

S 42

~~Sensitive~~

S 47G

S 47G

From: s47G
Sent: Wednesday, 4 December 2019 5:14 PM
To: s22 <s22@industry.gov.au>
Subject: Re: Incubator Support initiative - applications from s47G
[SEC=UNCLASSIFIED]

Hi s22

Monday at 2:30 will work best.

Are you able to provide a brief agenda, so we can best prepare?

Looking forward to it.. thank you.

Regards,
s22

On 4 Dec 2019, at 5:03 pm, s22 <s22@industry.gov.au> wrote:

Dear s22

s47G

Please let me know which of the following times is suitable for you, for a 30 minute conversation:

1. Monday 9 December, 10.30am AEDT;
2. Monday 9 December, 2.30pm AEDT; or
3. Tuesday 10 December 10.30am AEDT.

Kind regards,

s22

Assistant State Manager, Queensland State Office
Accelerating Commercialisation & Incubator Support Delivery
Entrepreneurs' Programme Branch
AusIndustry - Support for Business

Phone +s22

Mobile: +s22

Internet: www.business.gov.au | [Subscribe to news updates](#)

Department of Industry, Innovation and Science
Level 13, 100 Creek Street, Brisbane QLD 4000
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

<image011.png> <image012.png> <image013.jpg> <image014.png>

<image015.png>

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

~~UNCLASSIFIED~~

S 47G

Incubator Support Initiative Eligibility and Completeness Checklist New & Existing

Application/Project Number	s47G
Organisation	s47G
Project title	s47G

Applicant Eligibility

No	Requirements	Yes	No	Unknown	Not applicable
		S 47G			
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"> ▪ provision of appropriate/quality information and evidence; ▪ reviewing the information provided on the applicant's website; ▪ reviewing other information gained through internet or other search methods? <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 <u>seed funding, colocation, mentoring, professional services and access to networks</u>. It can include accelerators and germinators.</i></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>www.abr.business.gov.au (ABN Lookup)</p> <p><i>Hint: You can also use the Corporate Scorecard Historical Extract Report or Express Check report which details ACN, ABN & Organisation type http://corporatescorecard.com.au</i></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"> ▪ an entity incorporated in Australia; ▪ an incorporated trustee on behalf of a trust; ▪ a not for profit organisation; ▪ a publically funded research organisation (PFRO) (see Appendix A); or ▪ local government agency or body (see Appendix A). <p><i>[Page 4 of Application Form]</i></p> <p>www.abr.business.gov.au (ABN Lookup) <i>Hint: You can also use the Corporate Scorecard Historical Extract or Express Check Report to find organisation type, CAN & ABN details</i> http://corporatescorecard.com.au</p>	S 47G			
4.	<p>Can you confirm that the applicant is not an:</p> <ul style="list-style-type: none"> ▪ an individual, partnership or trust (however, a trading corporation that is a corporate trustee may apply on behalf of a trust); ▪ a Commonwealth or state government agency or body (including PFROs and government business enterprises). <p><i>Hint: the ABN Lookup at www.abr.business.gov.au will note the "Entity type".</i></p>				
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 List on Non-Compliant Organisations.</i></p>				
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>				
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>				

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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></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 https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=regional-locator-too</i></p>				
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>				
11.	<p>What grant percentage is the applicant seeking?</p>				
12.	<p>a. For metro <i>applicants</i>, is the total project value at least \$52,000? <i>[Page 4 and 5 of Application Form]</i></p> <p>b. For regional applicants, is the total project value at least \$40,000?</p> <p>c. What is the grant amount sought?</p>				
13.	<p>a. For metro incubators is the Applicant claiming 50% or less of total eligible project expenditure?</p> <p>b. For regional incubators is the applicant claiming 65% or less of total eligible project expenditure?</p> <p><i>[Page 12 and 13 of Application Form]</i></p>				
14.	<p>Are the 'Other sources' of project funding within the maximum amounts allowed under the initiative?</p> <p style="color: red;">s47G</p>				

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No	Requirements	Yes	No	Unknown	Not Applicable
15.	Will the project be completed within the maximum timeframe allowed under the initiative? <i>[Page 11 and 12 of Application Form]</i>	S 47G			

Completeness requirements - attachments

No	Requirements	Yes	No	Unknown	Not Applicable
1.	Is the applicant an incorporated trustee on behalf of a trust? If yes, have they attached a Trust Deed showing the relationship of the incorporated trustee to the trust?	S 47G			
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?				
3.	Has the applicant provided a detailed project plan? <i>[Page 10 of Application Form]</i> s47G				
4.	Has the applicant provided a detailed project budget? <i>[Page 6 of Application Form]</i>				
5.	Has the applicant addressed each of the Merit Criteria? s47G				
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? Letter refers to company as 's47G				
7.	Has the applicant provided an accountant's declaration if the grant requested if \$50,000 or above?				
8.	Has the applicant provided a complete application form and checked all boxes as part of the Applicant Declaration?				

No	Requirements	Yes	No	Unknown	Not Applicable
9.	What is the applicant’s electorate according to the Australian Electoral Commission? <i>Hint: Check http://electorate.aec.gov.au/ 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 s22

This application is eligible S 47G

This application is complete

Signed s22

Date 29/11/2019.....

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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

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CSM Comments

S 47G

CSM recommendation

CSM Name s22

S 47G

This application is eligible

This application is complete

Signed s22

Date 29/11/2019.....

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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

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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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S 47G the objectives of the NEI component as stated in the *Program Guidelines* (4.1):

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

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s47G Examples of eligible activities are listed in the *Program Guidelines* (9.2.4) include:

- expanding mentor networks to new mentors with national or international expertise
 - providing or facilitating access for start-ups to new resources (such as purchase of technical equipment) to promote or facilitate international trade
 - providing or facilitating access for start-ups to new knowledge (such as customer acquisition and/ or business development methods) to promote or facilitate international trade
 - facilitating start-ups' access to new international networks (e.g. investors, customers peer firms).
- **In accordance with the Program Guidelines (9.2.4), the Program Delegate makes the final decision on whether an activity is eligible.**

S 47G

S 47G

From:
Sent: Thursday, 19 December 2019 9:59 AM
To:
Subject: s22 (RIF) Clarification of s47G role [DLM=~~Sensitive~~]

Security Classification:

~~Sensitive~~

~~Sensitive~~
~~Sensitive~~

From: s22
Sent: Monday, 16 December 2019 12:22 PM
To: s22 <s22@industry.gov.au>
Cc: Incubator Support Programme Management <IncubatorSupport.ProgrammeManagement@industry.gov.au>
Subject: Re: Clarification of s47G role [DLM=~~Sensitive~~]

~~Sensitive~~

Hi s22

s22

Kind regards,
s22

Regional Incubator Facilitator
Incubator Support Initiative
Entrepreneurs' Programme

Mobile: s22
Email: s22@industry.gov.au
Internet: www.business.gov.au/

The Commonwealth has contracted Regional Incubator Facilitators (RIFs) for the provision of services in relation to programme applicants and Grantees of the Incubator Support initiative. The Commonwealth and RIFs exclude all liability to the maximum extent permitted by law for any loss, damage, cost or expense suffered or incurred arising from the use of, or reliance upon, any information contained within this email or any actions taken by the receiver in addressing issues or implementing recommendations identified in this email or provided separately by the RIFs. Mention of a particular technique or product does not imply endorsement by the Australian Government, nor does it imply that any similar product is inferior.

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The Commonwealth does not warrant that any attachments are free from viruses or any other defects. You assume all liability for any loss, damage or other consequences which may arise from opening or using the attachments.

The security of emails transmitted in an unencrypted environment cannot be guaranteed. By forwarding or replying to this email, you acknowledge and accept these risks.

From: "s22" <s22@industry.gov.au>
Date: Monday, 16 December 2019 at 10:37:53 am
To: "s22" <s22@industry.gov.au>
Cc: "Incubator Support Programme Management"
<IncubatorSupport.ProgrammeManagement@industry.gov.au>
Subject: Clarification of s47G role [DLM=~~Sensitive~~]

Hi s22

As discussed, if you could please provide a few points for me regarding

- a timeline of your work with s47G
- the nature of that work
- why you are not conflicted with s47G

Much appreciated s22

s22

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s22

A/g Assistant Manager

Incubator Support initiative

AusIndustry – Support for Business

Phone: s22

~~Sensitive~~

S 47G

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S 47G

From: s22
Sent: Wednesday, 8 January 2020 2:46 PM
To:
Cc: Incubator Support Programme Management
Subject: s47G _s47G _Application outcome Letter
[DLM=~~For Official Use Only~~]
Attachments: s47G _s47G _Application outcome Letter.docx
Security Classification: ~~For Official Use Only~~

Hi s22

I wanted to share another recent letter sent to a customer advising them their application was ineligible.

Of note is its brevity.

In the draft I have sent you for s47G I trust have tied all points to a Guidelines point and tried to provide constructive examples direct from the guidelines.

For what it is worth, we do not consider s47G in the context of ISI, s47G

s22

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