

**INCUBATOR SUPPORT INITIATIVE - RECORD OF RESPONSES**

CATEGORY	SUB-CATEGORY	ISSUE / QUESTION	MORE INFORMATION	RESPONSE(S)	INFORMATION REQUESTED BY	RESPONSE(S) PROVIDED BY	DATE OF INITIAL REQUEST	ENTERED BY
Eligibility	Growth Centres	Can Growth Centres apply for Incubator Support?	If they meet the eligibility criteria and the requirements for matched funding (ie they are not using government funds for more than 10% of the total project value)	Yes. As long as they meet the eligibility criteria and the requirements for matched funding (ie they are not using government funds for more than 10% of the total project value). Additional consideration: The government funding restriction would mean they would need significant funding input from the sector.	S 22		15/08/2016	S 22
Matched Funding	Government/ Non-government	Is funding from CRCs (Cooperative Research Centres) considered government or non-government funding? <i>(Also relates to Growth Centres)</i>	A number of <b>S 47G</b> have expressed interest in a new incubator in regional NSW. Would CRC funding would be considered a government source and capped at 10%? Although CRCs are funded by government, they are separate entities; therefore would their contributions be considered non-government? <b>S 22</b> current thoughts: If a CRC were making a partner contribution, we would have to look at the absolute funding contribution as a whole (either non-government or government, not part of each). Leaning towards non-government. In relation to Growth Centres, their entire contribution would be considered "other government sources".	<b>S 47C</b>			17/08/2016	
Matched Funding	Government/ Non-government	is it true that NSW Government grants can't be used to co-fund a project because it would be considered double-dipping?	This information was provided by somebody in AusIndustry; he is confirming the facts as it may create some challenges in supporting projects together.	There is a cap of 10% of the total project cost from "Other Government Sources". This includes NSW Government grants. The reason for this is we want to promote sustainability and don't want Incubators to become too reliant on government money.			25/08/2016	
Matched Funding	Government/ Non-government	...in regional areas the support of the local government in getting these sort projects up and running can be significant and a limit of 10% funding either cash or in kind from local government could have an significant impact on the reach of the program into regional Australia. Is there some mechanism to raise this with and at least consider some changes to the local government contribution levels.		There is no room to change the funding cap at present. The rationale of the cap is to favour incubators that have sourced contributions from industry, because private sector support is more likely to signal that an incubator can achieve long-term sustainability beyond the government granting period... ...Note that the eligibility criteria in the guidelines allow for 'local government' applicants to apply. This means that a local government could put forth an application, but again, it would need to source matching funding from non-government sources.'			21/09/2016	
Application	Resubmission	If an applicant for a new/existing incubator is assessed as suitable by the EP C'tee , but not selected for funding by the Minister, can the applicant go away and re-work their submission and reapply?		See <i>Guidelines</i> , section <b>7.1 Final Decision</b> : The Minister decides which New and Existing Incubators grants to approve, taking into account the Innovation and Science Australia's recommendations and the availability of grant funds. The Programme Delegate decides which Expert in Residence grants to approve, taking into account the availability of grant funds. The Programme Delegate is the AusIndustry general manager who is responsible for administering the initiative. If you are successful, you will receive a written offer. If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us. You can submit a new application for the same project (or a similar project) in the future. You should include new or more information to address the weaknesses identified in your previous application. If a new application is substantially the same as a previous ineligible or unsuccessful application we may refuse to accept it for merit assessment.			29/09/2016	
Matched Funding	Government/ Non-government	It suggests local councils are eligible to apply for the funding, but as per the funding contributions pie chart "other government grant" can only be 10% of the grant. What if the local council were applying and wanting to put 50% of the money to match the federal government funds?		[OLD GUIDELINES] As per Schedule E clause 244. c) v) of the Entrepreneurs' Programme Guidelines Local Governments are eligible to apply for Incubator Support project funding. As such they can be the grantee in a successful application. Further, Clause 242. b) states <i>The cash contribution from the grantee must be a minimum of 30 per cent of the total project value.</i> Our position is that where local government is the grantee this cash contribution can come from local government. However it does not preclude any portion of this cash contribution being sourced from other non-government sources. It should be noted that Clause 242. d) states <i>Other government sources can be up to a maximum of 10 per cent of your total project value. Government sources include Commonwealth, state, territory or local government. These contributions can be cash or in-kind...</i> Our position is that this clause applies to contributions from parties that are not the grantee or the lead applicant. Therefore, where the applicant/grantee is local government the project is still able to access up to 10 per cent of the total project value from other government sources. For example a State government could still contribute up to 10 per cent of the project value in cash or in kind. [NEW GUIDELINES] As per the new Guidelines (2017) , Councils can fund the total eligible project value through the grant and its own contributions - as per the new Guidelines.			7/10/2016 Updated April 2018 to state tha Councils can fund the total eligible project value through the gran and its own contributions - as per the new Guidelines.	

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Application	Evidence required	Is there a specific CV template to be used for providing personal info? Is it okay to provide bios and hyperlinks to LinkedIn profiles?	I've been working through documentation for the Global Linkages Fund this morning and that program provides a CV template, requesting that applicants utilise the provided template when submitting personnel info. Should we be using the same template for the Incubator Support Grant? At present, I was intending on putting together 1 x support document that includes brief bio's and hyperlinks to LinkedIn profiles. In Startup land everyone puts all their info into LinkedIn profiles rather than having updated CVs.	For New & Existing component funding applications, we do not require that key personnel's CVs be provided, and don't provide a template. However, the application must outline each key personnel, their skills and experience and describe what they will bring to the Incubator (as indicated in Merit Criterion 1) in order to demonstrate the management strength of the incubator. If the applicant thinks a summary and links to LinkedIn information will demonstrate this, and the LinkedIn information is easily available to access and downloadable (as this may be provided as an attachment to the application to the EPC Cttee for assessment), then I see no problem in providing the link. If it is not easily accessible, then this might not be ideal. For EIR component applications, applicants must provide 'resumes outlining the experience and capabilities of the expert/s'. CVs for each expert are required to be submitted as an attachment to meet the eligibility criteria.	S 22		26/10/2016	S 22
Application	Eligible Expense	Re: fitout - are petitions/rooms and kitchenette eligible expenses?		Reasonable fitout should include petitions/rooms and kitchenette, provided the applicant makes it clear in the application how the design of the fitout facilitates the services they intend to deliver.			26/10/2016	
Matched Funding	Eligible Activities	CEO would be contributing \$40K (10% in-kind total project costs), in the form of technical support (1 day per week over 1 year). Given he is the CEO, how would his in-kind 10% technical input be treated?	The guidelines state " <i>We consider costs for technical, but not administrative, project management activities eligible labour expenditure. However, these costs are limited to 10 per cent of the total amount of eligible labour expenditure claimed. We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.</i> "	The underlying principle that supports these two statements is that project/grant funding is intended to support the direct delivery of 'business support' services to Australian start ups to assist them to develop the capabilities required to access international markets. As the guidelines use CEOs as an explicit example of a role that is not eligible expenditure, the starting position is that CEO labour expenditure is not eligible. However, where an applicant can demonstrate that a CEO has spent part of their time delivering 'business support' services directly to Australian start ups, and the delegate is satisfied that this part of the CEO's labour expenditure complies with the guidelines then this may be considered eligible expenditure.			26/10/2016	
International Markets	Connection with Austrade	Given there is a strong focus on international markets, is there a connection with Austrade? I think there asking from the perspective of, will this be looked favourably on?		There is no required connection with Austrade. The international focus is whether the start-ups involved in the incubator have the potential to trade internationally and/or those running the incubator (the management, mentors, networks) have experience working in or have connections with international markets to facilitate th start-ups.			8/11/2016	
International Markets		A question around indirect trade, such as if you developed a widget that assisted local businesses to be more competitive in international markets, is this acceptable?		It depends whether the start-up associated is internationally focused and has the potential itself to trade internationally. It is all about the specific star-ups within the incubator engaging in international trade as those start-up have the greatest economic potential in terms of growth, employment etc. They do not have to be already trading internationally, there just has to be the potential for them to become global.			8/11/2016	
Application	Multiple grants in same region	Under expert in residence – if a group of applicants within a geographical region put in for expert in residence, under multiple \$25K grants, with a view to keep them in the region longer term, would this be acceptable or is there a better approach?		If a number of incubators in a region (say northern QLD – Mackay, Townsville, Cairns etc) collaborated to bring a particular expert to each of those areas to extend the level of engagement in the region they would each have to apply separately (as the maximum grant can only be \$25,000 per application) and they should mention in their project description that the individual expert (or number of experts) is being engaged by a number of incubators in back to back projects in the region etc.			8/11/2016	
Definitions	Start-ups	Is there a definition of start-ups? If there was an existing business who developed a new technology and started a new company to commercialise the new product, would this be an acceptable start up?		There is no definition of start-up in the guidelines. This is because the program intent is for an Incubator to not to restrict a new business with an established ABN, a group of individuals with an idea looking to start a business without an ABN, pre revenue, post revenue etc. The guidance is it has to be a new business. If an established business is starting a whole new spin off entity with its own management structure then it would be considered a start-up.			8/11/2016	
Application	Multiple projects	Would like confirmation that applicants can have any two projects funded at the same time (2x incubator or 2x experts or one of each – not two of each).	There seemed to be some confusion about whether applicants could apply for 2 of each stream at the same time (four all up). (Question raised at a session run jointly by AusIndustry and QLD Govt's DSITI program)	Confirmed that applicants can have any two projects funded at the same time (2x incubator or 2x experts or one of each). You cannot have any more than 2 applications or projects at one point in time. You therefore cannot apply for 2 of each stream (four all up).			14/11/2016	
Eligibility	Overseas incubators	If an overseas incubator was looking to apply and had a sales agent in Australia to recruit start-ups would this model be considered?	Question raised in a meeting which S 22 (Policy) attended. He found this answer in an email which supported our position and answer given in the meeting.	Incubator support is a domestic-focus programme to support incubators within Australia that are supporting globally-focused start-ups.			16/11/2016	

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Application	Eligible Expense	We have had a query about website, marketing and promotion expenses as an eligible expense for the grant. The Guidelines are silent on these specifically however I am thinking these should be ineligible... ...In that light are you happy to exclude these costs as ineligible?	There are discussions in the email trail around being more specific in the application form and ensuring more information & evidence is provided by the applicant, also whether the applicant may be able to prove additionality eg marketing would enable them to expand their client base/the area covered/move into new regions etc.	Yes, as long as we can provide feedback to applicants / undertake to strengthen the application form / guidelines... Clarification: Marketing and promotion costs are ineligible.	S 22		18/11/2016	S 22
Application	Milestones	To what extent can something like 'establishment' be treated as a milestone?		This can be considered as a milestone however would require more detail. If adequate evidence can be provided that an item has been achieved and certain aspects of the incubator have been put in place as a result of the 'establishment' then this is ok.			15/11/2016	
Application	In-kind Contributions	To what extent can admin / executive services provided by S 47G be treated as 'in-kind' ? for example, if we sacrifice rental income by providing free office space to advisors etc ?		Please refer to Appendix 4 of the Guidelines. Access to facilities such as office accommodation can be included as eligible in-kind contribution however must relate to the delivery of the Incubator Support project activities. The lead applicant cannot claim in-kind for staff they already employ and pay a salary. The applicant can however claim salary + on-costs for the hours contributed to the project as a part of the non in-kind matched funding contribution if directly related to the project. In-kind can only be claimed for third party staff salaries (outside the lead applicant's organisation) if directly relating to the project. This was subsequently updated by S 22 to say that salaries for staff that are employed by the lead applicant, and who are working directly on the incubator project, are eligible as in-kind contributions, not that in-kind contributions are capped at 10% of the eligible project value. The Guidelines were written with the assumption that staff working on the project would be eligible as in-kind, but is making the point that this could also be extended to external contractors engaged to work on the project. Ref email: S 47E(d)			15/11/2016	
Expert-in-Residence		Can an EIR provide expert resources to the incubator, as well as to tenants? For example, can they advise on establishing S 47G, as well as for tenants ? (Note: S 47G)		The Expert-in-Residence is a project where an expert is brought in specifically to assist the start-up residents, not the incubator. If the expert is advising on the establishment of S 22 or the incubator, then this is not eligible under EIR and should be included in the New & Existing Application.			15/11/2016	
Expert-in-Residence		Can Mentors be funded under this stream ?		If the mentors are looking to be engaged with the Incubator on an ongoing commitment than this cannot be included as an EIR project. EIR is for technical, research or managerial talent, external to the incubator, coming in to assist start-ups directly for a defined project period. The maximum project period of Expert-in-Residence is 12 months.			15/11/2016	
Expert-in-Residence		Are there any restriction on the types of expenses covered - eg travel and accommodation etc ?		Travel and accommodation can be covered by the grant however is at the discretion of the Programme Delegate. Travel and accommodation would most likely be used by the EIR grant.			15/11/2016	

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Project Start Date		Do we need to have started the project within a set period of time following execution of the agreement?		It is preferable that a project would commence on execution of the Agreement, or shortly after (generally within 30 days). In terms of the start date in the application form this can be amended if the applicant is successful in their application and the project start date will be confirmed upon signing the grant agreement. Alternatively, the earliest an applicant can start their project is from receiving notification from AusIndustry that their application is eligible and complete however costs incurred would be at the applicants own risk until the Funding Agreement is executed and in place. -----UPDATED-----  -----Received advice from the Grants Hub in July 18 S 22 to say that we do not have a specific time period in the Guidelines stating when a project must commence. If they request to start a project 6 months in advance, the Grants Hub have advised that this is ok, however, they recommend that any payments be held of until the project starts to minimise risks in funds being expended prematurely. Also, it is good practice that the CSM should check in with the applicant closer to the start date to ensure they are on track to start the project as previously advised, and that they can still match funds.	S 22		12/12/2016	S 22
Application	Evidence Required	For an EIR application, could they provide details of the required skills and a short list of experts, rather than being totally prescriptive to the actual expert?	The Guidelines state "To be eligible you must be able to provide the following:.... c. for Expert-in-Residence applications - resumes outlining the experience and capabilities of the expert/s "	No. It is an eligibility requirement under the Guidelines that for EIR applications, resumes outlining the experience and capabilities of the expert(s) must be provided.			14/12/2016	
Expert-in-Residence	Evidence Required	From the information provided, it isn't possible to confirm if the Expert(s) has been (or will be?) engaged specifically for this project. Is it intended that the answer to this question adopts a response that is acceptable on balance?	Question relating specifically to the EIR application for S 47G	S 47E(d)  It is an eligibility requirement that CVs/resumes outlining the expert(s) experience and capabilities be provided, so if this has not been provided, I think we can go back and ask them for more information.			15/12/2016	
Application		<ul style="list-style-type: none"> <li>Two of the 'resumes' do not satisfactorily outline experience and capabilities of the proposed experts, are not presented in typical resume format and as such are unable to be confirmed/substantiated.</li> <li>The qualifications and experience of other experts has been taken at face value and has not been substantiated by any official means such as the requesting of professional references or evidence of qualifications.</li> <li>The application does not provide any evidence from the experts that they have been engaged specifically for this project if it is successful.</li> </ul>	Question relating specifically to the EIR application for S 47G	Resume's outlining the experience and capabilities of (all of) the experts the incubator will be bringing on need to be provided. This can be in the form of information on the individual e.g. a flyer detailing their experience, a traditional CV or resume S 47E(d)  The applicant signs the application form certifying that expenses will be incurred in line with the project and they will need to report on this in the final report.			15/12/2016	
Application	Eligible Expense	What is reasonable fit out?	The application is focussed on construction	As this application is focussed on construction, it should be considered ineligible. Refer to Appendix 3 (ineligible expenditure includes building, construction and lease expenses). Reasonable fit-out should only be eligible to the extent that it contributes to the delivery of services to the star ups. The applicant should make this connection clear in the application.			20/12/2016	
Application	Eligible Expense	Does the grant fund marketing and advertising costs?		Marketing and promotion costs are ineligible and fall under 'communications' in the programme guidelines			21/12/2016	

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Matched Funding	Government/ Non-government	Does the 10% government contribution apply to foreign government (in-kind and cash allocations)?	They already have 10% contribution from Qld Government but will have additional support from international Governments.	<p>No a foreign government contribution is not included in the 10% other government source funding. The 10% restriction applies to domestic local, federal or state governments. • Foreign government funding cannot be included in the 'Other Government source' contribution to a project. The 10% capped allowance is restricted to domestic local, state or federal governments only.</p> <p>• Foreign government funds, however, can be included in the minimum 30% cash contribution from the applicant, but this will depend on what activities the cash contribution is earmarked for as part of an Incubator Support initiative application, and each application will be looked at and considered on a case by case basis.</p> <p>• S 47C</p> <p>Policy Issue</p> <p>• Program advised that in the past, we have not allowed foreign government money as being the 10% contribution – we have advised others that the 10% restriction applies to domestic local, federal or state governments.</p> <p>• However, Program asked if these funds could instead count towards the applicants cash contributions?</p> <p>S 47C</p>	S 22		22/12/2016	S 22
Matched Funding		Essentially we're confused about the 50% contribution amount as an overall project value or is it looked at on a per activity level?					2/02/2017	
Application	Eligible Expense	<p>Regarding Staff Contributions:</p> <ul style="list-style-type: none"> <li>• We have some staff we can extend their hours for some new programs</li> <li>• But we also have advertised for a new staff role that has not yet been filled – can the grant contribute to this new role even though it's already been advertised?</li> </ul>					2/02/2017	

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Application	Eligible Expense	<p>Would any of the following activities be excluded?:</p> <ul style="list-style-type: none"> <li>• Student Innovation Missions (international locations)</li> <li>• New space costs (e.g. buying furniture and space fit out as we're currently exploring how to physically fit more startups into the program)</li> <li>• Expanding our existing mentoring program i.e. new staffing to manage mentors, and pay for visiting mentors.</li> <li>• Event partnerships – we contribute towards any event on campus promoting entrepreneurship and innovation - would this be an eligible activity? i.e. workshops focusing on S 47G</li> <li>• Prototyping program S 47G</li> </ul>		<ul style="list-style-type: none"> <li>• Require further information...In the application evidence of the connections, mentors, networks in these intentional locations will have to be included. For example letters of support from mentors, partners etc that will be leveraged by these missions.</li> <li>• Reasonable fit-out expenditure, as well as purchasing of computing equipment and software, that is directly relating to the project is included as eligible expenditure under the Programme Guidelines.</li> <li>• Yes (new staffing to manage mentors, and pay for visiting mentors)</li> <li>• Event partnerships that are included as part of an approved project can be included as eligible activities.</li> <li>• Prototyping program activities that are included as part of an approved project can be included as eligible activities.</li> </ul>	S 22		2/02/2017	S 22
Grant payments	Milestones	<p>On payment structure, we note that 20% is not paid out until the final report – does this mean for our budget purposes we can assume 20% of the overall grant won't be paid until we finish all milestones? (which means we'll have to budget for not having money to spend on the milestones).</p>		<p>Correct. (20% of the overall grant won't be paid until all milestones are completed).</p>			2/02/2017	
Matched Funding	Eligible Source	<p>Can you confirm that using rent income as matched funding for the grant would be acceptable?</p>	<p>... clarified that at the time of application, the potential applicant...will not have the matching funding, but rather proposes to provide a lease agreement (and financial records?) as evidence of their ability to source matching funds over the term of the project.</p>	<p>If the applicant can provide evidence in the form of lease agreement(s) over a period of time to show the income generated from this source (from contracted leasees), this would be acceptable as it is a secured income for a period of time.</p>			17/03/2017	
Funding Agreement	Signature Block	<p>Are you able to advise on the appropriate signature block to use in a funding agreement for a university? My assumption is that the appropriate representative to sign would depend on their delegation. Would it be more suitable for a Vice-Chancellor to sign-off as we are unlikely to be aware of the internal delegations/authorisations within the university? Is a witness needed?</p>		<p>Please use the authorised representative signature block for Incorporated Association/PFROs. A witness is required.</p> <p>In regards to the appropriate representative to sign off, it is up to the university to decide based on their internal delegations and not something that we would specify.</p>			20/06/2017	
Expert-in-Residence		<p>We are just about to put through an EIR application for XXX, the identified expert is XXX. S 22</p> <p>I don't believe that this would be an issues with the application progress, but wanted to confirm. Please let me know if you have any comments.</p>		<p>I've had a chat with S 22 and as you thought it is not an issue that the identified expert is part of the S 17G</p>			21/06/2017	

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Eligibility	Government/ Non-government	My question is can a TAFE apply for this funding?  We meet all the following criteria:  S 47G		<p>I am writing in response to an email that was received by the AusIndustry Contact Centre on 28 June, regarding the Incubator Support initiative. Your query was regarding eligibility, in particular, you asked whether your TAFE organisation would be eligible under the initiative, and sought clarification on the eligible/ineligible entities that are funded by Commonwealth or State government, including PFROs.</p> <p>Under the Incubator Support initiative, Commonwealth or State government funded agencies or bodies are not eligible to apply for funding. This includes Publicly Funded Research Organisations (PFROs), with the exception of those PFROs that are higher education providers and are listed at Table A and Table B of the Higher Education Support Act 2003 (Cwlth). These are largely universities and do not include TAFEs. As TAFEs are generally owned, operated and run by state governments they are considered to be government agencies/bodies and are therefore not eligible to apply for funding.</p> <p>We note that: S 47G</p> <p>I would like to note that joint applications from consortia are accepted under the initiative, provided that the lead applicant who is the main driver of the project is eligible as per the programme guidelines. Partnering with an eligible entity may be another possible option for you to consider.</p> <p>I hope this addresses your questions, if you have any further queries, please don't hesitate to email us directly at S 47E(d) @industry.gov.au and our team will provide you with a response.</p>	S 22		28/06/2017	S 22
Eligibility				<p>As per the Programme Guidelines, to be eligible for Incubator Support an applicant must be an existing incubator or establishing a new incubator that can foster and facilitate the development of innovative start-ups focused on international trade to be eligible, along with the other requirements. As you noted, the definition of an incubator in the glossary of the Guidelines is:</p> <p>- 'A business support organisation that fosters innovative start-ups, focused on international trade, through the provision of services such as seed funding, colocation, mentoring, professional services and access to networks. It can include accelerators and germinators.'</p> <p>In the applicants Business Plan supplied with the application form S 47G</p>			3/07/2017	

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Regional Changes		Query from the <b>S 47G</b> regarding Regional changes to programme	<p>1. As per the changes to the 2017 Budget, the initiative is now meant to have additional focus on regional development. The notice on your website mentions that there will be changes to the Programme Guidelines. We want to make sure that we are not working on an outdated version of the guidelines (i.e. the accessible version on your site is from October 2016. Could you please point us to the new updated guidelines? If these are not yet available, do you have an estimation of when they will be accessible?</p> <p>2. What is understood by "regional"? Does it refer to the location of the incubator, to the applying organisations, or to the type of activities undertaken?</p> <p>3. Current Programme Guidelines (i.e. October 2016) have a strong focus on commercial success in international markets. Will this characteristic (and associated requirements) prevail in the new Guidelines?</p>	<p>1. The revised Guidelines for the programme are expected to be launched later in 2017. Until then, the version that should be used by applicants is the October 2016 version.</p> <p>2. For the future Programme Guidelines changes, regional will be classified by the Australian Statistical Geography Standard. For the initiative we will consider Regional, Outer Regional, Remote and Very Remote locations as regional areas. This will relate to the location of the Incubator or the start-ups it supports.</p> <p>3. The focus on commercial success in international markets and associated requirements will remain the same in the new Guidelines.</p>	<b>S 22</b>		31/07/2017	<b>S 22</b>
Application	Eligible Expense	Query from <b>S47G</b> regarding student interns and labour expenditure costs.	<b>S 47G</b>	<p>Student Interns</p> <p>In regards to the eligibility of student interns and their supervisors, the Guidelines state that eligible expenditure can include 'salaries for staff and direct salary and on-costs for Australian personnel directly employed for the project activities (on a pro-rata basis relative to their time commitment)'. The Guidelines also state that 'Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the agreed project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.' Therefore, should a student intern and their supervisor undertake activities which directly relate to the project and supporting the start-up and meet the requirements outlined in the Guidelines regarding status as an employee it is reasonable to consider this expense as eligible.</p> <p>Additionally, where a student intern and their supervisor are contracted by the organisation to work on agreed project activities, and meet all the associated requirements for contract expenditure in the Guidelines, we would consider this expense as eligible.</p> <p>If the student interns and their supervisors were engaged partly on activities that support the agreed project activities and partly in other work, then we would expect any expenses to be pro-rated as per their time commitment.</p> <p>Labour Expenditure</p> <p>1. The correct interpretation of 'these costs' is in relation to the technical project management activities. Administrative project management activities are not eligible. Administrative activities not eligible would include receptionist tasks, managing financial accounts, coordinating meetings etc.</p> <p>2. There is no specific test to determine if activities are administrative or technical.</p> <p>3. Your interpretation is somewhat correct. Leadership and administrative staff are not eligible expenses unless they conduct work directly on project activities. For example, where you can demonstrate that a CEO has spent part of their time delivering 'business support' services directly to Australian start-ups, and the delegate is satisfied that this part of the CEO's labour expenditure complies with the guidelines then this may be</p>			4/08/2017	
Matched Funding	Evidence Required	Matched funds coming from future income source	Incubator can source matched funds over time from revenue income, however, unless this income is secured it is not acceptable. Incubator <b>S 47G</b> is able to have this income secured by getting a VC company to underwrite the funds, effectively securing this amount and committing to meet any shortfalls if they occur. A letter from the VC company is required outlining and committing to this arrangement. Because we are entering into a FA with the applicant, we take this at face value and no further evidence (ie. signed agreement between these two parties) is required at FA signing stage.	A letter from the VC company is required outlining and committing to this arrangement. Because we are entering into a FA with the applicant, we take this at face value and no further evidence (ie. signed agreement between these two parties) is required at FA signing stage.			24/08/2017	
Matched Funding	Evidence Required	What evidence is required for matching funds for N&E applications	<b>S 22</b> noted in one of the applications it states the project will go ahead if they get funding from the Incubator Support initiative. <b>S 22</b> also noted this has now appeared in a number of applications.	<b>S 22</b> advised as long as the partners can provide a commitment in writing that they will contribute the funds the grant is successful, this is acceptable. <b>S 22</b> advised there is one application where we have received verbal confirmation of this. <b>S 22</b> confirmed this is not enough; it does not have to be formal contracts, but definitely a commitment in writing to provide us reassurance that the money will be paid.				



CATEGORY	SUB-CATEGORY	ISSUE / QUESTION	MORE INFORMATION	RESPONSE(S)	INFORMATION REQUESTED BY	RESPONSE(S) PROVIDED BY	DATE OF INITIAL REQUEST	ENTERED BY
Expert-in-Residence	Eligible Activities	EIR from consortia.	The application is from a consortia. We are happy to clarify time and activities planned at each location however, the issues register has a point relating to another EIR 'sharing' arrangement. The advice given was that each applicant receiving the EIR benefit needs to apply separately. The supporting partner (James Cook University) in this case is providing all matching funds. Many of the activities look to be ineligible. Many of the proposed activities (although further clarification is required) are focused on the incubator and related ecosystem as oppose to the start-ups themselves.	The maximum grant value under EIR is \$25k. Assuming the application seeking funds up to this amount, and James Cook University will be providing all of the matching funds, <b>S 47C</b>  The EIR application must include activities that are focussed on gaining access to top quality experts who will improve the chance of commercial success for start-ups in international markets. If the activities are around establishing/expanding the incubator itself, these are not eligible activities, and perhaps they should consider applying for a New and Existing grant.	<b>S 22</b>			<b>S 22</b>
Expert-in-Residence	Evidence Required	Do CSMs need to get evidence of matched funds for EIR applications?	<b>S 47G</b>	Yes, providing evidence of matched funding for EIR applications is not a requirement in the Guidelines. We have accepted EIRs previously with no evidence of funding as we take it at face value due to the low value of the grant. The EIR application must include activities that are focussed on gaining access to top quality experts who will improve the chance of commercial success for start-ups in international markets. If the activities are around establishing/expanding the incubator itself, these are not eligible activities, and perhaps they should consider applying for a New and Existing grant.				
Expert-in-Residence	Eligible Activities	Can an EIR application include costs to take the expert and startups overseas for a study tour?	<b>S 47G</b> ) – The project includes travel costs to cover the expert and startups to undertake an (there are workshops to be held in Australia before and after the travel)	Travel activities for startups are not eligible under the EIR component as the intent of this funding stream is to cover costs for seconding an expert into an incubator to deliver services to startups, and not to support overseas study tours for startups, and due to the majority of the costs being for travel in this project, we would suggest they think about whether the N&E stream might be a better fit.			Oct-17	
Expert-in-Residence	Eligible Activities	Can an EIR application include the costs of just the EIR travelling - domestically or o/s?	The project budget has an expenditure amount of \$5,000 for overseas travel for the EIR to travel to <b>S 47G</b> with the start-up cohort. Can you please advise if this expenditure would be eligible under the EIR grant?	This depends on what services are being delivered by the expert around the trip. If the trip is part of the experience imbedded into what he is delivering <b>S 47C</b>			17/10/2017	
Expert-in-Residence	Eligible Activities	Would the development of a curriculum to improve the quality of services delivered to start-ups be an eligible activity for EIR?	The project outlines 4 activities to be undertaken by the expert in residence of which 3 are working directly with startups. The fourth is assisting the incubator in creating a world class curriculum and strategy for improving the quality of services delivered to startups.	<b>S 47C</b>			20/10/2017	
Application	Multiple projects	Given the size of the applicant entity does the maximum of two active grants still apply or can it be changed to apply to a particular section of the University? Can you confirm the intent of the application limit?	Had a question regarding the number of active applications they can have. Said that she is involved with the XYZ section of the University which previously applied however she is aware of other areas of the University who may also wish to apply for funding .	The intent is for two applications per organisation so this would apply to the whole applicant entity regardless of size and not to a particular section of the university. It is up to any large organisation to have their own internal controls to ensure that they meet the requirements of the program.  No, this does not exclude the EIR funding stream – and you cannot have two of each at the same time. You can only have two grants in total regardless of the funding stream. For example, you could have two New & Existing grants, or two EIR grants, or one from the N&E stream and one from EIR stream only. You cannot have two N&E and two EIRs (ie. four in total).  You can apply for further grant funding again, only once one of the two projects have fully completed.			20/10/2017	
Eligibility	Eligible Activities	As mentioned, I have had a customer ask me whether filming the Expert in residence while conducting workshops would be eligible expense, under the premise that the film would be used to show future start-ups.	A customer for EIR is preparing their application.	I have had a chat to our assessment team and although we haven't seen this sort of thing come through before, we considered that the cost of filming the expert for the purposes of showing it to future start-up cohorts, <u>may</u> be considered eligible as it is an extension of the services the Expert is providing to the incubator. In the application, however, the applicant would need to provide information around whether the expert is agreeable to being filmed for this purpose and if they are charging additional fees as a result. Also, what proportion of the grant would be going towards the filming. Our assessment team would then assess the eligibility of costs based on the information provided.			8/01/2017	

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Expert-in-Residence	Eligible Activities	S 22 asked whether the salary for outgoing experts would be covered as eligible expenditure along with Accommodation and Travel expenses.	S 22 spoke t S 22 about this. Agreed that if an expert leaves an Australian incubator for an extended period, they would need to make up for the resource at home in the Incubator and the additional salary from the grant would be able to cover other resources to fill the gap in staff. In the guidelines we say we cover Salary expenses and don't specify when this may not be the case. S 22 said that she was inclined to cover salary to incentivise incubators to let staff get away from their day to day role for the outgoing expert role. They are providing matched funding to the project as well. Note this applies to outgoing Experts going to an incubator overseas or within Australia.	<p>Yes, outgoing Experts' salaries would be covered as an eligible expense. <b>UPDATED 7 June 18</b></p> <p><b>To Clarify:</b> Where there is an outgoing expert, the incubator organisation would still be paying that expert their normal salary through the project period. The idea of us covering the salary in this scenario, is where we would pay the equivalent to the outgoing EIR's salary if the incubator needs to bring on replacement staff for the period he/she is away so their business is not impeded. Not all applications however will chose to replace the expert during the project period, so they may not need those costs covered.</p> <p>We wouldn't pay both the expert's salary and the replacement staff's salaries.</p> <p>Other eligible expenditure for an outgoing expert might include travel costs (flights &amp; accom), costs to attend relevant events (ie. conferences/networking), workshops that support knowledge transfer and capability development, relevant training/courses.</p> <p>We cover expenses (including contractor fees) for incoming experts, costs to deliver workshops, travel etc.</p> <p>For outgoing experts, we will also cover costs including to cover the expert's salary for the period they in the other partnering incubator(s). As an outgoing expert's main project costs will be their labour whilst on secondment to another incubator, we determined that if an expert leaves an Australian incubator for an extended period, the home incubator would need to make up for that resource, and hence we agreed that the expert's salary would be an eligible expense (for the period they are away) as part of an outgoing expert in residence project.</p> <p>We are inclined to cover salary for outgoing experts to incentivise incubators to let staff get away from their day to day role in order for them to learn new skills, develop new networks and ultimately build the incubator's capabilities.</p>	S 22		16/01/2018	S 22
Expert-in-Residence	Eligible Activities	S 22 asked policy for clarification on outgoing expert being hosted by a domestic incubator?	Eg. A regional incubator sends staff to another incubator in Australia to build capacity? Or do we want the focus to be an overseas incubator host for international connections development?	The guidelines say that EIR will support 'incoming and outgoing secondments of national or international experts'. Based on this I think we have to allow it. However, were the project is asking fo a grant of over \$50k then they have to address merit criterion 2.			22/02/2018	
Regional Changes	Eligible Activities	If there is an online delivery component as a part of a project aimed at regional/remote delivery would it be accessible to the 1:2 funding ratio?	As 80% of the project activities must be in regional areas this is a bit hard to determine for online delivery.	The online component is not really sufficient to meet the regional requirement			22/02/2018	
Expert-in-Residence	Eligible Activities	I have an EIR applicant how intends to use a current board member as the EIR. Whilst the board member may not be considered an employee, is this arrangement acceptable?		<p>For the EIR funding component, we do not allow for currently employed staff of an incubator to be engaged as the EIR as the intention of the initiative is to bring new skills and experience into the incubator. This also applies if the staff member was recently employed in a similar role to the EIR role, but has finished their contract.</p> <p>However, if someone was previously engaged in a different capacity or role, and that has now ended and they are no longer employed with the company, we would take it at face value that the EIR role is legitimate and we would accept it as long as that person had the specific skills and experience to fill that EIR role.</p> <p>In this case, we consider that where a Board member is currently engaged with the same Incubator, the business already has those skills and experience at its disposal. As the intention is to use ISI EIR grant funds to bring new skills and experience in to the Incubator, we wouldn't support the arrangement of the Board member being engaged as the EIR.</p>			15/04/2018	
Expert-in-Residence	Eligible Activities	I have an EIR applicant that intends to use a current board member as the EIR. Whilst the board member may not be considered an employee, is this arrangement acceptable?		<p>For the EIR funding component, we do not allow for currently employed staff of an incubator to be engaged as the EIR as the intention of the initiative is to bring new skills and experience into the incubator. This also applies if the staff member was recently employed in a similar role to the EIR role, but has finished their contract.</p> <p>However, if someone was previously engaged in a different capacity or role, and that has now ended and they are no longer employed with the company, we would take it at face value that the EIR role is legitimate and we would accept it as long as that person had the specific skills and experience to fill that EIR role.</p> <p>In this case, we consider that where a Board member is currently engaged with the same Incubator, the business already has those skills and experience at its disposal. As the intention is to use ISI EIR grant funds to bring new skills and experience in to the Incubator, we wouldn't support the arrangement of the Board member being engaged as the EIR.</p>			17/04/2018	

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Eligibility	Eligible Activities	'Other Unincorporated Entity' - eligible	S47G / S 47C	<p>S 47G</p> <p>Our understanding is that an 'Other Unincorporated Entity' is not the same as an 'Other Incorporated Entity' and the terms are not interchangeable. Incorporated entities are corporated by Federal or State law and protect the directors of the company, whereas an Unincorporated Entity would be a sole proprietor /other and don't protect the directors.</p> <p>The S 47 was considered eligible because it is an incorporated entity, (incorporated in Australia).</p> <p>The S 22 may be a not-for-profit, but it is still unincorporated – as per the Guidelines, we would only consider incorporated not for profits to be eligible.</p> <p>The only way this applicant could apply for funding under ISI, would be to partner with an eligible entity (who would be the lead) and apply for funding under the N&amp;E funding component. We have noticed that there is a bit of activity up in that region of WA and, if this applicant would be interested in considering other partnering opportunities in the future, we could pass on the new WA Regional Incubator Facilitator's email address to talk through the program. The details are not yet on the BGA website but should be soon, in the meantime I can pass them on if this applicant is interested.</p>	S 22		12/04/2018	S 22
Expert-in-Residence	Eligible Activities	An incubator is currently hosting an expert from the USA (not ISI funded) and wishes to loan him out to other incubators in Aus for the remainder of his work visa. Is this possible?	S 22	<p>the guidelines state that an incoming expert cannot be a current employee of an incubator. This also applies if the staff member/contractor was recently employed in a similar role to the EIR role, but has finished their contract. The intention of the initiative is to bring new skills and experience into the incubator, so if the same expert was going to deliver the same activities as it has already provided, this does not meet this intention.</p> <p>We certainly would of course want incubators to take advantage of an available, quality expert and we would encourage likeminded incubators to put in a joint application with one incubator leading. That said, any approved EIR project is limited to what is approved and has to be delivered under that project. There is not really any possible scenario under which one incubator could put in for a project and then informally share the resource.</p> <p>Matters of visas are purely the responsibility of the expert and the incubator – we have no involvement or swa in that regard.</p>			17/05/2018	
Expert-in-Residence	Eligible Activities	Can a contractor who is providing service to the incubator (not related to startup services) be eligible as an expert in residence (incomming)?	S 22	<p>For the EIR funding component, we do not allow current employed staff (including contractors) of an incubator to be engaged as the EIR as the intention of the initiative is to bring new skills and experience into the incubator.</p> <p>However, if someone was previously engaged in a different capacity or role, and that arrangement has now ended and they are no longer employed with the company, this would be acceptable and we would accept it as long as that person had the specific skills and experience to fill that EIR role.</p> <p>S 22</p>			17/05/2018	
Expert-in-Residence	Eligible Activities	Clarification of what outgoing EIR projects are possible		<p>- Outgoing experts can be in the form of one Australian expert going o/s (to up to 10 host incubators), or in the form of an 'Expert Exchange' between incubators, where an Aussie Expert goes to a o/s host incubator, and one of theirs comes over to the Aussie one and is embedded for the project period - to share info, knowledge etc.;</p> <p>- With Outgoing expert projects, we don't expect them to include activities that are directly delivering services to start-ups as part of the project, but they must demonstrate that the skills and experience they gain, will benefit startups down the track &amp; build the Incubator's capabilities (I asked S 22 about this today, so as per advice from Policy 25 May)</p>			25/05/2018	
New & Existing	Merit Criteria	Can a new incubator applicant also apply for an outgoing EIR to build capability	This is for a regional incubator who wishes to run a pilot program and must therefore develop skills and capability overtime	Yes. The development of a pilot program is suitable and the development of incubator capabilities is correct.			25/05/2018	

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New & Existing	Government/ Non-government	Can an RTA be a lead applicant?	Can an RTA be a lead applicant?	<p>We've discussed here and the directive on one expert is, as the applicant noted, very specific and intentional and an exception would not be made by the Delegate. The intent is for incubators to continue to operate in a business as normal mode while a single mentor travelled to gain further knowledge – not for a large number of mentors to leave at the one time.</p> <p>But as you know, entities can have two projects running at the same time, so they could put in two discrete EIR applications – and effectively have two of their team participate at MIT?</p> <p>Do let me know if you'd like any further clarification.</p>	S 22	S 22	20/07/2018	S 22
Expert-in-Residence	Eligible Activities	1) Can we apply for the same Expert-in-Residence twice? Meaning can the same person be appointed Expert-in-Residence on two occasions?		Where a previous EIR applicant is looking to re-engage the same Expert to deliver another EIR project, we will consider it, but the applicant will need to provide further information in terms of outlining what the Expert is doing differently this time around; and what new knowledge they will be bringing to the incubator; what are the benefits of bringing in the same expert again. The purpose of the EIR element is to bring in new knowledge and skills that the incubator does not have, in order to build its own capacity, so we need to see what value the expert will be bringing in for a second time that they haven't already brought in through the first project. The same entity bringing in a new expert, with different skills under a new project is ok.			23/10/2018	
New & Existing	Eligible Activities	Existing Incubator Applicant setting up in a new region claims they are a new incubator for the purposes of the initiative - to claim marketing expenses.		An existing applicant setting up in a new region is considered to be setting up a new project – and can claim marketing expenses.			13/11/2018	
Expert-in-Residence	Eligible Activities	Can IS EIR be used to promote collaboration between Australia and Israel?		<p>Currently, under the EIR component of ISI, we allow both incoming and outgoing experts to be seconded into incubators. There may be instances, therefore, where we have Experts or Key Personnel of an Australian Incubator being imbedded into an incubator in Israel and vice versa, where an expert is brought out to the Australian incubator to deliver services directly to startups. The applicant would need to outline why they feel the identified expert can deliver the services that would benefit their start-ups. The point of the EIR component is to build the capabilities of Australian-based incubators – so the new skills and knowledge that they gain from incoming or outgoing experts, is brought back to the Australian incubator and ultimately benefits the resident start-ups.</p> <p>S 47C</p>	policy		305/2019	
Expert-in-Residence	Eligible Activities	2. Can two or more incubators contribute to the expense of having an expert to come to Australia?		Yes we accept joint applications, so you could have multiple incubators apply (one would have to be the lead applicant). Each partner can contribute to the funding and they could have the expert(s) deliver services to start-ups in those incubator entities as part of a project application.	policy		305/2019	
Expert-in-Residence	Eligible Activities	3. Can other governments (including international governments) contribute towards the cost of an EIR secondment?		<p>We sought advice from Policy some time ago on this as it came up once before for an NEI application (S 47G), the advice we received at the time (which I think is still relevant to EIR) was:</p> <ul style="list-style-type: none"> <li>Foreign government funding cannot be included in the 'Other Government source' contribution to a project. The 10% capped allowance is restricted to Australian domestic local, state or federal governments only.</li> <li>Foreign government funds, however, can be included in the minimum 30% cash contribution from the applicant, though this will depend on what activities the cash contribution is earmarked for as part of an Incubator Support initiative application, and each application will be looked at and considered on a case by case basis</li> </ul>	policy		305/2019	
Audit Reports	Evidence Required	Can a university use the Universities Internal Auditor(which has independent status) complete the project audit requirements?		No - We require external auditors for PFR0 and Universities	Checked with Grants Hub and ACPM		21/02/2020	
New & Existing		S 47G	S 47G	S 47G				

Additional text from page 8 row 2

3. Your interpretation is somewhat correct. Leadership and administrative staff are not eligible expenses unless they conduct work directly on project activities. For example, where you can demonstrate that a CEO has spent part of their time delivering 'business support' services directly to Australian start-ups, and the delegate is satisfied that this part of the CEO's labour expenditure complies with the guidelines then this may be considered eligible expenditure if you indicate the proportion of time that will be dedicated to these activities.