From: s 22 @industry.gov.au>
Sent: Thu, 12 Sep 2019 13:59:33 +1000
To: s 22 @industry.gov.au>;"s 22
s 22 @industry.gov.au>
Cc: s 22 @industry.gov.au>;"s 22
s 22 @industry.gov.au>;"s 22 @industry.gov.au>;"s 22
@industry.gov.au>;"s 22 @industry.gov.au>;"s 22
@industry.gov.au>;"s 22 @industry.gov.au>;"s 47E (d)
s 47E (d) @industry.gov.au>
Subject: RE: For GM review and approval: EP-ISI Guidelines [SEC=PROTECTED,
DLM=Sensitive]

Thanks s 22

I approve the guidelines.

s 22

<p style="text-align:center">~~PROTECTED Sensitive~~</p>

From: s 22
Sent: Thursday, 12 September 2019 10:24 AM
To: s 22 @industry.gov.au>; s 22
@industry.gov.au>
Cc: s 22 @industry.gov.au>; s 22 @industry.gov.au>; s 22
@industry.gov.au>; s 22 @industry.gov.au>; s 22
@industry.gov.au>; s 22 @industry.gov.au>; s 22
@industry.gov.au>; s 47E (d) @industry.gov.au>
Subject: RE: For GM review and approval: EP-ISI Guidelines [SEC=PROTECTED, DLM=Sensitive]
Importance: High

Hi s 22

Apologies that we may have jumped the gun yesterday on the readiness of the Entrepreneurs'
Programme - Incubator Support Initiative guidelines.

The delivery team have made some final tweaks to the guidelines.

The EP-ISI Expert In Residence and New & Existing Incubators guidelines are now ready for your final
review and approval.

Thank you

s 22
Account Manager
Engagement Team
Grant Advisory and Enabling Services Branch
AusIndustry – Support for Business

Phone s 22

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Innovation and Science

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The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present

---

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From: s 22
Sent: Wednesday, 11 September 2019 9:40 AM
To: s 22   @industry.gov.au>; s 22
@industry.gov.au>
Cc: s 22   @industry.gov.au>; s 22   @industry.gov.au>; s 22
@industry.gov.au>; s 22   @industry.gov.au>; s 22
@industry.gov.au>; s 22   @industry.gov.au>; s 22
@industry.gov.au>; s 47E (d)   @industry.gov.au>
Subject: For GM review and approval: EP-ISI Guidelines [SEC=PROTECTED, DLM=Sensitive]
Importance: High

Hi s 22

The Entrepreneurs' Programme - Incubator Support Initiative New & Existing Incubator guidelines & Expert In Residence guidelines are ready for your consideration and approval.

Once cleared by GMs of program, policy and design, the guidelines will be sent to Centrals for approval.

Please note our design team is seeking to send the guidelines to Centrals today if possible.

I've included below the email trail used when finalising the draft guidelines for reference.

Happy to discuss.

Thank you

s 22
Account Manager
Engagement Team
Grant Advisory and Enabling Services Branch
AusIndustry – Support for Business
Phone s 22

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From: s 22
Sent: Tuesday, 10 September 2019 2:47 PM
To: s 22   @industry.gov.au>; s 22
@industry.gov.au>; s 47E (d)   @industry.gov.au>; s 22
s 22   @industry.gov.au>; s 22   @industry.gov.au>
Cc: s 22   @industry.gov.au>; s 22   @industry.gov.au>; s 22
@industry.gov.au>; s 22   @industry.gov.au>; s 47E (d)
s 47E (d)   @industry.gov.au>; s 47E (d)
s 47E (d)   @industry.gov.au>
Subject: RE: ISI Draft Guidelines - Program/Policy review [SEC=PROTECTED, DLM=Sensitive]

Hi Team

Thanks for reviewing the guidelines.

I have accepted changes where possible, responded to your comments below in blue and made the following additional changes:

- Removed the wording "The New and Existing Incubators funding component is highly competitive and funding will only be awarded to high performing incubators that score highly against all assessment criteria". This is handled in the merit criteria

- Removed merit criteria 4 regarding the migrant and refugee scoring, the paragraph above the merit criteria allows for the committee to assign 10 additional points to applications that support first-generation migrant and refugee start-ups. I have amended the scoring aswell.

We now consider the guidelines stable and will seek GM approval before progressing through centrals.

Kind regards

s 22
Program Design
Grants Advisory and Enabling Services
AusIndustry - Support for Business
Phone: s 22
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From: s 22
Sent: Tuesday, 10 September 2019 11:52 AM
To: s 22   @industry.gov.au>; s 22   @industry.gov.au>;

s 47E (d)   @industry.gov.au>; s 22   @industry.gov.au>;
s 22   @industry.gov.au>
Cc: s 22   @industry.gov.au>; s 22   @industry.gov.au>; s 22
                    @industry.gov.au>
Subject: ISI Draft Guidelines - Program/Policy review [SEC=PROTECTED, DLM=Sensitive]
Importance: High

Hi team,

Thanks for drafting the new ISI Guidelines. Program and Policy teams have reviewed and are happy for them to now go to the relevant GMs for approval.

Just a few points for you to note:

- **Restriction to fund only one project:**
    - Under the current initiative, applicants can apply and be funded up to two projects at any time. We have agreed to change this and restrict applicants to only being able to have one funded application (from either EIR or NEI) at any one time. I have added in text at Item 7 in both Guidelines to make this clear. Accepted
- **NEI: Post Project reporting:**
    - Under our new KPI and evaluation framework, we will be introducing Post Project reporting. I had added in post project reporting requirements under Section 12.2.3, but you have advised that this is covered under evaluation and in the Grant Agreement. We don't think the wording is clear enough in the Evaluation Clause and is not currently in the Grant Agreement. We would prefer to have the requirements of post project reports listed separately, but if we can't, I have added in some text at 12.6 – Evaluation. We have reverted back to our standard text which allows us to go back to applicants to request further information or conduct interviews.
- **Grant Acknowledgement – Item 12.7:**
    - We have been advised by the Comms team that grantees need to use the following wording when acknowledging ISI funding, "*This project is supported by the Australian Government Department of Industry, Innovation and Science through Incubator Support initiative funding as part of the Entrepreneurs' Programme*". I have added this back in - happy to discuss. Accepted but removed the departments name as we just use Aus Government
- **EIR – Eligible Expenditure – Appendix B:**
    - I have added in some text in EIR Guidelines, under Appendix B, to try to clarify upfront what is eligible expenditure for these projects. Accepted

Let me know if you have any questions.

Thanks,
s 22
s 22

PROTECTED Sensitive

PROTECTED Sensitive

From: s 22   @industry.gov.au>
Sent: Tue, 5 Nov 2019 09:40:25 +1100
To: s 22   @industry.gov.au>
Cc: s 22   @industry.gov.au>;" s 22
     @industry.gov.au>;" s 47E (d)   @industry.gov.au>;" s 47E (d)
s 47E (d)   @industry.gov.au>
Subject: RE: EP Incubator Support - New and Existing Incubator guidelines - expansion
for migrant/refugee - for review and clearance [DLM=For Official Use Only]

Hi s 22

Approved

Cheers

s 22

For Official Use Only

From: s 22
Sent: Tuesday, 5 November 2019 9:09 AM
To: s 22   @industry.gov.au>
Cc: s 22   @industry.gov.au>; s 22   @industry.gov.au>;
s 47E (d)   @industry.gov.au>; s 47E (d)
s 47E (d)   @industry.gov.au>
Subject: FW: EP Incubator Support - New and Existing Incubator guidelines - expansion for
migrant/refugee - for review and clearance [DLM=For Official Use Only]
Importance: High

Hi s 22

The revised Incubator Support New and Existing Incubator and Expert in Residence guidelines with the
migrant/refugee expansion for your review and clearance.

The guidelines have been cleared by both s 22   .

Any questions please give me a call.

s 22
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From: s 22
Sent: Monday, 4 November 2019 4:38 PM
To: s 22   @industry.gov.au>
Cc: s 22   @industry.gov.au>; s 22   @industry.gov.au>;
s 22   @industry.gov.au>; s 47E (d)
s 47E (d)   @industry.gov.au>; s 47E (d)   @industry.gov.au>;
s 22   @industry.gov.au>; s 22   @industry.gov.au>;
s 22   @industry.gov.au>; s 22
                   @industry.gov.au>
Subject: RE: EP Incubator Support - New and Existing Incubator guidelines - expansion for migrant/refugee focus ~~[DLM=For-Official-Use-Only]~~

Thanks s 22 (and others) for your work on this. All good from my perspective.

s 22

General Manager
Commercialisation Policy Branch
s 22
s 22

~~For Official Use Only~~

From: s 22
Sent: Monday, 4 November 2019 9:42 AM
To: s 22   @industry.gov.au>
Cc: s 22   @industry.gov.au>; s 22   @industry.gov.au>;
s 22   @industry.gov.au>; s 47E (d)
s 47E (d)   @industry.gov.au>; s 47E (d)   @industry.gov.au>;
s 22   @industry.gov.au>; s 22   @industry.gov.au>;
s 22   @industry.gov.au>
Subject: RE: EP Incubator Support - New and Existing Incubator guidelines - expansion for migrant/refugee focus ~~[DLM=For-Official-Use-Only]~~
Importance: High

Hi s 22

Before we progress the ISI guidelines to centrals we seek your final approval, s 22   has approved the minor changes to the assessment criteria to make it clearer for applicants with a refugee/migrant focus.

Incubator Support Program guidelines - New and Existing Incubators
Incubator Support Program guidelines New EIR

Kind regards

s 22
Program Design
Grants Advisory and Enabling Services
AusIndustry - Support for Business
Phone: s 22
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From: s 22
Sent: Friday, 1 November 2019 2:22 PM
To: s 22   @industry.gov.au>; s 22   @industry.gov.au>
Cc: s 22   @industry.gov.au>; s 22   @industry.gov.au>;
s 22   @industry.gov.au>; s 47E (d)
s 47E (d)   @industry.gov.au>; s 47E (d)   @industry.gov.au>;
s 22   @industry.gov.au>; s 22   @industry.gov.au>
Subject: RE: EP Incubator Support - New and Existing Incubator guidelines - expansion for migrant/refugee focus [DLM=For Official Use Only]

Hi s 22

s 22   has approved the NEI guidelines with a few minor changes shown if track. Please let me know if there's any issues. Thank you.

Kind regards,
s 22

From: s 22
Sent: Tuesday, 29 October 2019 11:13 AM
To: s 22   @industry.gov.au>; s 22
s 22   @industry.gov.au>
Cc: s 22   @industry.gov.au>; s 22   @industry.gov.au>;
s 22   @industry.gov.au>; s 47E (d)
s 47E (d)   @industry.gov.au>; s 47E (d)   @industry.gov.au>;
s 22   @industry.gov.au>
Subject: RE: EP Incubator Support - New and Existing Incubator guidelines - expansion for migrant/refugee focus [DLM=For Official Use Only]

Hi s 22

The change is only minor in nature, EL2 approval should be sufficient.

Cheers

s 22
Program Design
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From: s 22
Sent: Tuesday, 29 October 2019 10:00 AM
To: s 22   @industry.gov.au>; s 22   @industry.gov.au>
Cc: s 22   @industry.gov.au>; s 22   @industry.gov.au>;
s 22   @industry.gov.au>; s 47E (d)
s 47E (d)   @industry.gov.au>; s 47E (d)   @industry.gov.au>;
s 22   @industry.gov.au>
Subject: RE: EP Incubator Support - New and Existing Incubator guidelines - expansion for migrant/refugee focus ~~[DLM=For Official Use Only]~~

Thanks s 22 ,

We will review – do we need to obtain GM clearance for this change to include additional Merit Criteria? s 22   approved the previous version of the Guidelines.

Thanks,
s 22

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From: s 22
Sent: Tuesday, 29 October 2019 9:30 AM
To: s 22   @industry.gov.au>; s 22
                @industry.gov.au>
Cc: s 22   @industry.gov.au>; s 22   @industry.gov.au>;
s 22   @industry.gov.au>; s 47E (d)
s 47E (d)   @industry.gov.au>; s 47E (d)   @industry.gov.au>

Subject: RE: EP Incubator Support - New and Existing Incubator guidelines - expansion for migrant/refugee focus [DLM=For Official Use Only]
Importance: High

Hi s 22

For your final review, we have made changes to the migrant and refugee overview in section 2.2.2 and added a 4th assessment criteria where applicants will complete if they have a migrant or refugee focus.

s 22   can you please review the outcomes and objectives of the program to ensure you are happy with how they are worded, ensuring they cover start-ups that _don't_ have a migrant or refugee focus.

Once we have policy and program management sign-off we can progress through central agencies.

Happy to discuss if required.

Kind regards

s 22
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Grants Advisory and Enabling Services
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Sent: Monday, 28 October 2019 2:37 PM
To: s 22   @industry.gov.au>
Cc: s 22   @industry.gov.au>; s 22   @industry.gov.au>;
s 22   @industry.gov.au>; s 47E (d)
s 47E (d)   @industry.gov.au>; s 22   @industry.gov.au>;
s 22   @industry.gov.au>
Subject: RE: EP Incubator Support - New and Existing Incubator guidelines - expansion for migrant/refugee focus [DLM=For Official Use Only]

s 22

s 47C

Have incorporated comments tracked in the document.

s 22
AusIndustry Assurance Manager
Grants Advisory and Enabling Services Branch
AusIndustry – Support for Business
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Mobile: s 22
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From: s 22
Sent: Monday, 28 October 2019 12:30 PM
To: s 22   @industry.gov.au>
Cc: s 22   @industry.gov.au>; s 22   @industry.gov.au>;
s22   s 22   @industry.gov.au>; s 47E (d)
s 47E (d)   @industry.gov.au>; s 22   @industry.gov.au>;
s 22   @industry.gov.au>
Subject: EP Incubator Support - New and Existing Incubator guidelines - expansion for migrant/refugee focus ~~[DLM=For Official Use Only]~~

Hi s 22

Welcome back.

Can you please review the revised EP-Incubator Support Initiative New and Existing Incubator guidelines that have been expanded to include a migrant/refugee focus.

s 47

s 47C

Kind regards

s 22
Program Design
Grants Advisory and Enabling Services
AusIndustry - Support for Business
Phone: s 22
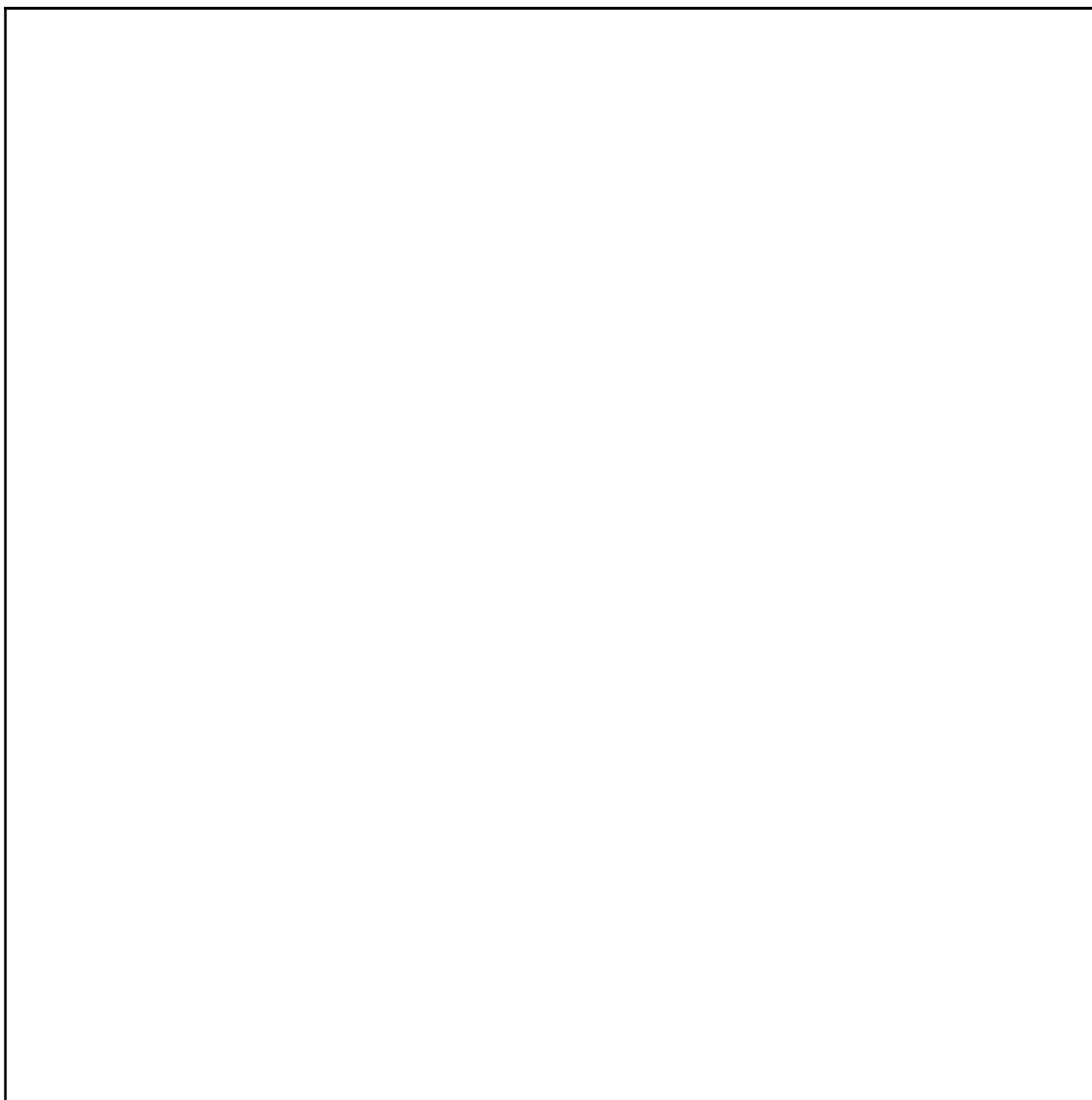**Internet:** www.business.gov.au |Subscribe to news updates

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s 22

Announcement

Changes regarding the Entrepreneurs' Programme – Incubator Support Initiative

The Entrepreneurs' Programme – Incubator Support Initiative (ISI) will be expanded to provide funding to incubators supporting first generation migrants and refugees that are interested in establishing a start-up enterprise with the potential to commercialise in overseas markets.

Applications for funding under existing ISI Guidelines will close on **Friday 31 January 2020, 5pm AEDT**. This will allow time for customers that have been working on an application to submit a final version for assessment.

New Program Guidelines will be made available in February 2020.
Further information will be updated on this page in due course.

For more information on how to apply for an Incubator Support grant, go to
www.business.gov.au/assistance/incubator-support or call 13 28 46.

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Sent: Monday, September 9, 2019 12:55 PM
To: s 22   @industry.gov.au>
Cc: s 22   @industry.gov.au>; s 22   @industry.gov.au>; s 22
            @industry.gov.au>
Subject: RE: IN CONFIDENCE: ISI Draft Guidelines [SEC=PROTECTED, DLM=Sensitive]

Hi s 22   ,

Here are some of my thoughts, hope this help.

Kind regards,
s
22

s 47C

s 47C

s 22

Regional Incubator Facilitator

Incubator Support Initiative
Entrepreneurs' Programme

Mobile: s 22

Email: s 22   @industry.gov.au
Internet: www.business.gov.au/

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Sent: Wednesday, 4 September 2019 10:23 AM
To: s 22   @industry.gov.au>; s 22   @industry.gov.au>
Cc: s 22   @industry.gov.au>;s 22   @industry.gov.au>
Subject: IN CONFIDENCE: ISI Draft Guidelines [SEC=PROTECTED, DLM=Sensitive]
Importance: High

Hi s 22

As you know, the department is currently developing the Guidelines for the new Migrant and Refugee funding component, which we anticipate will be launched later this year.

We would like you to have an opportunity to review the draft guidelines and provide feedback on them before they are finalised. The EIR and new NEI streams will now be in separate documents – please refer attached.

We are working to a tight deadline, so apologies but we would appreciate it if you could provide any feedback you have by **COB Monday, 9 September**.

Program Management is yet to review properly, so there may be a bit of feedback yet to go through.

If you could provide your feedback in marked-up mode, and/or further comments/dot points in an email that would be great.

PLEASE ENSURE THAT YOU DO NOT SHARE OR DISCUSS WHAT IS CONTAINED IN THESE DOCUMENTS WITH ANYONE OUTSIDE OF THE DEPARTMENT.

Give me a ring if you have any questions.

Thanks,
s 22

PROTECTED Sensitive

s 22

From: s 22   @industry.gov.au>
Sent: Saturday, September 7, 2019 9:43 AM
To: s 22   @industry.gov.au>; s 22   @industry.gov.au>
Cc: s 22   @industry.gov.au>; s 22   @industry.gov.au>
Subject: Re: IN CONFIDENCE: ISI Draft Guidelines [SEC=PROTECTED, DLM=Sensitive]

~~PROTECTED, Sensitive~~

Hi s 22

I have reviewed the guidelines. My feedback is below:

s 47C

That's all I have.

Regards,

s 22

~~PROTECTED, Sensitive~~

From: s 22   @industry.gov.au>
Date: Wednesday, 4 September 2019 at 10:52:46 am
To: s 22   @industry.gov.au>, s 22   @industry.gov.au>
Cc: s 22   @industry.gov.au>, s 22   @industry.gov.au>
Subject: IN CONFIDENCE: ISI Draft Guidelines [SEC=PROTECTED, DLM=Sensitive]

Hi s 22   ,

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PLEASE ENSURE THAT YOU DO NOT SHARE OR DISCUSS WHAT IS CONTAINED IN THESE DOCUMENTS WITH ANYONE OUTSIDE OF THE DEPARTMENT.

Give me a ring if you have any questions.

Thanks,
s 22

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