



Australian Government
Department of Industry, Science,
Energy and Resources

Business

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Entrepreneurs' Programme – Program Guidelines Version 12

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Purpose

1. The *Program Guidelines* provide the framework for the operation and administration of the *Entrepreneurs' Programme* (the *program*).
2. The *Program Guidelines* are not an exclusive statement of the Australian Government's requirements for the *program*.
3. The *Program Guidelines* do not create any legal, equitable or other relationship between the Commonwealth and an *applicant*.
4. The *Entrepreneurs Programme* comprises five *elements*:
 - a) *Growth*;
 - b) *Innovation Connections*;
 - c) *Accelerating Commercialisation*;
 - d) *Incubator Support*; and
 - e) *Strengthening Business*.
5. Other *elements* may be added at the Minister's discretion.
6. These overarching *Program Guidelines* set out the operations of the *program* and apply to all *elements*. There is a separate schedule for *Innovation Connections* containing clauses only relevant to that *element*.
7. The *Growth*, *Incubator Support* and *Accelerating Commercialisation elements* each have separate grant opportunity guidelines. Information for all *elements* is available on business.gov.au.

Commencement

8. The *Program Guidelines* commenced on 1 July 2014.
9. *Entrepreneurs' Programme – Program Guidelines* Version 12 replaces the *Entrepreneurs' Programme – Programme Guidelines* Version 11.

Authority

10. The *Program Guidelines*:
 - a) are made by the *Minister*;
 - b) may be amended by the *Minister* from time to time; and
 - c) may be amended by the *Program Delegate*, for the purpose of making minor amendments, from time to time.

Interpretation

11. All italicised terms (excluding references to legislation) are defined in Appendix 1 and apply for the purpose of interpreting the *Program Guidelines*. These definitions are not intended to be a substitution for the defined terms in any *Grant Agreement*.
12. The *Program Guidelines* should be read in conjunction with program information available on business.gov.au.
13. In the event of any inconsistency between the *Program Guidelines* and information on business.gov.au the *Program Guidelines* prevail.

Part 1 – Program Overview

Introduction

14. The *Entrepreneurs' Programme* was announced as part of the 2014-15 Federal Budget.
15. The *program* is the Australian Government's flagship initiative for business competitiveness and productivity at the firm level. It forms part of the Australian Government's industry policy outlined in the Industry Innovation and Competitiveness Agenda, released on 14 October 2014 and the National Innovation and Science Agenda, announced on 7 December 2015.
16. A new *Strengthening Business element* was announced on 11 March 2020 to support supporting businesses to recover from the 2019-20 summer bushfire emergency. For more information on eligibility and support offered through this *element* visit business.gov.au.
17. The Department of Industry, Science, Energy and Resources (the department) is responsible for administering the *program*.

Program Objective

18. The objective of the *program* is to connect small and medium sized businesses with the capabilities and networks they need to grow, innovate and commercialise in Australian markets and/or markets in other countries.
19. The *program* offers expert advisory and facilitation services that support:
 - a) growth and innovation through business improvement and innovation connections in targeted *Growth Sectors*;
 - b) innovation through the incubation of innovative globally focussed Australian start-ups; and
 - c) commercialisation of novel products, processes and services in Australian markets and/or markets in other countries.

Program Outcomes

20. In meeting the *program* objective, the *program* aims to deliver the following outcomes:
 - a) Improved business capability;
 - b) Effective business, research and commercialisation networks;
 - c) Improved business and commercialisation performance; and
 - d) Value to *participants*.

Part 2 – Program Governance

Roles and Responsibilities

The Minister

21. The *Minister's* decision is final and will not be reviewed.
22. A *Program Delegate* administers the *program* on behalf of the *Minister*.

Program Delegate

23. The *Program Delegate* is authorised to make decisions in relation to the administration of the *program* and to give directions to the *department* as to the interpretation of the *Program Guidelines* and other documents used in relation to the *program*.
24. The *Program Delegate* must have regard to the *program's* policy rationale and objective when performing any function or making any decision in relation to the *program*.
25. The *Program Delegate* is responsible for:
 - a) ensuring overall efficient and effective administration of the *program*;
 - b) approving and amending all customer documentation, including *Customer Information Guides* and information on business.gov.au;
 - c) engaging *Delivery Partners* to employ *facilitators*;
 - d) engaging *Directors*;
 - e) delivering and approving supporting events, domestic roadshows and international missions;
 - f) determining whether an *Eligible Corporation* qualifies as an *Eligible Partner Entity* for the *Accelerating Commercialisation* element;
 - g) determining the eligibility of applications;
 - h) entering into and varying *Funding Agreements* and on behalf of the *department*;
 - i) authorising payment of *grants* by the *department* to *recipients*;
 - m) monitoring the performance of *Directors*, *Delivery Partners* and *facilitators*;
 - n) ensuring that data is collected and available for *program* monitoring and evaluation;
 - o) briefing the *Minister* about the *program*;
 - p) facilitating and assisting in independent evaluations of the *program*; and
 - q) any other responsibilities under the *program* as required by the *Minister*.
26. Decisions of the *Program Delegate* are final and will not be reviewed.

Entrepreneurs' Programme Committee

27. The *Entrepreneurs' Programme Committee of Innovation and Science Australia* provides strategic oversight of the *program*.

28. The *Entrepreneurs' Programme Committee* provides merit assessments and merit rankings of *Accelerating Commercialisation Grant* applications to the *Program Delegate*; and merit assessments of *Incubator Support – New and Existing Incubator* applications to the *Minister*.

Delivery Partners

29. The *department* has engaged *Delivery Partners* to employ *facilitators* to assist in the delivery of *elements* under the *program*.

Commonwealth's Rights

30. Nothing in the *Program Guidelines* should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of the *Program Guidelines* or the submission of an application for a *service* or *grant* under the *program*.
31. No agreement will be created between a successful *applicant* and the Commonwealth, as represented by the *department*, until a *Funding Agreement* is formally executed.
32. Notwithstanding the approval of an application for a *grant* or *service*, the provision of a *grant* or *service* by the Commonwealth, and the amount of a *grant*, is subject to available Commonwealth funding and changes in Commonwealth policy.

Announcements

33. The *department* will publish non-sensitive details of successful *grants* on [GrantConnect](#), [industry.gov.au](#) and / or [business.gov.au](#). We are required to do this by the Commonwealth Grants Rules and Guidelines and the Australian Government Public Data Policy Statement, unless otherwise prohibited by law.
34. In addition, the *Minister* or the *department* may publicly announce information about successful *grant* activities and details of *participants* that the *department* determines is not confidential (see clause 51), including the:
- a) name of the *participant*;
 - b) description of the activity and its objectives;
 - c) amount of funding awarded (where applicable).

Conflicts of Interest

35. The *department* will maintain procedures for managing conflicts of interest for staff within the *department*, *Delivery Partners*, *facilitators*, *Directors*, members of the *Entrepreneurs' Programme Committee* and any other technical experts and other third parties involved in the management, assessment and evaluation of: the *program*, applications and the delivery of *activities*. Conflicts of interest will be managed in accordance with these procedures. A *conflict of interest* can arise in

situations where a person has an interest or relationship, whether real, perceived or potential, that conflicts with a duty they hold or where they have a role that conflicts with another role.

36. The *department's* [procedures for managing conflicts of interests](#) by its employees are in accordance with the requirements of the [APS Code of Conduct](#) (section 13(7) of the *Public Service Act 1999 (Cth)*), the *Public Governance, Performance and Accountability Act 2013 (Cth)* and the *Public Governance Performance and Accountability Rule 2014*.
37. The *department* will manage potential, perceived and actual *Entrepreneurs' Programme Committee* member conflicts of interest through a *conflict of interest* process that requires members to declare any *conflict of interest* by members and exclude those members from the application assessment process if the *Program Delegate* determines that the *conflict of interest* is material.
38. *Delivery Partners, Directors* and *facilitators* must identify to the *department* any actual, perceived or potential conflicts of interest they believe will or may arise during the delivery of the *program* and, where a conflict is identified, specify how that conflict will be addressed and monitored to ensure it does not compromise *program* outcomes.

Feedback and Complaints

39. Information about feedback and complaints handling concerning the *program* is included in grant opportunity guidelines, the *Innovation Connections Customer Information Guide* and the [Customer Service Charter](#) published on business.gov.au.
40. The *applicant* is also entitled to lodge a complaint with the [Commonwealth Ombudsman](#).
41. Details on how *applicants* may lodge a complaint are published on business.gov.au.

Program Contact Details

42. Any queries regarding the *Program Guidelines* should be directed to business.gov.au or the contact centre on 13 28 46.

Protection of Information

43. The use and disclosure of information provided to the *department, Delivery Partners* and *facilitators* by an *applicant* (including information provided as part of any application) is regulated by the relevant provisions and penalties of the *Public Service Act 1999 (Cth)*, the Public Service Regulations, the *Archives Act 1983 (Cth)*, the *Privacy Act 1988 (Cth)*, the *Crimes Act 1914 (Cth)*, the *Criminal Code Act 1995 (Cth)* and general law.

Use and Disclosure of Information

44. Unless the information provided to the *department* is:

- a) *Personal Information* in accordance with sections 45 to 46; or
- b) *Confidential Information* in accordance with sections 50

the *department* may disclose the information to any person for any purpose directly related to the activities and functions of the Australian Government, including but not limited to the purpose of:

- a) announcing the awarding of *grants*;
- b) improving the effective administration, monitoring and evaluation of this or other Commonwealth programs; or
- c) conducting research within the *department* or another Commonwealth agency.

Personal Information

45. The *department* is bound by the Australian Privacy Principles (APPs) outlined in Schedule 1 of the *Privacy Act 1988 (Cth)*. The APPs regulate how the *department* may collect, use, disclose and store *Personal Information*.

46. 'Personal Information' under the *Privacy Act 1988 (Cth)* means information or an opinion about a natural person who is reasonably identifiable:

- a) Whether the information or opinion is true or not; and
- b) Whether the information or opinion is recorded in a material form or not.

Use of Personal Information

47. *Personal Information* obtained by the *department* will only be used by the *department* and may be disclosed to:

- a) the *Minister* and their Office; and
- b) other Commonwealth Ministers; and
- c) *Industry Growth Centres*; and
- d) *Delivery Partners, Directors, and facilitators*; and
- e) other Commonwealth, State or Territory government departments and agencies; and
- f) technical, financial, economic, and/or industry experts (including auditors); and
- g) *departmental* contractors,

for the purposes of:

- a) administering the *program* and any related purposes, including program and policy evaluation and development; and
- b) *departmental* research, analysis, and evaluation; and
- c) reporting and consultation with other Commonwealth, State or Territory government agencies; and

- d) reviewing applications to provide technical or financial advice on a contract basis; and
 - e) referring *applicants* or *participants* to *Industry Growth Centres*,
except where authorised or required by law (see section 52).
48. An *applicant* or *participant* must obtain consent from an individual before providing their *Personal Information* to the *department* or any other third parties, except where authorised or required by law.
49. For further information as to how the *department* handles *Personal Information*, please refer to the *department's* [Privacy Policy](#).

Confidential Information

50. The *department* will treat an *applicant's* or *participant's* information as *Confidential Information* if:
- a) the information is clearly identified as confidential; and
 - b) the information has the necessary quality of confidence (that is, it must be significant information which is private and not already in the public domain).

Use and Disclosure of Confidential Information

51. Unless the *department* obtains an *applicant's* or *participant's* consent, the *department* will not disclose *Confidential Information* other than to:
- a) the *Minister* and their Office; and
 - b) other Commonwealth Ministers; and
 - c) *Industry Growth Centres*; and
 - d) *Delivery Partners, Directors* and *facilitators*; and
 - e) other Commonwealth, State or Territory government departments and agencies; and
 - f) technical, financial, economic, and/or industry experts (including auditors); and
 - g) *departmental* contractors,
- for the purposes of:
- a) administering the *program* and any related purposes, including program and policy evaluation and development; and
 - b) *departmental* research, analysis, monitoring and evaluation; and
 - c) reporting and consultation with other Commonwealth, State or Territory government agencies; and
 - d) reviewing applications to provide technical or financial advice on a contract basis; and
 - e) sectoral analysis by *Industry Growth Centres*.

Disclosure of Information Where Authorised or Required by Law

52. In addition to anything in these *Program Guidelines*, from time to time the *department* may be authorised or required by law to disclose

information (including *Personal Information* and *Confidential Information*) to other persons, including but not limited to:

- a) a Commonwealth Minister and Ministerial Office;
- b) a House or a Committee of the Parliament of Australia;
- c) the Auditor-General under the *Auditor-General Act 1997 (Cth)*;
- d) the Commonwealth Ombudsman under the *Ombudsman Act 1976 (Cth)*; and
- e) the Privacy Commissioner under the *Privacy Act 1988 (Cth)*.

Information Storage

53. Any information obtained will be stored and held in accordance with the *department's* obligations under the *Archives Act 1983 (Cth)*.

Freedom of Information

54. All documents created or held by the *department* in relation to the *program* are subject to the *Freedom of Information Act 1982 (Cth)* (FOI Act). Unless information is exempt it will be made available to the general public if requested under the FOI Act.
55. All Freedom of Information (FOI) requests are to be referred to the FOI Coordinator in the *department*. Decisions regarding requests for access will be made by an authorised officer in accordance with the requirements of the FOI Act.

Program Evaluation

56. The *department* will monitor and evaluate the performance of the *program*.
57. *Participants* will be required to provide performance and evaluation data to the *department*, which will be analysed at various times to measure the effect of the *program* on *participants*.

Tax Obligations

58. *Grants* under the *program* may attract the Goods and Services Tax (GST). *Grant* payments are increased to compensate for the amount of this tax.
59. *Grants* under the *program* may be treated as assessable income for taxation purposes. On this basis, *applicants* are recommended to seek their own independent professional advice on their taxation obligations.

Part 3 – Program Delivery

Supporting Events

60. In addition to the specified *activities* outlined in the schedules and grant opportunity guidelines, the *department* may conduct targeted and facilitated events in support of the *program*. These events may feature industry specialists, *facilitators* or guest speakers.

Eligibility

61. Each *element* has specific eligibility requirements. Refer to the *Innovation Connections* schedule, or to *Accelerating Commercialisation*, *Incubator Support* or *Growth* guidelines for more information. Information about eligibility requirements for *Strengthening Business* are available on business.gov.au.

Applications

62. To apply for any *activity* under the *program* an *applicant* must, unless advised otherwise, complete the *application form* relevant to that *activity* and submit the application electronically through business.gov.au.
- a) *Applicants* should read the relevant grant opportunity guidelines for *Accelerating Commercialisation*, *Growth* or *Incubator Support* or the *Innovation Connections Customer Information Guide*, all available on business.gov.au, prior to completing the application. Information on applying for *Strengthening Business* is available on business.gov.au.
63. An application for the *program* must:
- a) be completed by the *applicant* or an authorised representative of the *applicant*; and
- b) provide all the information required by, and specified in, the *application form*.

Application Assessment

64. The *Program Delegate* will determine whether an application is an *Eligible Application*.

Growth

65. *Growth* uses a demand-driven selection process whereby *applicants* whose application is deemed to be an *Eligible Application* will receive the *service* or *grant*:
- a) up to the limit of available funding; and
- b) subject to revision, suspension or abolition of the *activity*.

Innovation Connections

66. *Innovation Connections* uses a demand-driven selection process whereby *applicants* whose application is deemed to be an *Eligible Application* will receive the *service* or *grant*:
- a) up to the limit of available funding; and
 - b) subject to revision, suspension or abolition of the *activity*.

Accelerating Commercialisation

67. *Accelerating Commercialisation Grants* uses an open non-competitive merit-based selection process.

Incubator Support Initiative

68. The New or Existing Incubator component uses a competitive open merit-based selection process.
69. The Expert-in-Residence component uses a demand-driven selection process for grants up to \$50,000 whereby *applicants* whose application is deemed to be an *Eligible Application* will receive a *grant*:
- a) up to the limit of available funding; and
 - b) subject to revision, suspension or abolition of the *activity*.
70. The Expert-in-Residence component uses a competitive open merit-based selection process for grants greater than \$50,000.

Re-Submission of an Application

71. The *Program Delegate* may reject an application if that application is for a business or project that is substantially the same as a previous ineligible or unsuccessful application.

Application Approval

72. Subject to eligibility assessment, merit assessment (if applicable) and available funding, the *Minister* or the *Program Delegate* (where applicable) may approve the provision of a *service* or *grant* to an *applicant*.
73. The *Program Delegate* may approve the *department* entering into a *Funding Agreement* with an *applicant*.
74. If *program* funding is no longer available, information will be published on business.gov.au.
75. *Applicants* will be advised formally of the outcome of their application in writing by the *department*.

Provision of Other Services

76. Consistent with the objectives of the *program*, the *Program Delegate* may, with the consent of the *applicant*, approve for an *applicant* to receive an alternative *service*, if it is *deemed* by the *Program Delegate*

to be more suitable to the *applicant's* needs, provided the *applicant* satisfies all relevant eligibility criteria. In this case, the *applicant* may not be required to submit a separate *application form* unless a merit assessment is required.

77. The *Program Delegate* may agree, on a case by case basis, to provide a *participant* in a given *element* access to *services* from other *elements* without having to satisfy the relevant eligibility criteria, where this is appropriate and consistent with the objectives of the *program*.

Grant Agreements

78. Before any *grant* is paid, *participants* will be required to enter into a *Grant Agreement* with the *department* which sets out the terms of the *grant*.
79. Among other things, a *Grant Agreement* must:
- a) require that the *participant* conduct the activities to which the application relates;
 - b) provide for variation and termination of the *Grant Agreement* and set out dispute resolution procedures;
 - c) include any other matters that the *Program Delegate* considers necessary for the administration of the *program*; and
 - d) not be inconsistent with the laws and policies of the Commonwealth, a State, a Territory or the *Program Guidelines*.
80. In addition to clause 79 a *Funding Agreement* must:
- a) ensure that the *department* is empowered to recover the *grant* in circumstances where the *participant* has not complied with the terms and conditions set out in the *Funding Agreement*;
 - b) specify the maximum amount of the *grant* and the timing, method and conditions of delivery of the relevant activities; and
 - c) require that the *recipient* provide evidence of expenditure claimed.
81. Samples of *Funding Agreements* will be available on business.gov.au.

Variations

82. The *Program Delegate* may, at their discretion, agree with a *participant* to vary the *Funding Agreement*, including an increase in the *grant* amount.
83. A variation to a *Funding Agreement* will only be considered by the *Program Delegate* if it:
- a) is consistent with the *program's* and *element's* objective;
 - b) is appropriate for the specific circumstances;
 - c) can be accommodated within available *program* funding;
 - d) is in writing; and
 - e) is requested prior to the *Funding Agreement* end date.

Schedule A

Innovation Connections

Introduction

84. *Innovation Connections* assists businesses to understand their research needs, connect with the research sector, and fund collaborative projects.
85. The department has engaged a *Delivery Partner* to employ *facilitators* to deliver services nationally for *Innovation Connections*.
86. *Innovation Connections* commenced on 1 January 2016 and is a continuation and expansion of the former *Research Connections*.

Objective

87. The objective of *Innovation Connections* is to encourage and assist small and medium businesses to access knowledge, engage with *researchers* and foster innovation.

Outcomes

88. Key outcomes from *Innovation Connections* may include that:
 - a) *Participants* improve their ability to address research problems;
 - b) *Participants* improve their ability to innovate;
 - c) *Participants* extend their networks to leverage research capability; and
 - d) *Participants* improve their business performance.

Activities

89. *Applicants* may apply for one or more of the following activities:
Innovation Connections Facilitation and *Innovation Connections Grant*.

Innovation Connections Facilitation

90. An *Innovation Connections Facilitation* is a service that supports a *participant* to address their knowledge or research needs, such as:
 - a) diagnosis of knowledge-related issues and/or opportunities;
 - b) identification of critical research areas for improvement;
 - c) identification of strategic research opportunities to expand into new or existing markets;
 - d) mapping of pathways for research sector engagement and collaboration; and
 - e) facilitated access to Science, Technology, Engineering and Mathematics (STEM) expertise.
91. At the conclusion of the *Innovation Connections Facilitation*, *participants* will be provided with a facilitation report outlining recommendations to address identified research needs and opportunities.

Innovation Connections Grant

92. An *Innovation Connections Grant* is a *grant* which reimburses a *participant* for up to half the cost, over a period of up to 12 months for the cost of a:
- a) *Researcher Placement*, up to a maximum of \$50,000; or
 - b) *Business Researcher Placement*, up to a maximum of \$50,000; or
 - c) *Graduate Placement*, up to a maximum of \$30,000.

Eligibility

Innovation Connections Facilitation

93. To be eligible for an *Innovation Connections Facilitation* an *applicant* must:
- a) be an *Eligible Corporation* that is non tax-exempt and is registered for GST; and
 - b) satisfy the sectoral eligibility criteria in clause 97; and
 - c) have an annual turnover or operating expenditure within the following range:
 - i. between \$1.5 million and \$100 million; or
 - ii. between \$750,000 and \$100 million – for an *applicant* from *Remote Australia* or *Northern Australia*;
 - d) be solvent; and
 - e) have operated in Australia and filed business activity statements showing ongoing trading in at least three consecutive years¹; and
 - f) must not have previously received a *Research Connections Facilitation* or an *Innovation Connections Facilitation* in the last five years, unless otherwise agreed by the *Program Delegate*; and
 - g) not be named by the Workplace Gender Equality Agency as an organisation that has not complied with the *Workplace Gender Equality Act 2012 (Cth)*.
94. The following entities are **ineligible** to apply for *Innovation Connections*:
- a) individuals;
 - b) partnerships;
 - c) trusts, except for trusts with trustees that are *Eligible Corporations*; and
 - d) Commonwealth, State and Local Government agencies and bodies (including government business enterprises).

Innovation Connections Grant

95. To be eligible for an *Innovation Connections Grant*, *applicants* must:
- a) have received a facilitation report; and

¹ For the avoidance of doubt, applicants may still be eligible under this sub-criterion, if an applicant's business structure, ownership and/or Australian Company Number has changed within the three consecutive year period. Applicants would be required to provide business activity statements for this period. For further information on the eligibility for *Innovation Connections Facilitation* please see the *Innovation Connections Customer Information Guide* published on business.gov.au

- b) be undertaking one of the following *activities* recommended through the facilitation:
 - i. a *Researcher Placement*; or
 - ii. a *Business Researcher Placement*; or
 - iii. a *Graduate Placement*.
- c) be able to fund the total value of the cost of the *project* before receiving the *Innovation Connections Grant*; and
- d) identify the proposed research provider, research employee, graduate or postgraduate; and
- e) apply for an *Innovation Connections Grant* within 12 months of receiving a facilitation report, unless otherwise agreed by the *Program Delegate*.

96. *Applicants* must not have received a *Research Connections Grant* or an *Innovation Connections Grant* in the last five years, except where a second and third *grant* is provided for in a facilitation report (clause 103).

Sectors

97. To be eligible for an *Innovation Connections Facilitation*, *applicants* must:

- a) be operating in one or more of the *Growth Sectors*; or
- b) provide *Enabling Technologies and Services* to one or more of the *Growth Sectors*; or
- c) demonstrate they are committed to, and have the skills, capability, intellectual property or expertise to operate in, one of the *Growth Sectors* in the future.

Applications

98. Applications for an *Innovation Connections Facilitation* may be lodged at any time during the life of the *program*.

99. Applications for an *Innovation Connections Grant* must be made within the time period set out in clause 95(e).

100. Applications for *activities* under *Innovation Connections* will be assessed against the relevant eligibility criteria by the *Program Delegate*.

101. *Applicants* whose application is deemed to be an *Eligible Application* will receive the *service* or *grant* up to the limit of available funding and subject to revision, suspension or abolition of the *activity*.

102. The *Program Delegate* may agree that a *Publicly Funded Research Organisation* can enter into a *Funding Agreement* with the *department* for an *Innovation Connections Grant* at the request of an *applicant* for the purposes of providing research capability to that *applicant*.

103. Within twelve weeks of the completion of a *project*, a *recipient* may apply for a follow-on *Innovation Connections Grant* to undertake a new *project*. A maximum of three *Innovation Connections Grants* may be supported under a facilitation report.

104. Information relating to the application process is provided in the *Innovation Connections Customer Information Guide* published on business.gov.au.

Payment of Grants

105. An *Innovation Connections Grant* will reimburse the *recipient* as set out in clause 95 of acquitted *project* costs, in accordance with the *Funding Agreement*.

Appendix 1: Glossary of Terms

The following definitions apply for the purpose of interpreting the *Program Guidelines*. They are not intended to be a substitute for the defined terms in any *Funding Agreement*.

<i>Accelerating Commercialisation</i>	An <i>element</i> of the Entrepreneur’s Programme detailed in stand-alone guidelines.
<i>Activity or Activities</i>	The <i>services</i> and <i>grants</i> listed in Schedule A (clause 89) and covered in stand-alone <i>element</i> guidelines for which <i>applicants</i> may apply.
<i>Applicant</i>	An entity that submits an application for a <i>service</i> or <i>grant</i> delivered under the <i>program</i> .
<i>Application Form</i>	The document issued by the <i>Program Delegate</i> that <i>applicants</i> use to apply for funding under the <i>program</i> .
<i>Business Researcher Placement</i>	The placement of one of the <i>participants’</i> own research employees into a <i>Publicly Funded Research Organisation</i> to work collaboratively on a specific <i>project</i> and / or access research infrastructure.
<i>Confidential Information</i>	Has the meaning given to that term in clause 50 of the <i>Program Guidelines</i> .
<i>Conflict of Interest</i>	Has the meaning given to that term in clauses 35-38 of the <i>Program Guidelines</i> .
<i>Customer Information Guide</i>	A document that provides prospective applicants with information on a <i>service</i> or <i>grant</i> including: <ul style="list-style-type: none"> • what is provided within the <i>service</i> or <i>grant</i> • eligibility • how to apply • the obligations of successful <i>applicants</i> • the indicators of merit for some or all of the merit criteria.
<i>Delivery Partner</i>	An organisation engaged by the <i>department</i> under a contract for services to deliver the <i>program’s services</i> to customers.

Department	The Commonwealth of Australia as represented by the Department of Industry, Science, Energy and Resources.
Element	A subset of the <i>program</i> under which <i>activities</i> are categorised, being <i>Growth, Innovation Connections, Accelerating Commercialisation, Incubator Support</i> and <i>Strengthening Business</i> .
Eligible Application	An application that meets the requirements of clauses 98-104 for <i>Innovation Connections</i> . Eligibility requirements for other <i>elements</i> are outlined in separate guidelines.
Eligible Corporation	A corporation incorporated under the <i>Corporations Act 2001 (Cth)</i> will be an 'eligible corporation' for the purposes of the <i>program</i> if its trading activities: <ul style="list-style-type: none"> a) form a sufficiently significant proportion of its overall activities as to merit it being described as a trading corporation; or b) are a substantial and not merely peripheral activity of the corporation.
Eligible Expenditure	Expenditure incurred directly on an agreed project or on agreed activities as detailed in the relevant <i>Funding Agreement</i> .
Eligible Partner Entity	An <i>Eligible Corporation</i> whose primary purpose is research but also looks to commercialise the resultant intellectual property, and whose application for registration as an <i>Eligible Partner Entity</i> has been approved by the <i>Program Delegate</i> .
Enabling Technologies and Services	Entities that provide enabling or supporting technologies, inputs or services to drive business growth or improve business competitiveness in one or more of the five <i>Growth Sectors</i> . Detailed guidance on <i>Enabling Technologies and Services</i> is outlined in the <i>Innovation Connections Customer Information Guide</i> or relevant grant opportunity guidelines.
Entrepreneurs' Programme	An Australian Government program aiming to connect small and medium sized businesses with the capabilities and networks they need to grow, innovate and commercialise. The <i>Entrepreneurs' Programme</i> was previously known as the <i>Entrepreneurs' Infrastructure Programme</i> .

Entrepreneurs' Programme Committee	A subcommittee of the independent statutory body, <i>Innovation and Science Australia</i> , established under the <i>Industry Research and Development Act 1986 (Cth)</i> .
Entrepreneurs' Infrastructure Programme	Previous name of the <i>Entrepreneurs' Programme</i> .
Facilitator	A skilled and experienced business adviser engaged by <i>Delivery Partners</i> to deliver services.
Funding Agreement	A legally binding agreement between the <i>department</i> and a <i>recipient</i> . Also referred to as a <i>Grant Agreement</i> .
Graduate Placement	The engagement of a graduate or post graduate into the business of the <i>participant</i> to undertake a specific <i>project</i> which may be undertaken collaboratively with a <i>Publicly Funded Research Organisation</i> .
Grant	The funds provided by the <i>Department</i> to the <i>Recipient</i> as set out in a <i>Funding Agreement</i> under the <i>Programme</i> .
Grant Agreement	See definition of <i>Funding Agreement</i> .
Grantee	An entity that has been offered funding and has entered into a <i>Grant Agreement</i> with the Commonwealth in relation to the programme. See also <i>recipient</i> .
Growth	An element of the <i>Entrepreneur's Programme</i> detailed in stand-alone guidelines. <i>Growth</i> was previously known as 'Business Management'.
Growth Sectors	Priority industry sectors that form part of the eligibility or merit criteria for <i>activities</i> : Advanced Manufacturing; Food and Agribusiness; Medical Technologies and Pharmaceuticals; Mining Equipment, Technology and Services; and Oil, Gas and Energy Resources. Forms part of the definition of <i>Enabling Technologies and Services</i> . Detailed guidance on the <i>Growth Sectors</i> is outlined in relevant <i>Customer Information Guides</i> or stand-alone <i>element</i> guidelines.

<i>Incubator</i>	A business support organisation that fosters innovative start-ups, focused on international trade, through the provision of services such as seed funding, co-location, mentoring, professional services and access to networks.
<i>Incubator Support</i>	An <i>element</i> of the Entrepreneur’s Programme detailed in stand-alone guidelines.
<i>Industry Growth Centre</i>	A not-for-profit company limited by guarantee responsible for delivering the Industry Growth Centres Initiative and established in <i>Growth Sectors</i> .
<i>Innovation and Science Australia</i>	The statutory board established by the Industry, Research and Development Act 1986 (Cth) (the Act) and named in that Act as Innovation and Science Australia.
<i>Innovation Connections</i>	The <i>element</i> described in Schedule A of the <i>Program Guidelines</i> .
<i>Innovation Connections Facilitation</i>	The <i>service</i> described in clauses 90-91 of Schedule A of the <i>Program Guidelines</i> .
<i>Innovation Connections Grant</i>	The <i>grant</i> described in clause 92 of Schedule A of the <i>Program Guidelines</i> .
<i>Minister</i>	The Australian Government minister with portfolio responsibility for the <i>program</i> .
<i>Northern Australia</i>	The Northern Territory or above the Tropic of Capricorn in Queensland or Western Australia (as defined in the <i>Our North, Our Future: White Paper on Developing Northern Australia</i> , July 2015).
<i>Participant</i>	An entity that receives a <i>service</i> or is the <i>recipient</i> of a <i>grant</i> .
<i>Personal Information</i>	Has the meaning given to that term in clause 46 of the <i>Program Guidelines</i> .
<i>Program</i>	The <i>Entrepreneurs’ Programme</i> .
<i>Program Delegate</i>	An official within the <i>department</i> , with responsibility for the <i>program</i> .

Program Guidelines	These guidelines that the <i>Minister</i> gives to the <i>department</i> to provide a framework to operate and administer the <i>program</i> , as in force from time to time.
Project	A project aligning with facilitator recommendations which may be supported by an <i>Innovation Connections Grant</i> .
Publicly Funded Research Organisation	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003 (Cth)</i> as well as Commonwealth, state and territory government departments or agencies which undertake publicly funded research. This includes, but is not limited to, the Commonwealth Scientific and Industrial Research Organisation, the Defence Science and Technology Organisation, the Australian Institute of Marine Science and the Australian Nuclear Science and Technology Organisation.
Recipient	The entity which enters into a <i>Funding Agreement</i> with the <i>department</i> and receives payment of a <i>grant</i> under the <i>program</i> . See also <i>grantee</i> .
Region	A geographic area with definable characteristics.
Remote Australia	As defined by the Australian Bureau of Statistics Remoteness Classification 2016, see the ABS Remoteness Structure for more information.
Research Connections	<i>Research Connections</i> commenced on 1 September 2014 and was expanded and relaunched as <i>Innovation Connections</i> as described in Schedule A of the <i>Program Guidelines</i> .
Research Connections Facilitation	The former name for the <i>service</i> described in clauses 90-91 of Schedule A of the <i>Program Guidelines</i> .
Research Connections Grant	The <i>grant</i> provided under the former <i>Research Connections</i> .
Researcher	An employee of a <i>Publicly Funded Research Organisation</i> employed as a researcher or enrolled as a Higher Degree by Research student.

<p>Researcher Placement</p>	<p>The placement of a <i>researcher</i> in the <i>participant's</i> business to work collaboratively on a specific <i>project</i> in order to develop and implement a new idea with commercial potential which may involve:</p> <ul style="list-style-type: none"> a) the engagement of a <i>Publicly Funded Research Organisation</i> to undertake research activities on the business's behalf; or b) accessing research infrastructure; or c) accessing other forms of research capability.
<p>Sector</p>	<p>A group of organisations undertaking economic activities similar with the Division level of the Australian and New Zealand Standard Industrial Classification 2006.</p>
<p>Services</p>	<p>Includes the <i>activities</i>, other than <i>grants</i>, described in any schedule of the <i>Program Guidelines</i>, or stand-alone program guidelines.</p>
<p>Strengthening Business</p>	<p>An <i>element</i> established to support businesses to recover from the 2019-20 summer bushfire emergency. Details on this <i>element</i> are available on business.gov.au.</p>