



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

Entrepreneurs' Programme - Programme Guidelines Version 9

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Table of Contents

Entrepreneurs' Programme - Programme Guidelines Version 9.....	1
Purpose.....	4
Commencement.....	4
Authority.....	4
Interpretation.....	4
Part 1 – Programme Overview.....	6
Introduction.....	6
Programme Objective.....	6
Programme Outcomes.....	6
Part 2 – Programme Governance.....	7
Roles and Responsibilities.....	7
Commonwealth's Rights.....	8
Announcements.....	9
Conflicts of Interest.....	9
Feedback and Complaints.....	9
Programme Contact Details.....	10
Protection of Information.....	10
Programme Evaluation.....	13
Tax Obligations.....	13
Part 3 – Programme Delivery.....	14
Supporting Events.....	14
Eligibility.....	14
Applications.....	14
Application Assessment.....	14
Incubator Support initiative.....	15
Submission of a New Application.....	15
Application Approval.....	16
Provision of Other Services.....	16
Deeds of Services and Release and Funding Agreements.....	16
Variations.....	17
Schedule A Business Management.....	18
Introduction.....	18
Transition Arrangements.....	18
Objective.....	18
Outcomes.....	18
Activities.....	18
Eligibility.....	19
Sectors.....	22

Applications.....	22
Assessment Process.....	22
Payment of Grants	23
Business Advisers and Business Facilitators	23
Schedule B Innovation Connections	24
Introduction.....	24
Transition Arrangements	24
Objective	24
Outcomes	24
Activities	24
Eligibility	25
Sectors	27
Applications.....	27
Payment of Grants	28
Innovation Facilitators	28
Schedule C Accelerating Commercialisation	29
Introduction.....	29
Transitional Arrangements	29
Objective	29
Outcomes	29
Activities	30
Eligibility	31
Commercialisation Project.....	33
Applications.....	34
Assessment Process.....	34
Agreements	36
Commercialisation Advisers	36
Schedule D Northern Australia Tourism.....	38
Introduction.....	38
Objective	38
Outcomes	38
Activities	38
Eligibility	40
Assessment Process.....	42
Payment of Grants	43
Business Advisers and Business Facilitators	43
Appendix 1: Glossary of Terms.....	44

Purpose

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

Commencement

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

Authority

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

Interpretation

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

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

Part 1 – Programme Overview

Introduction

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

Programme Objective

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

Programme Outcomes

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

Part 2 – Programme Governance

Roles and Responsibilities

The Minister

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

Programme Delegate

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

- l) monitoring the performance of *Business Advisers, Business Facilitators, Industry Sector Directors, Innovation Connections Facilitators* and *Commercialisation Advisers*;
 - m) ensuring that data is collected and available for *Programme* monitoring and evaluation;
 - n) briefing the *Minister* about the *Programme*;
 - o) facilitating and assisting in independent evaluations of the *Programme*; and
 - p) any other responsibilities under the *Programme* as required by the *Minister*.
24. Decisions of the *Programme Delegate* are final and will not be reviewed.

Innovation and Science Australia

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

AusIndustry

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

Industry Partners

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

Commonwealth's Rights

29. Nothing in the *Programme Guidelines* should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of the *Programme Guidelines* or the submission of an application for a *Service* or *Grant* under the *Programme*.
30. No agreement will be created between a successful *applicant* and the Commonwealth, as represented by the *Department*, until a *Funding Agreement* or *Deed of Services and Release* is formally executed.
31. Notwithstanding the approval of an application for a *Grant* or *Service*, the provision of a *Grant* or *Service* by the Commonwealth, and the amount of a *Grant*, is subject to available Commonwealth funding and changes in Commonwealth policy.

Announcements

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

Conflicts of Interest

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

Feedback and Complaints

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

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

Programme Contact Details

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

Protection of Information

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

Use and Disclose of Information

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

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

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

Personal Information

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

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

Use of Personal Information

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

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

for the purposes of:

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

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

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

Confidential Information

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

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

Use and Disclosure of Confidential Information

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

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

for the purposes of:

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

Disclosure of Information Where Authorised or Required by Law

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

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

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

Information Storage

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

Freedom of Information

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

Programme Evaluation

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

Tax Obligations

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

Part 3 – Programme Delivery

Supporting Events

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

Eligibility

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

Applications

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

Application Assessment

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

Business Management

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

Innovation Connections

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

Accelerating Commercialisation

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

Northern Australia Tourism

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

Incubator Support initiative

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

Submission of a New Application

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

Application Approval

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

Provision of Other Services

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

Deeds of Services and Release and Funding Agreements

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

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

Variations

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

Schedule A

Business Management

Introduction

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

Transition Arrangements

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

Objective

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

Outcomes

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

Activities

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

Business Evaluation

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

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

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

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

Supply Chain Facilitation

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

Growth Services

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

Business Growth Grant

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

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

Eligibility

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

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

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

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

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

Business Evaluation

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

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

Supply Chain Facilitation

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

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

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

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

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

Growth Services

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

Business Growth Grant

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

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

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

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

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

Sectors

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

Applications

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

Assessment Process

Growth Services

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

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

Payment of Grants

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

Business Advisers and Business Facilitators

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

Schedule B

Innovation Connections

Introduction

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

Transition Arrangements

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

Objective

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

Outcomes

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

Activities

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

Innovation Connections Facilitation

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

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

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

Innovation Connections Grant

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

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

Eligibility

Innovation Connections Facilitation

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

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

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

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

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

Innovation Connections Grant

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

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

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

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

Sectors

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

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

Applications

136. Applications for an *Innovation Connections Facilitation* may be lodged at any time during the life of the *Programme*.
137. Applications for an *Innovation Connections Grant* must be made within the time period set out in clause 133(e).
138. Applications for *Activities* under *Innovation Connections* will be assessed against the relevant eligibility criteria by the *Programme Delegate*.
139. Applicants whose application is deemed to be an *Eligible Application* will receive the *Service* or *Grant* up to the limit of available funding and subject to revision, suspension or abolition of the *Activity*.
140. The *Programme Delegate* may agree that a *Publicly Funded Research Organisation* can enter into a *Funding Agreement* with the *Department* for an *Innovation Connections Grant* at the request of an *applicant* for the purposes of providing research capability to that *applicant*.
141. Within six weeks of the completion of a *Research Connections Project* or an *Innovation Connections Project*, a *Recipient* may apply for a second *Innovation Connections Grant* to undertake a new *Innovation Connections Project*. A maximum of two *Innovation Connections Projects* may be supported under an *Innovation* or *Research Facilitation Report*.
142. Information relating to the application process is provided in the *Innovation Connections Customer Information Guide* published on business.gov.au.

Payment of Grants

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

Innovation Facilitators

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

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

Schedule C

Accelerating Commercialisation

Introduction

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

Transitional Arrangements

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

Objective

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

Outcomes

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

Activities

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

Commercialisation Guidance

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

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

Accelerating Commercialisation Grant

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

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

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

Portfolio Services

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

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

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

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

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

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

Eligibility

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

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

Commercialisation Guidance

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

Accelerating Commercialisation Grant

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

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

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

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

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

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

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

Portfolio Services

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

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

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

Commercialisation Project

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

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

Applications

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

Assessment Process

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

Merit Criteria

179. Merit criteria for *Accelerating Commercialisation* are:

- a) Need for funding;
- b) Market opportunity;
- c) Value proposition;
- d) Execution plan;
- e) Management capability; and
- f) National benefits.

180. The merit criteria listed at clauses 179(b)-(f) are equally weighted.

181. In assessing the merit criteria, priority will be given to applications that have a *Commercialisation Project* or *Commercialisation Strategy* within one of the *Growth Sectors* through additional credit against the 'National benefits' merit criterion (clause 179(f)).

182. *Accelerating Commercialisation Grant* applications from *Commercialisation Offices* and *Eligible Partner Entities* are not required to satisfy the 'Need for funding' merit criterion (clause 179(a)).

183. Further guidance on the merit criteria is available through the *Accelerating Commercialisation Customer Information Guide* published on business.gov.au.

Accelerating Commercialisation Grant

184. The *Programme Delegate* will refer *Eligible Applications* for *Accelerating Commercialisation Grants* to *Innovation and Science Australia* for merit assessment and merit ranking.

185. *Eligible Applications* for an *Accelerating Commercialisation Grant* from *applicants* other than *Commercialisation Offices* and *Eligible Partner Entities* will firstly be assessed against the 'Need for funding' merit criterion (clause 179(a)) by *Innovation and Science Australia*.

- a) If found meritorious against the 'Need for funding' merit criterion (clause 179(a)) the application will be assessed on a competitive basis against the merit criteria listed in clauses 179(b)-(f) by *Innovation and Science Australia*.
- b) If not found meritorious against the 'Need for funding' merit criterion (clause 179(a)) the application will be rejected by the *Programme Delegate*.

186. Where merit assessments and merit rankings have been provided by *Innovation and Science Australia* to the *Programme Delegate*, the *Programme*

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

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

Portfolio Services

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

Agreements

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

Commercialisation Advisers

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

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

Schedule D

Northern Australia Tourism

Introduction

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

Objective

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

Outcomes

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

Activities

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

Business Evaluation for a *Tourism Business*

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

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

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

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

Tourism Partnerships

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

Supply Chain Facilitation for a Tourism Business

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

Growth Services for a Tourism Business

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

Growth Grant for a Tourism Business

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

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

Eligibility

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

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

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

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

Business Evaluation for a *Tourism Business*

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

Tourism Partnerships

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

Supply Chain Facilitation for a *Tourism Business*

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

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

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

Growth Services for a *Tourism Business*

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

Business Growth Grant for a *Tourism Business*

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

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

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

unless otherwise agreed by the *Programme Delegate*.

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

Applications

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

Assessment Process

Tourism Growth Services

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

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

Payment of Grants

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

Business Advisers and Business Facilitators

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

Appendix 1: Glossary of Terms

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

<i>Accelerating Commercialisation</i>	The <i>Element</i> described in Schedule C of the <i>Programme Guidelines</i> .
<i>Activity or Activities</i>	The <i>Services</i> and <i>Grants</i> listed in Schedule A (clause 93), Schedule B (clause 127), Schedule C (clause 151), Schedule D (clause 202) and Schedule E (clauses 1 and 1) for which <i>applicants</i> may apply.
<i>Applicant</i>	An entity that submits an application for a <i>Service</i> or <i>Grant</i> delivered under the <i>Programme</i> .
<i>Application Form</i>	The document issued by the <i>Programme Delegate</i> that <i>Applicants</i> use to apply for funding under the <i>Programme</i> .
<i>AusIndustry</i>	The division of the same name within the <i>Department</i> .
<i>Business Adviser</i>	A skilled adviser with private sector experience and access to an array of industry resources engaged by <i>Industry Partners</i> to assist in the delivery of <i>Business Management</i> as described in clause 120 of Schedule A and <i>Northern Australia Tourism</i> as described in clause 228 of Schedule D of the <i>Programme Guidelines</i> .
<i>Business Evaluation</i>	The <i>Service</i> described in clause 96 of Schedule A of the <i>Programme Guidelines</i> and the <i>Service</i> described in clause 203 of Schedule D of the <i>Programme Guidelines</i> .
<i>Business Evaluation Action Plan</i>	An action plan that may be provided to a <i>Participant</i> during a <i>Business Evaluation</i> that provides analyses, findings and recommendations for implementing improvements, some of which may be supported through a <i>Business Growth Grant</i> .
<i>Business Evaluation Report</i>	A report provided to the businesses at the completion of a <i>Business Evaluation</i> .

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

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

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

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

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

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

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

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

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

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