that they can be sold in Australian markets and/or markets in other countries.

The primary focus of the Entrepreneurs' Programme is providing access to tailored advice and networks to help businesses solve problems, rather than focusing on financial assistance. It is delivered through four initiatives.

- Accelerating Commercialisation
- Business Management
- Incubator Support
- Innovation Connections.

Other initiatives may be added at the Minister's discretion.

The program is expected to deliver increased capability to trade in Australian markets and/or markets in other countries through the following outcomes:

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

We administer the program according to the Commonwealth Grants Rules and Guidelines (CGRGs)¹.

2.1 About the Entrepreneurs' Programme - Business Management initiative

The Entrepreneurs Programme – Business Management initiative consists of two elements:

1. **Business advice and facilitation services** to small and medium business to help build capacity, improve capability, extend networks and take advantage of growth opportunities in Australian and/ or markets in other countries. Independent advisers and facilitators provide business advice and facilitation services to eligible businesses for one of three streams:
 - business evaluation

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

- growth services
- supply chain facilitation.

The advisors/facilitators will work with you develop a plan on how to achieve your business goals in these areas.

2. **Business growth grants** assist you to implement your plan's recommendations.

The intended outcomes of Entrepreneurs' Programme – Business Management are:

- improved management skills
- improved business systems and process
- improved ability to identify and leverage growth opportunities
- extended business networks to increase market and supply chain participation
- improved business performance

which together will increase your business's capability to trade in Australian markets and/or markets in other countries.

Update: The Entrepreneurs' Programme – Northern Australia Tourism Initiative ends on 31 December 2019. Applications for Tourism Partnerships will not be accepted after 30 June 2019 and northern Australian tourism businesses will not be eligible to apply for other advice and facilitation services after 30 June 2019. Guidance specific to northern Australian tourism businesses, including Tourism Partnerships advice and facilitation services and business growth grants, is provided in **Appendix C**.

Section 3 of this document provides information specific to business advice and facilitation services, and sets out:

- eligibility criteria
- how to apply
- what you can expect if your application to receive a service is successful.

Section 4 of this document provides information specific to business growth grants, and sets out:

- eligibility criteria
- how to apply
- what you can expect if your application to receive a grant is successful.

Sections 5-8 of this document are relevant to both elements of the Entrepreneurs' Programme – Business Management initiative.

The Department of Industry, Innovation and Science (the department) is responsible for administering the grant opportunity.

We have defined key terms used in these guidelines in appendix B.

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

3. Business advice and facilitation

The Business Management initiative provides access to a national network of experienced business advisers and facilitators to assist you to improve your business practices, become more competitive, and take advantage of growth and collaboration opportunities in order to increase your business's capability to trade in Australian markets and/or markets in other countries.

Business advisers and facilitators tailor services based on:

- your capability improvement needs
- the maturity of your business
- your capacity and commitment to implement improvements.

Business advisers and facilitators have extensive industry experience to build the capabilities of your business to access or increase trade in Australian markets and/or markets in other countries across a range of areas including:

- business management
- innovation
- collaboration
- export activities
- supply chain facilitation
- business growth.

Depending on your business situation, you may access advice and facilitation services through one of three streams:

- 1. Business evaluation:** provides an analysis of your business carried out on-site by an independent and skilled business adviser. Working with you, the business adviser will develop a Business Evaluation Action Plan with detailed analysis and recommendations to increase your business' capability to trade in Australian markets and/or markets in other countries.
- 2. Growth services:** provides access to skilled and experienced business advisers for up to two years to help your business develop the skills, knowledge, strategies and connections to accelerate growth in Australian markets and/or markets in other countries. Working with you, a business adviser will develop a Growth Plan to help you realise your Australian and/or export growth opportunity, then provide support, advice, mentoring and access to networks to get your plan working for you.
- 3. Supply chain facilitation:** provides support to strengthen opportunities, improvements and linkages within an identified Supply Chain Opportunity, to improve your business's capability to contribute to your purchaser's trade in Australian markets and markets in other countries. Support can include developing a Supplier Improvement Plan, engagement with or introduction to buyers, and information services.

The level of engagement for business advice and facilitation will vary depending on individual business requirements.

The Program Delegate (who is an AusIndustry Senior Responsible Officer with responsibility for the program) may vary the services available. We will update the guidelines accordingly and publish any changes on business.gov.au and [GrantConnect](#).

Business Management services may also include events such as:

- information sessions and workshops that feature industry specialists and/or guest speakers
- opportunities to network with industry stakeholders.

3.1 Who is eligible?

To be eligible you must

- have an Australian Business Number (ABN)

- be registered for GST

and be one of the following entities:

- a company, incorporated in Australia
- an incorporated trustee applying on behalf of a trust.

You must also:

- have the intent and opportunity to engage in or increase trade in Australian markets and/or markets in other countries, or (for the supply chain facilitation stream) have the intent and opportunity to engage in trade with a purchaser so as to directly and demonstrably contribute to or enhance its trade in Australian markets and/or markets in other countries.
- have an annual turnover or operating expenditure within the following range in the current or previous two financial years
 - between \$1.5 million and \$100 million, or
 - between \$750,000 and \$100 million if you are from Remote Australia or Northern Australia²
- have operated in Australia and filed business activity statements showing ongoing trading in at least three consecutive years.

You may still be eligible if your business structure, ownership or Australian Company Number/Indigenous Company Number has changed within the three consecutive year period. In this case, you will need to satisfy the Program Delegate that the business activity statements are for the same business. This could include providing evidence that, during this period, the business:

- carried out essentially the same business activities
- had essentially the same management staff
- was operating from the same locations
- was using essentially the same assets in deriving its revenue.

You may also still be eligible, subject to Program Delegate approval, if you have received an Accelerating Commercialisation grant OR intend to supply in connection with the Australia-European Southern Observatory (ESO) Strategic Partnership, with the endorsement of Australia's Industry Liaison Officer to the ESO.

3.2 Additional eligibility requirements

The Business Management initiative is targeted at Australia's Growth Sectors. To be eligible you must satisfy one of the following:

- be operating in one or more Growth Sectors
 - Advanced Manufacturing
 - Food and Agribusinesses
 - Medical Technologies and Pharmaceuticals
 - Mining Equipment, Technology and Services
 - Oil, Gas and Energy Resources
- have the skills, capability, intellectual property or expertise and intent to operate in one of the Growth Sectors
- provide Enabling Technologies and Services to one or more of the Growth Sectors.

² These areas are defined in Appendix B – Definition of key terms.

3.3 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 local government agency or body (including government business enterprises).

You are not eligible for a business advice or facilitation service that is the same as one provided to you in the last five years.

3.4 How to apply

You will need to log in or set up an account to access our online portal. The portal allows you to apply for and manage a grant or service in a secure online environment.

To apply, you must:

- complete and submit your application through the portal
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments.

You may apply for business advice or facilitation at any time during the life of the Business Management initiative and may apply to access more than one service.

In the application form, you will need to nominate which business advice or facilitation service will best meet your needs. If you are unsure, you can contact us on 13 28 46 or at business.gov.au.

3.4.1 Timing of business advice and facilitation

You can apply for a business advice and facilitation service at any time.

Table 1: Expected timing

Activity	Timeframe
Assessment of applications	Continuous assessment
Notification of outcomes	Within ten working days of receipt of a complete application
Earliest start date of your service	When your application is approved, your assigned business adviser will contact you to arrange a suitable time

3.5 The approval process

The Program Delegate will decide if your application is eligible under these guidelines. We will respond to you within ten working days of submitting a complete application.

If you are interested in receiving a service involving a higher level of engagement, for example on-going guidance and support to realise a growth opportunity, you may need to provide further

evidence to demonstrate your capacity and commitment to take advantage of your business opportunity.

3.6 Final decision

The Program Delegate decides which applications to approve. The Program Delegate's decision is final in all matters.

3.7 Notification of application outcomes

If the Program Delegate approves your application for business advice or facilitation, we will assign a business adviser or facilitator who will contact you to discuss your business advice or facilitation service. After initial discussions with the business adviser or facilitator, they may recommend that you access an alternative business advice or facilitation service or another government program that better meets your needs.

If you are unsuccessful, we will email you, outline the reasons that you were not successful and give you an opportunity to discuss the outcome with us.

4. Business growth grant

If your business adviser/facilitator recommends specific business improvement activities to increase your business's capability to trade in Australian markets and/or markets in other countries, you can apply for a Business Growth Grant.

Business Growth Grants are small grants to engage external expertise to help you implement the recommendations in your plan.

- The grant amount will be up to 50 per cent of eligible project costs (grant percentage)
- The minimum grant amount is \$2,500 (excluding GST)
- The maximum grant amount is \$20,000 (excluding GST).

The grant is available to support strategies that improve the abilities and skills of your business to trade in Australian markets and/or markets in other countries. It is not intended to support fixes for problems that are part of ordinary, everyday operations of your business.

The grant period is 12 months, with the exception of Business Growth Grants for northern Australian tourism businesses (see Appendix C). For each business management service you receive, you may only apply for a single grant to implement some or all the recommendations in your plan.

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

You cannot use funding from other Commonwealth, state, territory or local government grants to fund your share of eligible project costs.

4.1 Who is eligible?

To be eligible for a Business Growth Grant you must meet all of the following conditions:

- have received a completed plan from a business advice or facilitation service

- have not previously received a Business Growth Grant to implement recommendations from the plan under which you are applying
- are applying within 12 months of receiving a completed plan from your advice or facilitation service, unless otherwise agreed by the Program Delegate, with the exception of Business Growth Grants for northern Australian tourism businesses (see Appendix C)
- your project comprises eligible activities, as defined in section 4.4
- your project has at least \$5,000 in eligible expenditure
- your project has not commenced.

4.2 Transitional arrangements

If you have already received a Business Growth Grant prior to 7 December 2018, under the guidelines in place at that time, but have not received funding for all recommendations under your completed plan, you may be eligible for one further opportunity to fund those remaining recommendations if:

- you have not received the maximum grant of \$20,000
- you are applying within 12 months of receipt of your completed plan from your advice or facilitation service, unless otherwise agreed by the Program Delegate
- your proposed activities meet the eligibility requirements in section 4.4 and
- your proposed activities have not commenced.

If you meet these conditions, you will have a single opportunity to apply for a grant up to a maximum of \$20,000 less the amount of grant you have already received. Businesses that meet these conditions will receive application advice by email.

4.3 Eligible projects

Your project is the suite of recommendations that you intend to implement from your business advice or facilitation service. To be eligible your project must:

- include eligible activities and eligible expenditure
- have at least \$5,000 in eligible expenditure.

4.4 Eligible activities

An eligible activity must meet all of the below:

- links to an area of need as defined in the recommendations of a completed plan from a business advice or facilitation service
- will embed new capability to trade in Australian markets and/or markets in other countries and
- engages services external to your business.

4.5 Eligible expenditure

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

Eligible expenditure items are the costs of implementing the business improvement activities that your business adviser/facilitator recommended in your completed plan.

To be eligible, expenditure must also:

- be a direct cost of the project
- be incurred between the project start and end date.

We may update the guidelines on eligible and ineligible 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 not commence your project until you execute a grant agreement with the Commonwealth.

4.6 Ineligible expenditure

Ineligible expenditure includes:

- business as usual activities (wages, office expenses, maintenance costs, accounting, legal, compliance and government fees)
- sales activity (advertising, representatives, printing and placement, trade shows)
- capital expenditure
- cost of maintaining existing software
- cost of maintaining existing industry certifications
- cost of registering patents and intellectual property.

4.7 How to apply

You must have received a business advice or facilitation service to apply for a Business Growth Grant, which is available to assist you to implement activities that your business adviser or facilitator has recommended in your completed plan.

To apply, you must log in to our online portal on business.gov.au, complete the application form and provide all the information requested.

You are responsible for making sure your application for business advice and facilitation, and your application for a Business Growth Grant, is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). If we consider that you have provided false or misleading information we 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 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.

4.7.1 Timing of grant opportunity

You must apply for a Business Growth Grant within 12 months of receiving a completed plan from your advice or facilitation service, unless otherwise agreed by the Program Delegate, with the exception of Business Growth Grants for northern Australian tourism businesses (see Appendix C).

Table 1: Expected timing

Activity	Timeframe
Assessment of applications	Continuous assessment
Notification of outcomes	Within ten working days of receipt of a complete application
Earliest start date of project	At execution of grant agreement
End date of grant commitment	12 months from execution of grant agreement, with the exception of Business Growth Grants for northern Australian tourism businesses (see Appendix C).

4.8 The approval process

The Program Delegate will consider applications for grant funding with regard to the following:

- appropriate market value for the proposed services
- available Business Growth Grant funds.

If program funding is not available, we will publish information on business.gov.au and [GrantConnect](#) to advise that the program is closed to new applications.

4.9 Final decision

The Program Delegate decides which applications to approve.

The Program Delegate's decision is final in all matters, including:

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

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

4.10 Notification of application outcomes

If the Program Delegate approves your application for a Business Growth Grant, we will email you, and include in the email any specific conditions attached to the grant.

If you are unsuccessful, we will email you, outline the reasons that you were not successful 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.

4.11 If your application is successful

4.11.1 Grant agreement

You must enter into a grant agreement with the Department of Industry, Innovation and Science, acting on behalf of the Commonwealth, to receive a grant. Sample [grant agreements](#) are available on business.gov.au and [GrantConnect](#).

We will manage the grant agreement through our online portal. Accepting the agreement through the portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

We must execute a grant agreement with you before we can make any payments. You must not start any Business Growth Grant activities until a grant agreement is executed.

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

If you enter an agreement under the Entrepreneurs' Programme, you cannot receive other grants for the same activities from other Commonwealth, state or territory government granting programs.

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

4.11.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- 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.

We will pay 100 per cent of the grant at the end of the grant period, subject to completion of your project. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project.

You may submit your end of project report before the end of the grant period and seek an earlier payment, but this will be subject to sufficient program funding being available at that time.

Where you have incurred less expenditure than estimated in your application, we will adjust your final payment accordingly.

4.11.3 How we monitor your project

You must submit an end of project report through our online portal in line with the grant agreement. We will provide a sample of this report as an appendix in the grant agreement. We will remind you of your reporting obligations before a report is due.

4.11.4 End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- identify achievement of activities and outcomes as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date.

4.11.5 Compliance

We may conduct a compliance review at the end of 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.

4.12 Keeping us informed

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to continue to receive business advice and facilitation or complete your business growth grant 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.

4.13 Tax obligations

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.

5. Evaluation

We will 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 grant or service has impacted you and to evaluate how effective the program was in achieving its outcomes. We may contact you up to five years after you have received support through this program for more information to assist with this evaluation.

6. Conflicts of interest

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 or service. 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 or service, you must inform us in writing immediately.

6.1 Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, 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* (Cth)). We publish our [conflict of interest policy](#)³ 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.

7. How we use your information

Unless the information you provide to us is:

- confidential information as per 7.1 or
- personal information as per 7.3

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.

3

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

7.1 How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

7.2 When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, Industry Growth Centres, Industry Partners, Sector Directors, advisers and facilitators, and other Commonwealth or state and territory government employees and contractors, technical, financial, economic, and/or industry experts (including auditors)
- 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

so that we can:

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

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.

7.3 How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). 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 disclose the personal information we collect from you to our employees and contractors, Industry Growth Centres, Industry Partners, Sector Directors, advisers and facilitators, and other Commonwealth or state and territory government employees and contractors, technical, financial, economic, and/or industry experts (including auditors) so we can:

- manage the program
- research, assess, monitor, analyse and evaluate 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](#)⁴ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

7.4 Public announcement

We will publish non-sensitive details of successful Business Growth Grants on [GrantConnect](#), [industry.gov.au](#) and [business.gov.au](#). 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.

7.5 Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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.

8. 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](#).

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

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

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

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our 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:

Head of Division

AusIndustry – Business Services

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. Definition of Growth Sectors

Sector	Definition
Advanced Manufacturing	<p>Businesses that adopt innovative technologies or business practices to improve or develop manufactured products, processes or services. This includes the adoption of improvements or innovations across any of a range of manufacturing steps, such as concept, research and development, design, production, logistics, marketing and after-sales services, in order to achieve high-value products, services or business outcomes, including improved responses to market demands.</p> <p>Businesses that supply integral services, technologies or inputs to the manufacturing processes of businesses described above.</p>
Food and Agribusiness	<p>Businesses that undertake food or beverage production, or supply integral services or technologies to support food or beverage production.</p> <p>Businesses that provide integral services, technologies or inputs to support primary production of food and beverages.</p> <p>This definition excludes businesses that are food retailers (including restaurants and cafes) or primary producers, except where they can demonstrate they also substantially undertake the above activities.</p>
Medical Technologies and Pharmaceuticals	<p>Businesses that develop or produce therapeutic, medical or pharmaceutical products or technologies, including complementary medicines.</p> <p>Businesses that provide integral services, technologies or inputs to the development and production of therapeutic, medical or pharmaceutical products or technologies.</p> <p>This definition excludes businesses that are hospitals, medical and other health care services, residential care services, social assistance services and retailers of medical and pharmaceutical goods, except where they can demonstrate they also substantially undertake the above activities.</p>
Mining Equipment, Technology and Services	<p>Businesses in mineral exploration, extraction and mining supply chains, including businesses that provide integral services, technologies and equipment for mining and minerals extraction.</p>

Sector	Definition
Oil, Gas and Energy Resources	<p>Businesses engaged in the exploration, development and extraction of energy and fuels from oil, gas, coal and uranium.</p> <p>Businesses that provide integral services, technologies and equipment for use in oil, gas and energy resource sectors.</p>
Enabling Technologies and Services	<p>Businesses that provide enabling or supporting technologies, inputs or services to drive business growth or improve business competitiveness in one or more of the five Growth Sectors.</p> <p>Enabling technologies and services underpinning the five Growth Sectors include: freight and logistics; infrastructure related construction and services; information and communications technologies; digital technologies; and professional services.</p> <p>Outside of these key enabling technologies and services, this definition includes other businesses that enable or support one of the five Growth Sectors through a direct commercial relationship, but excludes routine business operational activities such as legal advice, financial accounting/bookkeeping services, catering and insurance.</p>

Appendix B. Definition of key terms

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Australian markets	Markets in Australian states or territories other than the state or territory in which the relevant business is located.
Business Adviser	A skilled adviser with private sector experience and access to an array of industry resources
Business Facilitator	An industry skilled professional who works with business to facilitate networks
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 4.4.
Eligible application	An application or proposal for services or 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 4.5.
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 sector	As set out in Appendix A.
Guidelines	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.
Minister	The Commonwealth Minister for Industry, Science and Technology.
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).
Northern Australia	The Northern Territory or above the Tropic of Capricorn in Queensland or Western Australia (as defined in the <i>Our North, Our Future: White Paper on Developing Northern Australia</i> , July 2015).

Term	Definition
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> a. whether the information or opinion is true or not and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An AusIndustry Senior Responsible Officer within the department with responsibility for the program.
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.
Remote Australia	As defined by the Australian Bureau of Statistics Remoteness Classification 2016, see the ABS Remoteness Structure for more information.
Supply chain opportunity	<p>A Supply Chain Opportunity is an identified opportunity for supply chain improvement derived from market needs and supported by buyers within supply chains. It has the commitment of both the supplying and buying stakeholders within the supply chain</p> <p>In order to provide the greatest benefit and a targeted service to eligible businesses, the Department engages with decision makers within supply chains, project proponents and delivery partners to identify and characterise Supply Chain Opportunities.</p>

Appendix C. Entrepreneurs' Programme - Northern Australia Tourism Initiative

The Northern Australia Tourism Initiative was announced in the Our North, Our Future: White Paper on Developing Northern Australia in 2015, to provide tourism businesses in northern Australia with practical support to build management and business capability, improve their performance, grow and be more internationally competitive. It extended the Entrepreneurs' Programme to provide assistance to the northern Australian tourism industry.

The Entrepreneurs' Programme - Northern Australia Tourism Initiative is formally closing on 31 December 2019. No new applications from northern Australian tourism businesses will be accepted after 30 June 2019 to allow sufficient time for participating businesses to receive advice and facilitation from our business advisers and facilitators, and also implement key recommendations with the support of an associated business growth grant prior to closure.

The following guidance applies specifically to northern Australian tourism businesses and replaces associated guidance within the main body of these guidelines. Northern Australian tourism businesses must comply with all other aspects of the guidelines.

C1 Business advice and facilitation

If you have successfully applied as a northern Australian tourism business prior to 30 June 2019, you will still be able to receive advice and facilitation under one of four streams:

- business evaluation
- growth services
- supply chain facilitation
- tourism partnerships.

Business advice and facilitation under each of these streams will be available up to 31 December 2019 for northern Australian tourism businesses.

C1.1 Who is eligible?

To be eligible you must be a tourism business in northern Australia and have successfully applied for one of the advice and facilitation services prior to 30 June 2019.

C2 Business growth grant

You must apply for a Business Growth Grant before 31 December 2019 and eligible projects must be completed by 30 June 2020.

C2.1 Who is eligible

To be eligible for a Business Growth Grant you must meet all of the following conditions:

- have received a completed plan from a business advice or facilitation service
- have not previously received a Business Growth Grant to implement recommendations from the plan under which you are applying

- you have applied for a Business Growth Grant before 31 December 2019 and you are able to complete your project by 30 June 2020
- your project comprises eligible activities, as defined in section 4.4
- your project has at least \$5,000 in eligible expenditure
- your project has not commenced.

C2.2 Transitional arrangements

If you have already received a Business Growth Grant prior to 7 December 2018, under the guidelines in place at that time, but have not received funding for all recommendations under your completed plan, you may be eligible for one further opportunity to fund those remaining recommendations if:

- you have not received the maximum grant of \$20,000
- you apply for a Business Growth Grant before 31 December 2019
- you are able to complete your project by 30 June 2020
- your proposed activities meet the eligibility requirements in section 4.4 and
- your proposed activities have not commenced.

If you meet these conditions, you will have a single opportunity to apply for a grant up to a maximum of \$20,000 less the amount of grant you have already received.

C2.3 Timing of grant opportunity

You must be able to complete your project by 30 June 2020.

Table 1: Expected timing

Activity	Timeframe
Assessment of applications	Continuous assessment
Notification of outcomes	Within ten working days of receipt of a complete application
Earliest start date of project	At execution of grant agreement
End date of grant commitment	30 June 2020.