









# Incubator Support Initiative Eligibility and Completeness Checklist New & Existing

<b>Application/Project Number</b>	s 47G
<b>Organisation</b>	s 47G
<b>Project title</b>	s 47G

## Applicant Eligibility

No	Requirements	Yes	No	Unknown	Not applicable
1.	<p>a. Is the applicant an existing incubator or establishing a new incubator that can foster and facilitate the development of innovative start-ups focused on international trade? <i>[Page 6 of Application Form]</i></p> <p><i>N.B. New = in the process of being established and yet to accept a cohort of start-ups (0 cohorts); Existing = already operational and are currently supporting or have previously supported a cohort of start-ups (1 or more cohorts).</i></p> <p>b. Have you been able to confirm/substantiate the applicant's claims of incubator business experience, operations and activities being undertaken through:</p> <ul style="list-style-type: none"> <li>▪ provision of appropriate/quality information and evidence;</li> <li>▪ reviewing the information provided on the applicant's website;</li> <li>▪ reviewing other information gained through internet or other search methods?</li> </ul> <p><i>Note: For the purposes of the Incubator Support initiative, we define Incubator as: a business support organisation that fosters innovative start-ups focussed on international trade, through providing offerings such as seed funding, colocation, mentoring, professional services and access to networks. It can include accelerators and germinators.</i></p>	<p>NEW s 47G</p> <p>EXISTING s 47G</p> <p>s 47G</p>			
2.	<p>Does the applicant have an Australian Business Number (ABN)?</p> <p>Have you checked the ABN recorded is consistent with the applicant name provided? <i>[Page 4 and 7 of Application Form]</i></p> <p><a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> (ABN Lookup)</p> <p><i>Hint: You can also use the Corporate Scorecard Historical Extract Report or Express Check report which details ACN, ABN &amp; Organisation type <a href="http://corporatescorecard.com.au">http://corporatescorecard.com.au</a></i></p>	<p>s 47G</p> <p>s 47G</p>			

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No	Requirements	Yes	No	Unknown	Not applicable
3.	<p>Is the applicant one of the following:</p> <ul style="list-style-type: none"> <li>▪ an entity incorporated in Australia;</li> <li>▪ an incorporated trustee on behalf of a trust;</li> <li>▪ a not for profit organisation;</li> <li>▪ a publically funded research organisation (PFRO) (see Appendix A); or</li> <li>▪ local government agency or body (see Appendix A).</li> </ul> <p><i>[Page 4 of Application Form]</i></p> <p><a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> (ABN Lookup) <i>Hint: You can also use the Corporate Scorecard Historical Extract or Express Check Report to find organisation type, CAN &amp; ABN details</i>  <a href="http://corporatescorecard.com.au">http://corporatescorecard.com.au</a></p>	s 47G			
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5.	<p>Can you confirm that the applicant is not named by the Workplace Gender Equality Agency as an organisation that has not complied with the <i>Workplace Gender Equality Act 2012 (Cth)</i>?</p> <p><i>Hint: Review the <a href="#">List on Non-Compliant Organisations</a>.</i></p>	s 47G			
6.	<p>If this is a joint application from consortia, does the lead applicant meet the eligibility criteria?</p> <p><i>[Page 6 of Application Form]</i></p>	s 47G			
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No	Requirements	Yes	No	Unknown	Not Applicable
9.	What is the applicant's electorate according to the Australian Electoral Commission? <i>Hint: Check <a href="http://electorate.aec.gov.au/">http://electorate.aec.gov.au/</a> to find the electorate. If you can not determine the electorate based on the boundary maps call the AEC.</i>	s 47G			

### CSM Comments

Provide any further comments in relation to the eligibility and completeness of the application.

s 47G

### CSM recommendation

CSM Name s 22

This application is eligible s 47G

This application is complete

Signed s 22 ..... Date s 47G .....

## Authorised officer's decision

Authorised officer name <EL1 or EL2 Name>

**(Select the appropriate decision)**

This application is eligible and complete and will proceed to merit assessment [EL1].

**OR**

The application is not eligible and will not proceed to merit assessment [EL2].

**OR**

The application is not complete and will not proceed to merit assessment [EL1].

**OR**

The application is not eligible/not complete and will not proceed to merit assessment [EL2].

**OR**

The application is not eligible for the regional funding ratio and will not proceed to merit assessment. [EL2]

Signed..... Date .....

Date applicant notified whether their application has been accepted or not: \_\_\_\_/\_\_\_\_/\_\_\_\_

CSM <CSM name>



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## CSM Comments

Provide any further comments in relation to the eligibility and completeness of the application.

s 47G

## CSM recommendation

CSM Name s 22

This application is eligible s 47G

This application is complete

Signed s 22 ..... Date s 47G .....

## Authorised officer's decision

Authorised officer name <EL1 or EL2 Name>

**(Select the appropriate decision)**

This application is eligible and complete and will proceed to merit assessment [EL1].

**OR**

The application is not eligible and will not proceed to merit assessment [EL2].

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Signed..... Date .....

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CSM <CSM name>

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## CSM Comments

Provide any further comments in relation to the eligibility and completeness of the application.

s 47G

## CSM recommendation

CSM Name s 22

This application is eligible s 47G

This application is complete

Signed s 22 ..... Date s 47G .....

## Authorised officer's decision

Authorised officer name <EL1 or EL2 Name>

**(Select the appropriate decision)**

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**OR**

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CSM <CSM name>



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## CSM recommendation

CSM Name s 22

This application is eligible s 47G

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## Authorised officer's decision

Authorised officer name <EL1 or EL2 Name>

**(Select the appropriate decision)**

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Date applicant notified whether their application has been accepted or not: \_\_\_\_/\_\_\_\_/\_\_\_\_

CSM <CSM name>



# Incubator Support Initiative Eligibility and Completeness Checklist New & Existing

<b>Application/Project Number</b>	s 47G
<b>Organisation</b>	s 47G
<b>Project title</b>	s 47G

## Applicant Eligibility

No	Requirements	Yes	No	Unknown	Not applicable
1.	<p>a. Is the applicant an existing incubator or establishing a new incubator that can foster and facilitate the development of innovative start-ups focused on international trade? <i>[Page 6 of Application Form]</i></p> <p><i>N.B. New = in the process of being established and yet to accept a cohort of start-ups (0 cohorts); Existing = already operational and are currently supporting or have previously supported a cohort of start-ups (1 or more cohorts).</i></p> <p>b. Have you been able to confirm/substantiate the applicant's claims of incubator business experience, operations and activities being undertaken through:</p> <ul style="list-style-type: none"> <li>▪ provision of appropriate/quality information and evidence;</li> <li>▪ reviewing the information provided on the applicant's website;</li> <li>▪ reviewing other information gained through internet or other search methods?</li> </ul> <p><i>Note: For the purposes of the Incubator Support initiative, we define Incubator as: a business support organisation that fosters innovative start-ups focussed on international trade, through providing offerings such as seed funding, colocation, mentoring, professional services and access to networks. It can include accelerators and germinators.</i></p>	<p>NEW s 47G</p> <p>EXISTING s 47G</p> <p>s 47G</p>			
2.	<p>Does the applicant have an Australian Business Number (ABN)?</p> <p>Have you checked the ABN recorded is consistent with the applicant name provided? <i>[Page 4 and 7 of Application Form]</i></p> <p><a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> (ABN Lookup)</p> <p><i>Hint: You can also use the Corporate Scorecard Historical Extract Report or Express Check report which details ACN, ABN &amp; Organisation type <a href="http://corporatescorecard.com.au">http://corporatescorecard.com.au</a></i></p>	<p>s 47G</p> <p>s 47G</p>			

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No	Requirements	Yes	No	Unknown	Not applicable
3.	<p>Is the applicant one of the following:</p> <ul style="list-style-type: none"> <li>▪ an entity incorporated in Australia;</li> <li>▪ an incorporated trustee on behalf of a trust;</li> <li>▪ a not for profit organisation;</li> <li>▪ a publically funded research organisation (PFRO) (see Appendix A); or</li> <li>▪ local government agency or body (see Appendix A).</li> </ul> <p><i>[Page 4 of Application Form]</i></p> <p><a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> (ABN Lookup) <i>Hint: You can also use the Corporate Scorecard Historical Extract or Express Check Report to find organisation type, CAN &amp; ABN details</i>  <a href="http://corporatescorecard.com.au">http://corporatescorecard.com.au</a></p>	s 47G			
4.	<p>Can you confirm that the applicant is not an:</p> <ul style="list-style-type: none"> <li>▪ an individual, partnership or trust (however, a trading corporation that is a corporate trustee may apply on behalf of a trust);</li> <li>▪ a Commonwealth or state government agency or body (including PFROs and government business enterprises).</li> </ul> <p><i>Hint: the ABN Lookup at <a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> will note the "Entity type".</i></p>	s 47G			
5.	<p>Can you confirm that the applicant is not named by the Workplace Gender Equality Agency as an organisation that has not complied with the <i>Workplace Gender Equality Act 2012 (Cth)</i>?</p> <p><i>Hint: Review the <a href="#">List on Non-Compliant Organisations</a>.</i></p>	s 47G			
6.	<p>If this is a joint application from consortia, does the lead applicant meet the eligibility criteria?</p> <p><i>[Page 6 of Application Form]</i></p>	s 47G			
7.	<p>Can you confirm that the applicant does not already have more than one existing Incubator Support project or application being assessed?</p> <p><i>Hint: Check on eSGMS and CRM systems. An applicant can only have 2 current applications or existing projects under Incubator Support at a given time. If an applicant looks to apply for another application and they have not submitted a Final Report for a previous project, the application should not be assessed until the Final Report is received.</i></p>	s 47G			

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No	Requirements	Yes	No	Unknown	Not Applicable
9.	What is the applicant's electorate according to the Australian Electoral Commission? <i>Hint: Check <a href="http://electorate.aec.gov.au/">http://electorate.aec.gov.au/</a> to find the electorate. If you can not determine the electorate based on the boundary maps call the AEC.</i>	s 47G			

### CSM Comments

Provide any further comments in relation to the eligibility and completeness of the application.

s 47G

### CSM recommendation

CSM Name s 22

This application is eligible s 47G

This application is complete

Signed s 22 .....

Date s 47G .....

## Authorised officer's decision

Authorised officer name <EL1 or EL2 Name>

**(Select the appropriate decision)**

This application is eligible and complete and will proceed to merit assessment [EL1].

**OR**

The application is not eligible and will not proceed to merit assessment [EL2].

**OR**

The application is not complete and will not proceed to merit assessment [EL1].

**OR**

The application is not eligible/not complete and will not proceed to merit assessment [EL2].

**OR**

The application is not eligible for the regional funding ratio and will not proceed to merit assessment. [EL2]

Signed..... Date .....

Date applicant notified whether their application has been accepted or not: \_\_\_\_/\_\_\_\_/\_\_\_\_

CSM <CSM name>

# Incubator Support Initiative Eligibility and Completeness Checklist New & Existing

<b>Application/Project Number</b>	s 47G
<b>Organisation</b>	s 47G
<b>Project title</b>	s 47G

## Applicant Eligibility

No	Requirements	Yes	No	Unknown	Not applicable
1.	<p>a. Is the applicant an existing incubator or establishing a new incubator that can foster and facilitate the development of innovative start-ups focused on international trade? <i>[Page 6 of Application Form]</i></p> <p><i>N.B. New = in the process of being established and yet to accept a cohort of start-ups (0 cohorts); Existing = already operational and are currently supporting or have previously supported a cohort of start-ups (1 or more cohorts).</i></p> <p>b. Have you been able to confirm/substantiate the applicant's claims of incubator business experience, operations and activities being undertaken through:</p> <ul style="list-style-type: none"> <li>▪ provision of appropriate/quality information and evidence;</li> <li>▪ reviewing the information provided on the applicant's website;</li> <li>▪ reviewing other information gained through internet or other search methods?</li> </ul> <p><i>Note: For the purposes of the Incubator Support initiative, we define Incubator as: a business support organisation that fosters innovative start-ups focussed on international trade, through providing offerings such as seed funding, colocation, mentoring, professional services and access to networks. It can include accelerators and germinators.</i></p>	<p>NEW s 47G</p> <p>EXISTING s 47G</p> <p>s 47G</p>			
2.	<p>Does the applicant have an Australian Business Number (ABN)?</p> <p>Have you checked the ABN recorded is consistent with the applicant name provided? <i>[Page 4 and 7 of Application Form]</i></p> <p><a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> (ABN Lookup)</p> <p><i>Hint: You can also use the Corporate Scorecard Historical Extract Report or Express Check report which details ACN, ABN &amp; Organisation type <a href="http://corporatescorecard.com.au">http://corporatescorecard.com.au</a></i></p>	<p>s 47G</p> <p>s 47G</p>			

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No	Requirements	Yes	No	Unknown	Not applicable
3.	<p>Is the applicant one of the following:</p> <ul style="list-style-type: none"> <li>▪ an entity incorporated in Australia;</li> <li>▪ an incorporated trustee on behalf of a trust;</li> <li>▪ a not for profit organisation;</li> <li>▪ a publically funded research organisation (PFRO) (see Appendix A); or</li> <li>▪ local government agency or body (see Appendix A).</li> </ul> <p><i>[Page 4 of Application Form]</i></p> <p><a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> (ABN Lookup) <i>Hint: You can also use the Corporate Scorecard Historical Extract or Express Check Report to find organisation type, CAN &amp; ABN details</i>  <a href="http://corporatescorecard.com.au">http://corporatescorecard.com.au</a></p>	s 47G			
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5.	<p>Can you confirm that the applicant is not named by the Workplace Gender Equality Agency as an organisation that has not complied with the <i>Workplace Gender Equality Act 2012 (Cth)</i>?</p> <p><i>Hint: Review the <a href="#">List on Non-Compliant Organisations</a>.</i></p>	s 47G			
6.	<p>If this is a joint application from consortia, does the lead applicant meet the eligibility criteria?</p> <p><i>[Page 6 of Application Form]</i></p>	s 47G			
7.	<p>Can you confirm that the applicant does not already have more than one existing Incubator Support project or application being assessed?</p> <p><i>Hint: Check on eSGMS and CRM systems. An applicant can only have 2 current applications or existing projects under Incubator Support at a given time. If an applicant looks to apply for another application and they have not submitted a Final Report for a previous project, the application should not be assessed until the Final Report is received.</i></p>	s 47G			

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No	Requirements	Yes	No	Unknown	Not Applicable
9.	What is the applicant's electorate according to the Australian Electoral Commission? <i>Hint: Check <a href="http://electorate.aec.gov.au/">http://electorate.aec.gov.au/</a> to find the electorate. If you can not determine the electorate based on the boundary maps call the AEC.</i>	s 47G			

### CSM Comments

Provide any further comments in relation to the eligibility and completeness of the application.

s 47G

### CSM recommendation

CSM Name s 22

This application is eligible s 47G

This application is complete

Signed s 22 .....

Date s 47G .....

## Authorised officer's decision

Authorised officer name <EL1 or EL2 Name>

**(Select the appropriate decision)**

This application is eligible and complete and will proceed to merit assessment [EL1].

**OR**

The application is not eligible and will not proceed to merit assessment [EL2].

**OR**

The application is not complete and will not proceed to merit assessment [EL1].

**OR**

The application is not eligible/not complete and will not proceed to merit assessment [EL2].

**OR**

The application is not eligible for the regional funding ratio and will not proceed to merit assessment. [EL2]

Signed..... Date .....

Date applicant notified whether their application has been accepted or not: \_\_\_\_/\_\_\_\_/\_\_\_\_

CSM <CSM name>























# Incubator Support Initiative Eligibility and Completeness Checklist New & Existing

<b>Application/Project Number</b>	s 47G
<b>Organisation</b>	s 47G
<b>Project title</b>	s 47G

## Applicant Eligibility

No	Requirements	Yes	No	Unknown	Not applicable
1.	<p>a. Is the applicant an existing incubator or establishing a new incubator that can foster and facilitate the development of innovative start-ups focused on international trade? <i>[Page 6 of Application Form]</i></p> <p><i>N.B. New = in the process of being established and yet to accept a cohort of start-ups (0 cohorts); Existing = already operational and are currently supporting or have previously supported a cohort of start-ups (1 or more cohorts).</i></p> <p>b. Have you been able to confirm/substantiate the applicant's claims of incubator business experience, operations and activities being undertaken through:</p> <ul style="list-style-type: none"> <li>▪ provision of appropriate/quality information and evidence;</li> <li>▪ reviewing the information provided on the applicant's website;</li> <li>▪ reviewing other information gained through internet or other search methods?</li> </ul> <p><i>Note: For the purposes of the Incubator Support initiative, we define Incubator as: a business support organisation that fosters innovative start-ups focussed on international trade, through providing offerings such as seed funding, colocation, mentoring, professional services and access to networks. It can include accelerators and nurseries</i></p>	<p>NEW s 47G</p> <p>EXISTING s 47G</p> <p>s 47G</p>			
2.	<p>Does the applicant have an Australian Business Number (ABN)?</p> <p>Have you checked the ABN recorded is consistent with the applicant name provided? <i>[Page 4 and 7 of Application Form]</i></p> <p><a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> (ABN Lookup)</p> <p><i>Hint: You can also use the Corporate Scorecard Historical Extract Report or Express Check report which details ACN, ABN &amp; Organisation type <a href="http://corporatescorecard.com.au">http://corporatescorecard.com.au</a></i></p>	<p>s 47G</p> <p>s 47G</p> <p>s 47G</p>			

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No	Requirements	Yes	No	Unknown	Not applicable
3.	<p>Is the applicant one of the following:</p> <ul style="list-style-type: none"> <li>▪ an entity incorporated in Australia;</li> <li>▪ an incorporated trustee on behalf of a trust;</li> <li>▪ a not for profit organisation;</li> <li>▪ a publically funded research organisation (PFRO) (see Appendix A); or</li> <li>▪ local government agency or body (see Appendix A).</li> </ul> <p><i>[Page 4 of Application Form]</i></p> <p><a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> (ABN Lookup) <i>Hint: You can also use the Corporate Scorecard Historical Extract or Express Check Report to find organisation type, CAN &amp; ABN details</i>  <a href="http://corporatescorecard.com.au">http://corporatescorecard.com.au</a></p>	s 47G			
4.	<p>Can you confirm that the applicant is not an:</p> <ul style="list-style-type: none"> <li>▪ an individual, partnership or trust (however, a trading corporation that is a corporate trustee may apply on behalf of a trust);</li> <li>▪ a Commonwealth or state government agency or body (including PFROs and government business enterprises).</li> </ul> <p><i>Hint: the ABN Lookup at <a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> will note the "Entity type".</i></p>	s 47G			
5.	<p>Can you confirm that the applicant is not named by the Workplace Gender Equality Agency as an organisation that has not complied with the <i>Workplace Gender Equality Act 2012 (Cth)</i>?</p> <p><i>Hint: Review the <a href="#">List on Non-Compliant Organisations</a>.</i></p>	s 47G			
6.	<p>If this is a joint application from consortia, does the lead applicant meet the eligibility criteria?</p> <p><i>[Page 6 of Application Form]</i></p>	s 47G			
7.	<p>Can you confirm that the applicant does not already have more than one existing Incubator Support project or application being assessed?</p> <p><i>Hint: Check on eSGMS and CRM systems. An applicant can only have 2 current applications or existing projects under Incubator Support at a given time. If an applicant looks to apply for another application and they have not submitted a Final Report for a previous project, the application should not be assessed until the Final Report is received.</i></p> <p>s 47G</p>	s 47G			

## Project Eligibility

No	Requirements	Yes	No	Unknown	Not Applicable
8.	<p>Does the project include eligible activities and expenditure?  <i>[Page 4 and 5 of Application Form]</i>  <b>s 47G</b></p>	<b>s 47G</b>			
9.	<p>a. Is the applicant applying for the regional grant ratio?</p> <p>b. Is at least 80% of project activities being undertaken in a regional area?</p> <p>c. What is the classification based on the Regional Locator tool?</p> <p><i>Note: CSMs must check the addresses provided by the applicant using the Regional Locator tool available at <a href="https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=regional-locator-too">https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=regional-locator-too</a></i></p>	<b>s 47G</b>			
		<b>s 47G</b>			

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No	Requirements	Yes	No	Unknown	Not Applicable
10.	Is the applicant eligible for up to 65 per cent matched funding based on the project activities being located in a regional area? <i>Note: CSMs must determine the eligibility of the applicant accessing the regional ratio taking into consideration the Regional Locator tool and project activities. Where the applicant has applied for regional access, but the department has deemed the application not to be regional, the application is ineligible.</i>	s 47G			
11.	What grant percentage is the applicant seeking?	s 47G			
12.	a. For metro applicants, is the total project value at least \$52,000? [Page 4 and 5 of Application Form]	s 47G			
	b. For regional applicants, is the total project value at least \$40,000?	s 47G			
	c. What is the grant amount sought?	s 47G			
13.	a. For metro incubators is the Applicant claiming 50% or less of total eligible project expenditure?	s 47G			
	b. For regional incubators is the applicant claiming 65% or less of total eligible project expenditure? [Page 12 and 13 of Application Form]	s 47G			
14.	Are the 'Other sources' of project funding within the maximum amounts allowed under the initiative? [Page 12 and 13 of Application Form]	s 47G			
15.	Will the project be completed within the maximum timeframe allowed under the initiative? [Page 11 and 12 of Application Form] s 47G	s 47G			

### Completeness requirements - attachments

No	Requirements	Yes	No	Unknown	Not Applicable
1.	Is the applicant an incorporated trustee on behalf of a trust?	s 47G			
	If yes, have they attached a Trust Deed showing the relationship of the incorporated trustee to the trust?	s 47G			

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No	Requirements	Yes	No	Unknown	Not Applicable
2.	Is the application from a consortium?  If yes, has the lead entity attached satisfactory letters of support from each of the other organisations involved in the proposal?	s 47G			
3.	Has the applicant provided a detailed project plan? <i>[Page 10 of Application Form]</i>	s 47G			
4.	Has the applicant provided a detailed project budget? <i>[Page 6 of Application Form]</i>	s 47G			
5.	Has the applicant addressed each of the Merit Criteria?	s 47G			
6.	Has the applicant provided evidence from their Board (or support from the CEO or Director, if there is no Board) that the project is supported and that the applicant can complete the project and meet the costs of the project not covered by grant funding?  s 47G	s 47G			

No	Requirements	Yes	No	Unknown	Not Applicable
7.	Has the applicant provided an accountant's declaration if the grant requested is \$50,000 or above? s 47G	s 47G			
8.	Has the applicant provided a complete application form and checked all boxes as part of the Applicant Declaration?	s 47G			
9.	What is the applicant's electorate according to the Australian Electoral Commission? <i>Hint: Check <a href="http://electorate.aec.gov.au/">http://electorate.aec.gov.au/</a> to find the electorate. If you can not determine the electorate based on the boundary maps call the AEC.</i>	s 47G			

### CSM Comments

Provide any further comments in relation to the eligibility and completeness of the application.

s 47G

s 47G

### CSM recommendation

CSM Name s 22

This application is eligible s 47G

This application is complete

s 22

Signed \_\_\_\_\_ Date: s 47G \_\_\_\_\_

### Authorised officer's decision

Authorised officer name <EL1 or EL2 Name>

**(Select the appropriate decision)**

This application is eligible and complete and will proceed to merit assessment [\[EL1\]](#).

**OR**

The application is not eligible and will not proceed to merit assessment [\[EL2\]](#).

**OR**

The application is not complete and will not proceed to merit assessment [\[EL1\]](#).

**OR**

The application is not eligible/not complete and will not proceed to merit assessment [\[EL2\]](#).

**OR**

The application is not eligible for the regional funding ratio and will not proceed to merit assessment. [\[EL2\]](#)

Signed..... Date.....



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Date applicant notified whether their application has been accepted or not: \_\_\_\_/\_\_\_\_/\_\_\_\_

CSM                      <CSM name>

# Incubator Support Initiative Eligibility and Completeness Checklist New & Existing

Application/Project Number	s 47G
Organisation	s 47G
Project title	s 47G

## Applicant Eligibility

No	Requirements	Yes	No	Unknown	Not applicable
1.	<p>a. Is the applicant an existing incubator or establishing a new incubator that can foster and facilitate the development of innovative start-ups focused on international trade? <i>[Page 6 of Application Form]</i></p> <p><i>N.B. New = in the process of being established and yet to accept a cohort of start-ups (0 cohorts); Existing = already operational and are currently supporting or have previously supported a cohort of start-ups (1 or more cohorts).</i></p> <p>b. Have you been able to confirm/substantiate the applicant's claims of incubator business experience, operations and activities being undertaken through:</p> <ul style="list-style-type: none"> <li>▪ provision of appropriate/quality information and evidence;</li> <li>▪ reviewing the information provided on the applicant's website;</li> <li>▪ reviewing other information gained through internet or other search methods?</li> </ul> <p><i>Note: For the purposes of the Incubator Support initiative, we define Incubator as: a business support organisation that fosters innovative start-ups focussed on international trade, through providing offerings such as seed funding, colocation, mentoring, professional services and access to networks. It can include accelerators and nerminators</i></p>	<p>NEW s 47G</p> <p>EXISTING s 47G</p> <p>s 47G</p>			
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## Project Eligibility

No	Requirements	Yes	No	Unknown	Not Applicable
8.	<p>Does the project include eligible activities and expenditure?  <i>[Page 4 and 5 of Application Form]</i>  <b>s 47G</b></p>	<b>s 47G</b>			
9.	<p>a. Is the applicant applying for the regional grant ratio?</p> <p>b. Is at least 80% of project activities being undertaken in a regional area?</p> <p>c. What is the classification based on the Regional Locator tool?</p> <p><i>Note: CSMs must check the addresses provided by the applicant using the Regional Locator tool available at <a href="https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=regional-locator-too">https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=regional-locator-too</a></i></p>	<b>s 47G</b>	<b>s 47G</b>	<b>s 47G</b>	

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No	Requirements	Yes	No	Unknown	Not Applicable
10.	Is the applicant eligible for up to 65 per cent matched funding based on the project activities being located in a regional area? <i>Note: CSMs must determine the eligibility of the applicant accessing the regional ratio taking into consideration the Regional Locator tool and project activities. Where the applicant has applied for regional access, but the department has deemed the application not to be regional, the application is ineligible.</i>	s 47G			
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5.	Has the applicant addressed each of the Merit Criteria?	s 47G			
6.	Has the applicant provided evidence from their Board (or support from the CEO or Director, if there is no Board) that the project is supported and that the applicant can complete the project and meet the costs of the project not covered by grant funding? s 47G	s 47G			

No	Requirements	Yes	No	Unknown	Not Applicable
7.	Has the applicant provided an accountant's declaration if the grant requested is \$50,000 or above? s 47G	s 47G			
8.	Has the applicant provided a complete application form and checked all boxes as part of the Applicant Declaration?	s 47G			
9.	What is the applicant's electorate according to the Australian Electoral Commission? <i>Hint: Check <a href="http://electorate.aec.gov.au/">http://electorate.aec.gov.au/</a> to find the electorate. If you can not determine the electorate based on the boundary maps call the AEC.</i>	s 47G			

### CSM Comments

Provide any further comments in relation to the eligibility and completeness of the application.

s 47G

s 47G

### CSM recommendation

CSM Name s 22

This application is eligible s 47G

This application is complete

s 22

Signed

Date: s 47G

### Authorised officer's decision

Authorised officer name <EL1 or EL2 Name>

**(Select the appropriate decision)**

This application is eligible and complete and will proceed to merit assessment [EL1].

**OR**

The application is not eligible and will not proceed to merit assessment [EL2].

**OR**

The application is not complete and will not proceed to merit assessment [EL1].

**OR**

The application is not eligible/not complete and will not proceed to merit assessment [EL2].

**OR**

The application is not eligible for the regional funding ratio and will not proceed to merit assessment. [EL2]

Signed.....

Date.....



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Date applicant notified whether their application has been accepted or not: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

CSM                      <CSM name>

# Incubator Support Initiative Eligibility and Completeness Checklist New & Existing

<b>Application/Project Number</b>	s 47G
<b>Organisation</b>	s 47G
<b>Project title</b>	s 47G

## Applicant Eligibility

No	Requirements	Yes	No	Unknown	Not applicable
1.	<p>a. Is the applicant an existing incubator or establishing a new incubator that can foster and facilitate the development of innovative start-ups focused on international trade? <i>[Page 6 of Application Form]</i></p> <p><i>N.B. New = in the process of being established and yet to accept a cohort of start-ups (0 cohorts); Existing = already operational and are currently supporting or have previously supported a cohort of start-ups (1 or more cohorts).</i></p> <p>b. Have you been able to confirm/substantiate the applicant's claims of incubator business experience, operations and activities being undertaken through:</p> <ul style="list-style-type: none"> <li>▪ provision of appropriate/quality information and evidence;</li> <li>▪ reviewing the information provided on the applicant's website;</li> <li>▪ reviewing other information gained through internet or other search methods?</li> </ul> <p><i>Note: For the purposes of the Incubator Support initiative, we define Incubator as: a business support organisation that fosters innovative start-ups focussed on international trade, through providing offerings such as seed funding, colocation, mentoring, professional services and access to networks. It can include accelerators and germinators</i></p>	<p>NEW s 47G</p> <p>EXISTING s 47G</p> <p>s 47G</p>			
2.	<p>Does the applicant have an Australian Business Number (ABN)?</p> <p>Have you checked the ABN recorded is consistent with the applicant name provided? <i>[Page 4 and 7 of Application Form]</i></p> <p><a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> (ABN Lookup)</p> <p><i>Hint: You can also use the Corporate Scorecard Historical Extract Report or Express Check report which details ACN, ABN &amp; Organisation type <a href="http://corporatescorecard.com.au">http://corporatescorecard.com.au</a></i></p>	<p>s 47G</p> <p>s 47G</p> <p>s 47G</p>			

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No	Requirements	Yes	No	Unknown	Not applicable
3.	<p>Is the applicant one of the following:</p> <ul style="list-style-type: none"> <li>▪ an entity incorporated in Australia;</li> <li>▪ an incorporated trustee on behalf of a trust;</li> <li>▪ a not for profit organisation;</li> <li>▪ a publically funded research organisation (PFRO) (see Appendix A); or</li> <li>▪ local government agency or body (see Appendix A).</li> </ul> <p><i>[Page 4 of Application Form]</i></p> <p><a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> (ABN Lookup) <i>Hint: You can also use the Corporate Scorecard Historical Extract or Express Check Report to find organisation type, CAN &amp; ABN details</i>  <a href="http://corporatescorecard.com.au">http://corporatescorecard.com.au</a></p>	s 47G			
4.	<p>Can you confirm that the applicant is not an:</p> <ul style="list-style-type: none"> <li>▪ an individual, partnership or trust (however, a trading corporation that is a corporate trustee may apply on behalf of a trust);</li> <li>▪ a Commonwealth or state government agency or body (including PFROs and government business enterprises).</li> </ul> <p><i>Hint: the ABN Lookup at <a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> will note the "Entity type".</i></p>	s 47G			
5.	<p>Can you confirm that the applicant is not named by the Workplace Gender Equality Agency as an organisation that has not complied with the <i>Workplace Gender Equality Act 2012 (Cth)</i>?</p> <p><i>Hint: Review the <a href="#">List on Non-Compliant Organisations</a>.</i></p>	s 47G			
6.	<p>If this is a joint application from consortia, does the lead applicant meet the eligibility criteria?</p> <p><i>[Page 6 of Application Form]</i></p>	s 47G			
7.	<p>Can you confirm that the applicant does not already have more than one existing Incubator Support project or application being assessed?</p> <p><i>Hint: Check on eSGMS and CRM systems. An applicant can only have 2 current applications or existing projects under Incubator Support at a given time. If an applicant looks to apply for another application and they have not submitted a Final Report for a previous project, the application should not be assessed until the Final Report is received.</i></p> <p>s 47G</p>	s 47G			

## Project Eligibility

No	Requirements	Yes	No	Unknown	Not Applicable
8.	<p>Does the project include eligible activities and expenditure?  <i>[Page 4 and 5 of Application Form]</i>  <b>s 47G</b></p>	<b>s 47G</b>			
9.	<p>a. Is the applicant applying for the regional grant ratio?</p> <p>b. Is at least 80% of project activities being undertaken in a regional area?</p> <p>c. What is the classification based on the Regional Locator tool?</p> <p><i>Note: CSMs must check the addresses provided by the applicant using the Regional Locator tool available at <a href="https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=regional-locator-too">https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=regional-locator-too</a></i></p>	<p><b>s 47G</b></p> <p><b>s 47G</b></p> <p><b>s 47G</b></p>			

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No	Requirements	Yes	No	Unknown	Not Applicable
10.	<p>Is the applicant eligible for up to 65 per cent matched funding based on the project activities being located in a regional area?</p> <p><i>Note: CSMs must determine the eligibility of the applicant accessing the regional ratio taking into consideration the Regional Locator tool and project activities. Where the applicant has applied for regional access, but the department has deemed the application not to be regional, the application is ineligible.</i></p>	s 47G			
11.	What grant percentage is the applicant seeking?	s 47G			
12.	a. For metro applicants, is the total project value at least \$52,000? <i>[Page 4 and 5 of Application Form]</i>	s 47G			
	b. For regional applicants, is the total project value at least \$40,000?	s 47G			
	c. What is the grant amount sought?	s 47G			
13.	a. For metro incubators is the Applicant claiming 50% or less of total eligible project expenditure?	s 47G			
	b. For regional incubators is the applicant claiming 65% or less of total eligible project expenditure? <i>[Page 12 and 13 of Application Form]</i>	s 47G			
14.	Are the 'Other sources' of project funding within the maximum amounts allowed under the initiative? <i>[Page 12 and 13 of Application Form]</i>	s 47G			
15.	<p>Will the project be completed within the maximum timeframe allowed under the initiative?</p> <p><i>[Page 11 and 12 of Application Form]</i></p> <p>s 47G</p>	s 47G			

## Completeness requirements - attachments

No	Requirements	Yes	No	Unknown	Not Applicable
1.	<p>Is the applicant an incorporated trustee on behalf of a trust?</p> <p>If yes, have they attached a Trust Deed showing the relationship of the incorporated trustee to the trust?</p>	s 47G			
2.	<p>Is the application from a consortium?</p> <p>If yes, has the lead entity attached satisfactory letters of support from each of the other organisations involved in the proposal?</p>	s 47G			
3.	<p>Has the applicant provided a detailed project plan?</p> <p><i>[Page 10 of Application Form]</i></p>	s 47G			
4.	<p>Has the applicant provided a detailed project budget?</p> <p><i>[Page 6 of Application Form]</i></p>	s 47G			
5.	<p>Has the applicant addressed each of the Merit Criteria?</p>	s 47G			
6.	<p>Has the applicant provided evidence from their Board (or support from the CEO or Director, if there is no Board) that the project is supported and that the applicant can complete the project and meet the costs of the project not covered by grant funding?</p> <p>s 47G</p>	s 47G			

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No	Requirements	Yes	No	Unknown	Not Applicable
7.	Has the applicant provided an accountant's declaration if the grant requested is \$50,000 or above? <i>s 47G</i>	<i>s 47G</i>			
8.	Has the applicant provided a complete application form and checked all boxes as part of the Applicant Declaration?	<i>s 47G</i>			
9.	What is the applicant's electorate according to the Australian Electoral Commission? <i>Hint: Check <a href="http://electorate.aec.gov.au/">http://electorate.aec.gov.au/</a> to find the electorate. If you can not determine the electorate based on the boundary maps call the AEC.</i>	<i>s 47G</i>			

### CSM Comments

Provide any further comments in relation to the eligibility and completeness of the application.

*s 47G*

s 47G

### CSM recommendation

CSM Name s 22

This application is eligible s 47G

This application is complete

s 22

Signed

Date: s 47G



## Authorised officer's decision

Authorised officer name <EL1 or EL2 Name>

**(Select the appropriate decision)**

This application is eligible and complete and will proceed to merit assessment [EL1].

**OR**

The application is not eligible and will not proceed to merit assessment [EL2].

**OR**

The application is not complete and will not proceed to merit assessment [EL1].

**OR**

The application is not eligible/not complete and will not proceed to merit assessment [EL2].

**OR**

The application is not eligible for the regional funding ratio and will not proceed to merit assessment. [EL2]

Signed..... Date .....

Date applicant notified whether their application has been accepted or not: \_\_\_\_/\_\_\_\_/\_\_\_\_

CSM <CSM name>

# Incubator Support Initiative Eligibility and Completeness Checklist New & Existing

Application/Project Number	s 47G
Organisation	s 47G
Project title	s 47G

## Applicant Eligibility

No	Requirements	Yes	No	Unknown	Not applicable
1.	<p>a. Is the applicant an existing incubator or establishing a new incubator that can foster and facilitate the development of innovative start-ups focused on international trade? <i>[Page 6 of Application Form]</i></p> <p><i>N.B. New = in the process of being established and yet to accept a cohort of start-ups (0 cohorts); Existing = already operational and are currently supporting or have previously supported a cohort of start-ups (1 or more cohorts).</i></p> <p>b. Have you been able to confirm/substantiate the applicant's claims of incubator business experience, operations and activities being undertaken through:</p> <ul style="list-style-type: none"> <li>▪ provision of appropriate/quality information and evidence;</li> <li>▪ reviewing the information provided on the applicant's website;</li> <li>▪ reviewing other information gained through internet or other search methods?</li> </ul> <p><i>Note: For the purposes of the Incubator Support initiative, we define Incubator as: a business support organisation that fosters innovative start-ups focussed on international trade, through providing offerings such as seed funding, colocation, mentoring, professional services and access to networks. It can include accelerators and germinators</i></p>	<p>NEW s 47G</p> <p>EXISTING s 47G</p> <p>s 47G</p>			
2.	<p>Does the applicant have an Australian Business Number (ABN)?</p> <p>Have you checked the ABN recorded is consistent with the applicant name provided? <i>[Page 4 and 7 of Application Form]</i></p> <p><a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> (ABN Lookup)</p> <p><i>Hint: You can also use the Corporate Scorecard Historical Extract Report or Express Check report which details ACN, ABN &amp; Organisation type <a href="http://corporatescorecard.com.au">http://corporatescorecard.com.au</a></i></p>	<p>s 47G</p> <p>s 47G</p>			

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No	Requirements	Yes	No	Unknown	Not applicable
3.	<p>Is the applicant one of the following:</p> <ul style="list-style-type: none"> <li>▪ an entity incorporated in Australia;</li> <li>▪ an incorporated trustee on behalf of a trust;</li> <li>▪ a not for profit organisation;</li> <li>▪ a publically funded research organisation (PFRO) (see Appendix A); or</li> <li>▪ local government agency or body (see Appendix A).</li> </ul> <p><i>[Page 4 of Application Form]</i></p> <p><a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> (ABN Lookup) <i>Hint: You can also use the Corporate Scorecard Historical Extract or Express Check Report to find organisation type, CAN &amp; ABN details</i>  <a href="http://corporatescorecard.com.au">http://corporatescorecard.com.au</a></p>	s 47G			
4.	<p>Can you confirm that the applicant is not an:</p> <ul style="list-style-type: none"> <li>▪ an individual, partnership or trust (however, a trading corporation that is a corporate trustee may apply on behalf of a trust);</li> <li>▪ a Commonwealth or state government agency or body (including PFROs and government business enterprises).</li> </ul> <p><i>Hint: the ABN Lookup at <a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> will note the "Entity type".</i></p>	s 47G			
5.	<p>Can you confirm that the applicant is not named by the Workplace Gender Equality Agency as an organisation that has not complied with the <i>Workplace Gender Equality Act 2012 (Cth)</i>?</p> <p><i>Hint: Review the <a href="#">List on Non-Compliant Organisations</a>.</i></p>	s 47G			
6.	<p>If this is a joint application from consortia, does the lead applicant meet the eligibility criteria?</p> <p><i>[Page 6 of Application Form]</i></p>	s 47G			
7.	<p>Can you confirm that the applicant does not already have more than one existing Incubator Support project or application being assessed?</p> <p><i>Hint: Check on eSGMS and CRM systems. An applicant can only have 2 current applications or existing projects under Incubator Support at a given time. If an applicant looks to apply for another application and they have not submitted a Final Report for a previous project, the application should not be assessed until the Final Report is received.</i></p> <p>s 47G</p>	s 47G			

## Project Eligibility

No	Requirements	Yes	No	Unknown	Not Applicable
8.	<p>Does the project include eligible activities and expenditure?  <i>[Page 4 and 5 of Application Form]</i>  <b>s 47G</b></p>	<b>s 47G</b>			
9.	<p>a. Is the applicant applying for the regional grant ratio?</p> <p>b. Is at least 80% of project activities being undertaken in a regional area?</p> <p>c. What is the classification based on the Regional Locator tool?</p> <p><i>Note: CSMs must check the addresses provided by the applicant using the Regional Locator tool available at <a href="https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=regional-locator-too">https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=regional-locator-too</a></i></p>	<p><b>s 47G</b></p> <p><b>s 47G</b></p> <p><b>s 47G</b></p>			

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No	Requirements	Yes	No	Unknown	Not Applicable
10.	<p>Is the applicant eligible for up to 65 per cent matched funding based on the project activities being located in a regional area?</p> <p><i>Note: CSMs must determine the eligibility of the applicant accessing the regional ratio taking into consideration the Regional Locator tool and project activities. Where the applicant has applied for regional access, but the department has deemed the application not to be regional, the application is ineligible.</i></p>	s 47G			
11.	What grant percentage is the applicant seeking?	s 47G			
12.	a. For metro applicants, is the total project value at least \$52,000? <i>[Page 4 and 5 of Application Form]</i>	s 47G			
	b. For regional applicants, is the total project value at least \$40,000?	s 47G			
	c. What is the grant amount sought?	s 47G			
13.	a. For metro incubators is the Applicant claiming 50% or less of total eligible project expenditure?	s 47G			
	b. For regional incubators is the applicant claiming 65% or less of total eligible project expenditure? <i>[Page 12 and 13 of Application Form]</i>	s 47G			
14.	Are the 'Other sources' of project funding within the maximum amounts allowed under the initiative? <i>[Page 12 and 13 of Application Form]</i>	s 47G			
15.	<p>Will the project be completed within the maximum timeframe allowed under the initiative?</p> <p><i>[Page 11 and 12 of Application Form]</i></p> <p>s 47G</p>	s 47G			

## Completeness requirements - attachments

No	Requirements	Yes	No	Unknown	Not Applicable
1.	<p>Is the applicant an incorporated trustee on behalf of a trust?</p> <p>If yes, have they attached a Trust Deed showing the relationship of the incorporated trustee to the trust?</p>	s 47G			
2.	<p>Is the application from a consortium?</p> <p>If yes, has the lead entity attached satisfactory letters of support from each of the other organisations involved in the proposal?</p>	s 47G			
3.	<p>Has the applicant provided a detailed project plan?</p> <p><i>[Page 10 of Application Form]</i></p>	s 47G			
4.	<p>Has the applicant provided a detailed project budget?</p> <p><i>[Page 6 of Application Form]</i></p>	s 47G			
5.	<p>Has the applicant addressed each of the Merit Criteria?</p>	s 47G			
6.	<p>Has the applicant provided evidence from their Board (or support from the CEO or Director, if there is no Board) that the project is supported and that the applicant can complete the project and meet the costs of the project not covered by grant funding?</p> <p>s 47G</p>	s 47G			

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No	Requirements	Yes	No	Unknown	Not Applicable
7.	<p>Has the applicant provided an accountant's declaration if the grant requested is \$50,000 or above?</p> <p>s 47G</p>	s 47G			
8.	<p>Has the applicant provided a complete application form and checked all boxes as part of the Applicant Declaration?</p>	s 47G			
9.	<p>What is the applicant's electorate according to the Australian Electoral Commission?</p> <p><i>Hint: Check <a href="http://electorate.aec.gov.au/">http://electorate.aec.gov.au/</a> to find the electorate. If you can not determine the electorate based on the boundary maps call the AEC.</i></p>	s 47G			

### CSM Comments

Provide any further comments in relation to the eligibility and completeness of the application.

s 47G

s 47G

### CSM recommendation

CSM Name s 22

This application is eligible s 47G

This application is complete

s 22

Signed

.

Date: s 47G



## Authorised officer's decision

Authorised officer name <EL1 or EL2 Name>

**(Select the appropriate decision)**

This application is eligible and complete and will proceed to merit assessment [EL1].

**OR**

The application is not eligible and will not proceed to merit assessment [EL2].

**OR**

The application is not complete and will not proceed to merit assessment [EL1].

**OR**

The application is not eligible/not complete and will not proceed to merit assessment [EL2].

**OR**

The application is not eligible for the regional funding ratio and will not proceed to merit assessment. [EL2]

Signed..... Date .....

Date applicant notified whether their application has been accepted or not: \_\_\_\_/\_\_\_\_/\_\_\_\_

CSM <CSM name>

# Incubator Support Initiative Eligibility and Completeness Checklist New & Existing

<b>Application/Project Number</b>	s 47G
<b>Organisation</b>	s 47G
<b>Project title</b>	s 47G

## Applicant Eligibility

No	Requirements	Yes	No	Unknown	Not applicable
1.	<p>a. Is the applicant an existing incubator or establishing a new incubator that can foster and facilitate the development of innovative start-ups focused on international trade? <i>[Page 6 of Application Form]</i></p> <p><i>N.B. New = in the process of being established and yet to accept a cohort of start-ups (0 cohorts); Existing = already operational and are currently supporting or have previously supported a cohort of start-ups (1 or more cohorts).</i></p> <p>b. Have you been able to confirm/substantiate the applicant's claims of incubator business experience, operations and activities being undertaken through:</p> <ul style="list-style-type: none"> <li>▪ provision of appropriate/quality information and evidence;</li> <li>▪ reviewing the information provided on the applicant's website;</li> <li>▪ reviewing other information gained through internet or other search methods?</li> </ul> <p><i>Note: For the purposes of the Incubator Support initiative, we define Incubator as: a business support organisation that fosters innovative start-ups focussed on international trade, through providing offerings such as seed funding, colocation, mentoring, professional services and access to networks. It can include accelerators and germinators.</i></p>	<p>NEW s 47G</p> <p>EXISTING s 47G</p> <p>s 47G</p>			
2.	<p>Does the applicant have an Australian Business Number (ABN)?</p> <p>Have you checked the ABN recorded is consistent with the applicant name provided? <i>[Page 4 and 7 of Application Form]</i></p> <p><a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> (ABN Lookup)</p> <p><i>Hint: You can also use the Corporate Scorecard Historical Extract Report or Express Check report which details ACN, ABN &amp; Organisation type <a href="http://corporatescorecard.com.au">http://corporatescorecard.com.au</a></i></p>	<p>s 47G</p> <p>s 47G</p>			

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No	Requirements	Yes	No	Unknown	Not applicable
3.	<p>Is the applicant one of the following:</p> <ul style="list-style-type: none"> <li>▪ an entity incorporated in Australia;</li> <li>▪ an incorporated trustee on behalf of a trust;</li> <li>▪ a not for profit organisation;</li> <li>▪ a publically funded research organisation (PFRO) (see Appendix A); or</li> <li>▪ local government agency or body (see Appendix A).</li> </ul> <p><i>[Page 4 of Application Form]</i></p> <p><a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> (ABN Lookup) <i>Hint: You can also use the Corporate Scorecard Historical Extract or Express Check Report to find organisation type, CAN &amp; ABN details</i>  <a href="http://corporatescorecard.com.au">http://corporatescorecard.com.au</a></p>	s 47G			
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## Project Eligibility

No	Requirements	Yes	No	Unknown	Not Applicable
8.	<p>Does the project include eligible activities and expenditure?  <i>[Page 4 and 5 of Application Form]</i>  <b>s 47G</b></p>	s 47G			
9.	<p>a. Is the applicant applying for the regional grant ratio?</p> <p>b. Is at least 80% of project activities being undertaken in a regional area?</p> <p>c. What is the classification based on the Regional Locator tool?</p> <p><i>Note: CSMs must check the addresses provided by the applicant using the Regional Locator tool available at <a href="https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=regional-locator-too">https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=regional-locator-too</a></i></p>	s 47G			

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No	Requirements	Yes	No	Unknown	Not Applicable
10.	<p>Is the applicant eligible for up to 65 per cent matched funding based on the project activities being located in a regional area?</p> <p><i>Note: CSMs must determine the eligibility of the applicant accessing the regional ratio taking into consideration the Regional Locator tool and project activities. Where the applicant has applied for regional access, but the department has deemed the application not to be regional, the application is ineligible.</i></p>	s 47G			
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	b. For regional applicants, is the total project value at least \$40,000?	s 47G			
	c. What is the grant amount sought?	s 47G			
13.	a. For metro incubators is the Applicant claiming 50% or less of total eligible project expenditure?	s 47G			
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14.	Are the 'Other sources' of project funding within the maximum amounts allowed under the initiative? <i>[Page 12 and 13 of Application Form]</i>	s 47G			
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## Completeness requirements - attachments

No	Requirements	Yes	No	Unknown	Not Applicable
1.	<p>Is the applicant an incorporated trustee on behalf of a trust?</p> <p>If yes, have they attached a Trust Deed showing the relationship of the incorporated trustee to the trust?</p>	s 47G			
2.	<p>Is the application from a consortium?</p> <p>If yes, has the lead entity attached satisfactory letters of support from each of the other organisations involved in the proposal?</p>	s 47G			
3.	<p>Has the applicant provided a detailed project plan?</p> <p><i>[Page 10 of Application Form]</i></p>	s 47G			
4.	<p>Has the applicant provided a detailed project budget?</p> <p><i>[Page 6 of Application Form]</i></p>	s 47G			
5.	<p>Has the applicant addressed each of the Merit Criteria?</p>	s 47G			
6.	<p>Has the applicant provided evidence from their Board (or support from the CEO or Director, if there is no Board) that the project is supported and that the applicant can complete the project and meet the costs of the project not covered by grant funding?</p> <p>s 47G</p>	s 47G			

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No	Requirements	Yes	No	Unknown	Not Applicable
7.	<p>Has the applicant provided an accountant's declaration if the grant requested is \$50,000 or above?</p> <p>s 47G</p>	s 47G			
8.	<p>Has the applicant provided a complete application form and checked all boxes as part of the Applicant Declaration?</p>	s 47G			
9.	<p>What is the applicant's electorate according to the Australian Electoral Commission?</p> <p><i>Hint: Check <a href="http://electorate.aec.gov.au/">http://electorate.aec.gov.au/</a> to find the electorate. If you can not determine the electorate based on the boundary maps call the AEC.</i></p>	s 47G			

### CSM Comments

Provide any further comments in relation to the eligibility and completeness of the application.

s 47G

s 47G

### CSM recommendation

CSM Name s 22

This application is eligible s 47G

This application is complete

s 22

Signed . Date s 47G



## Authorised officer's decision

Authorised officer name <EL1 or EL2 Name>

**(Select the appropriate decision)**

This application is eligible and complete and will proceed to merit assessment [EL1].

**OR**

The application is not eligible and will not proceed to merit assessment [EL2].

**OR**

The application is not complete and will not proceed to merit assessment [EL1].

**OR**

The application is not eligible/not complete and will not proceed to merit assessment [EL2].

**OR**

The application is not eligible for the regional funding ratio and will not proceed to merit assessment. [EL2]

Signed..... Date .....

Date applicant notified whether their application has been accepted or not: \_\_\_\_/\_\_\_\_/\_\_\_\_

CSM <CSM name>



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

**Business**

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## Incubator Support - New and Existing Incubators application form

Tracking Code: **s 47G**

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### Receipt

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Your form has been successfully submitted. Please keep a copy of this acknowledgement for your records.



Date and Time: **s 47G**

Receipt Number: **s 47G**

To save or print a copy of the completed form and acknowledgement go to the "File" menu and select "Save as" or "Print".

# Instructions

## About the Incubator Support Initiative

The \$23 million Incubator Support initiative supports the Australian Government's commitment to:

- assist Australian start-ups to develop the capabilities required to achieve commercial success in international markets and realise their economic potential faster than they otherwise would
- develop Australia's innovation ecosystem including in regional areas.

The initiative provides grant funding through two components to deliver Incubator Support projects, both of which require a funding contribution from applicants. These are:

- New and Existing Incubators
- Expert in Residence

In addition to these granting components, regional incubator facilitators are available to assist potential applicants, particularly in regional areas, to engage with the initiative.

The initiative will also assist successful applicants to access public data, and will promote start-ups through case studies on the [data.gov.au](https://data.gov.au) portal.

The objective of the New and Existing Incubators component is to:

- a. help develop new incubators in regional areas and/or sectors with high potential for success in international trade
- b. boost the effectiveness of high performing incubators, including funding support to expand their services and/or develop the innovation ecosystem
- c. encourage incubators to work with more data-driven start-ups that use public data as part of their business.

The initiative's intended outcomes are to:

- support new Australian incubators targeting innovative start-ups to assist them to trade internationally
- expand the scale and operations of existing Australian incubators to increase innovative start-ups' chances of success in international markets
- develop new innovative Australian start-ups with a focus on international markets
- create opportunities for Australian start-ups to develop sustainable businesses through access to open public data.

## Completing this form

You must read the Incubator Support [Program Guidelines](#) before filling out this application.

## Disclosure of information

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

## Google Places

The Address search fields in this form use Google Places to help fill in the address details. By using this feature you agree to be bound by [Google's Terms of Service](#) and are subject to [Google's Privacy Policy](#).

# Applicant declaration

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## Privacy and confidentiality provisions

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

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

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

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that 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 [program guidelines](#) may also be shared for a relevant Commonwealth purpose.

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

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

## Applicant declaration

I declare that I have read and understood the [program guidelines](#), including the privacy, confidentiality and disclosure provisions.

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

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

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code 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 this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by sending me a letter of approval with annexed Grant Terms and Conditions a copy of which is available on [business.gov.au](#). On receipt of this letter, I will immediately be bound by a legally binding agreement comprising:

- this application
- the [program guidelines](#) in place at the time I submitted the application form
- the letter and annexed Grant Terms and Conditions.

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

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

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

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

By including my name in this application it is deemed to be my signature for the purpose of this application \*

State your name \*

s 22

State your email address \*

s 22



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State your name \*

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State your email address \*

s 22