# New and Existing Incubator application checklist

Incubator support funding is highly sought after and only the best applications are competitive.

* To be competitive, you will need to provide detailed, relevant claims against the merit criteria.
* You will need to back up your claims with project-specific evidence; **while some attachments are not mandatory, we strongly recommend you provide all of them.**
* **We strongly recommend** **you submit your draft application for feedback**.

Feedback on your draft application is valuable as it can help to further improve your application. To receive written feedback, simply click the feedback button which is located on the last page of the online application form. We aim to provide feedback within a fortnight.

If you have any questions, please email us at [Incubator.Support@industry.gov.au](mailto:Incubator.Support@industry.gov.au).

## Mandatory information

| Question | Check |
| --- | --- |
| Have you attached evidence from your governing or managing board (or support from the owner or Chief Executive Officer if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding? |  |
| Have you attached an accountant’s declaration if your grant request is over $50,000? |  |
| Have you checked that all your project activities and expenditure are eligible as per appendix B and C of the program guidelines? |  |
| Have you attached a project plan that outlines your Incubator Support project and the services that will be delivered to start-ups? The project plan should also detail the key milestones, associated activities and expenditure, and how they will be achieved. |  |
| Have you attached a detailed project budget, outlining costs of each project activity and how they will be funded? |  |

## Merit criterion one

| Question | Check |
| --- | --- |
| Have you attached detailed resumes of the key personnel and demonstrated how the skills and experience of the team will be relevant in delivering the incubator services, in particular, where specialist expertise is required? |  |
| Have you provided details of the key personnel’s proposed time commitment to the project? |  |
| Have you attached a business plan, outlining your incubator’s business structure and operating model, including core business, current services provided, customer base and financial plan? |  |
| Have you clearly explained what incubator services you will be providing to Australian start-ups as part of this project and outlined the number of start-ups you expect to support? |  |
| Have you attached evidence of support from key project partners, mentors or stakeholders? (e.g. letters of support, partnership agreements or MOUs) |  |
| Have you clearly described, and attached evidence of, your international linkages? (e.g providing letters of support, partnership agreements or MOUs from your international partners, mentors, networks other players in the innovation ecosystem) |  |
| (For existing incubators) have you:   * attached letters of support from your previous start-up participants outlining how your incubator services have helped them, and/or * attached other evidence to demonstrate the incubator’s track record in helping start-ups to achieve commercial success?   (For new incubators) have you:   * attached letters of support from relevant players in the local innovation ecosystem that indicate there is a market gap * included information and evidence of key personnel’s skills and experience in assisting start-ups to achieve commercial success, relevant to the proposed incubator project? |  |

## Merit criterion two

| Question | Check |
| --- | --- |
| Have you clearly described how your project will address a gap in the market in terms of two or more of the five outcomes outlined listed under this Merit Criterion? (refer [program guidelines](https://www.business.gov.au/assistance/entrepreneurs-programme)) |  |
| Have you attached evidence to support the gap in the market and/or demand for your incubator services, particularly if the incubator is working in a niche sector? (e.g, industry gap/opportunity analysis, documented demand for the services) |  |
| Have you clearly demonstrated how your project, and the services you will be delivering, will improve the prospects of Australian start-ups achieving commercial success in international markets, and how your international connections will help to facilitate this? |  |
| (For existing incubators) Have you clearly demonstrated how you will:   * expand the scale of your existing services and how funds will be used to enhance current services beyond what is already being provided? * develop the innovation ecosystem?   (For new incubators) Have you clearly demonstrated how your proposal:   * is focused on a region or sector with high potential for success in international trade? * will support regional start-ups and increase their chances of accessing international markets? |  |

## Merit criterion three

| Question | Check |
| --- | --- |
| Have you clearly demonstrated:   * why your project has a need for government funding, and is not ‘business as usual’ activity for your incubator? * How your project would be impacted without the grant funding in terms of scale, timing and reach? * how your project provides value for money? |  |

*Additional Notes:*

* *where you are providing letters of support, try to avoid using pro-forma templates;*
* *when submitting your final application, please allow at least three months before the project commencement date, to allow for the decision process;*
* *If you are applying for a second grant, you should provide a short summary of how you have progressed with the first project, and any outcomes you have achieved to date.*