Sample application form

Entrepreneurs' Programme - Incubator Support Initiative
Expert in Residence

Version February 2020

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

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

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

Instructions

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

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

Completing your application

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

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

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

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

Participants

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

▪ Select the Participants button

▪ Enter the details

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

Submitting your application

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

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

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

Internet browsers supported by the portal

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

▪ On Windows: The latest versions of Mozilla Firefox and Google Chrome

▪ On Mac: The latest versions of Safari and Google Chrome

Getting help

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

13 28 46.

A. Program selection

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

A.1. Trustee and trust details

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

Trust details

We require the following details.

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

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

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

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

Trustee details

We require the following details.

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

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

- Australian Company Number (ACN) of the trustee

   Or

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

A.2. Other type of entity details

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

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

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

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

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

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

You must select from a drop down menu:

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

A.4. Program selection

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

- Field 1 select Entrepreneurs' Programme – ISI Expert in Residence
- Field 2 select ISI Expert in Residence.

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

Supports incubators to increase their capabilities and improve the chance of commercial success for start-ups in international markets by organising and providing access to top quality research, managerial and technical talent through incoming and outgoing secondments of national or international experts.

In May 2019, the Australian Government announced an additional $5 million funding to include a focus on supporting first-generation migrant and refugee founders.

The intended outcomes of the grant opportunity are to:

- support Australian incubators targeting innovative start-ups to assist them to trade internationally
- increase the capabilities of Australian incubators to deliver high quality services to Australian start-ups
- develop new innovative Australian start-ups with a focus on international markets
- create opportunities for Australian start-ups to develop sustainable international businesses through access to open public data

The maximum grant amount is $100,000 and the minimum is $5,000

You should read the grant opportunity guidelines and sample grant agreements before filling out this application.

B. Eligibility

We will ask you the following questions to establish your eligibility for the [grant opportunity name] grant opportunity.

Questions marked with an asterisk are mandatory.

- Are you an existing incubator or establishing a new incubator that can foster and facilitate the development of innovative start-ups focused on international trade? *

Select your entity type from the following list *

- a company, incorporated in Australia
- an incorporated trustee on behalf of a trust
- an incorporated not for profit organisation
- a publicly funded research organisation (PFRO) as defined in appendix A
- an Australian local government agency or body as defined in appendix A.

- Will your total eligible project value be at least $10,000? *

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

- Are your eligible activities aimed at giving start-ups access to incoming experts or supporting outgoing experts to develop their international networks? *

- If the grant amount you are requesting is over $50,000 do you have an Accountant Declaration that confirms you can fund your share of the project costs?*

You must use the Accountant Declaration form available on business.gov.au and GrantConnect.

- If your project includes incoming expert(s), can you prove that the expert(s) are not current employees of your incubator? *

- If your project includes outgoing experts, can you provide a letter of commitment from the host incubator or incubators they are visiting and a summary of how the new knowledge will benefit your incubator and start-ups? *

- Can you provide CV's of the incoming/outgoing experts? *

You will be required to provide CV's as an attachment

C. Applicant address

C.1. Business street address

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

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

C.2. Business postal address

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

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

D. Applicant financials

D.1. Latest Financial Year Figures

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

D.2. Recent trading performance

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

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

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

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

- Sales Revenue (Turnover)

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

- Export revenue

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

- R&D expenditure

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

- Taxable income

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

- No of employees (headcount)

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

- No of independent contractors (headcount)

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

E. Project information

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

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

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

E.1. Project title and description

Provide a project title.

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

Provide a brief project description.

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

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

E.2. Detailed project description and key activities

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

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

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

E.3. Project outcomes

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

Provide a summary of the expected project outcomes.

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

E.4. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

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

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

E.5.   Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add up to10 milestones.

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

E.6.   Project location

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

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

- Project site address *

E.7.   General Information

Are you an existing or a new incubator? *

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

Provide your business website address *

E.8.   Incoming/Outgoing experts in residence

Provide the following details regarding the expert/s involved in your project.

Please select your type of expert *

Incoming expert in residence

Outgoing expert visiting host incubators

Title *

Given name *

Family name *

Position title *

Organisation

Mobile number *

Email address *

F. Project budget

F.1. Project budget summary

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

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

Type of expenditure	Head of expenditure	Financial Year	Cost
Eligible expenditure			$
	Labour		$
		2019/20	$
		2020/21	$
	Labour On-costs (Up to 30% of Labour Costs		$
		2019/20	$
		2020/21	$
	Contract expenditure		$
		2019/20	$
		2020/21	$
	Travel and overseas expenditure		$
		2019/20	$
		2020/21	$
	Other eligible expenditure		$
		2019/20	$
		2020/21	$
In-kind value			
	Staff salaries		$
		2019/20	$
		2020/21	$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Access to services		$
		2019/20	$
		2020/21	$
	Access to facilities		$
		2019/20	$
		2020/21	$
	Other in-kind contributions		$
Total Project Costs			

Grant funding requested

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

F.2.   Source of funding

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

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

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

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

▪ Name of contributor
▪ Type of contributor

Contributors are divided into the following types

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

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

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

G. Assessment criteria

To be competitive you will need to score highly against each assessment criterion.

If you are applying for a grant of $50,000 or less we will assess your application against the eligibility criteria only and this section does not apply to you.

If you are applying for a grant greater than $50,000 you will need to address the below assessment criteria in your application.

We will only award funding to applications that score highly against the assessment criteria, as these represent best value for money.

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

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

G.1. Assessment criterion

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

Describe the distinct value proposition of your incubator. Outline the gap in the market that your project will address and describe how your project will address this gap in terms of two or more of the following outcomes:

a.   improving the commercial prospects of innovative start-ups in international markets

b.   developing Australia's innovation ecosystem so that innovative start-ups can thrive and flourish in international markets

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

d.   developing new incubators' capabilities in regional Australia, that support internationally focussed start-ups.

You may attach supporting documentation. You will be required to attach expert CV's later in the form.

H. Project partners/ Collaborators

You must provide details about your project partners.

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

You must provide

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

I. Application finalisation

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

I.1. Conflict of interest

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

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

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

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

I.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Additional information

You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

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

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

- Resumes *of Incoming experts (Mandatory for Incoming Experts)*

If your project involves incoming experts, you must provide a resume outlining their experience and capabilities

- Resumes *of Outgoing experts (Mandatory for Outgoing Experts)*

If your project involves outgoing experts, you must provide a resume outlining their experience and capabilities

- Letter of commitment from overseas incubators (Mandatory for Outgoing Experts)

If your project involves outgoing experts, you must provide a letter of commitment from each overseas incubator they are visiting.

- Project Summary (Mandatory for Outgoing Experts)

Please provide a summary of the project that describes how the new knowledge will benefit the incubator and innovative start-ups in line with program objectives.

- Trust Deeds

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

- Accountant declaration for grants over $50,000

If your grant amount sought is greater than $50,000 you must provide an accountant declaration to demonstrate you can fund your share of the project costs.

I.4. Indigenous organisation

Is your organisation Indigenous owned?

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

Is your organisation Indigenous controlled?

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

J. Primary contact page

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

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

K. Application declaration

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

K.1. Privacy and confidentiality provisions

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

- [Australian Government Public Data Policy Statement](#)

- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws

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

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

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

unless otherwise prohibited by law.

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

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

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

K.2. Applicant declaration

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

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

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

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

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

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

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

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