

New and Existing Incubator application checklist

Incubator support funding is highly sought after and only the best applications are competitive.

- To be competitive, you will need to provide detailed, relevant claims against the merit criteria.
- You will need to back up your claims with project-specific evidence; **while some attachments are not mandatory, we strongly recommend you provide all of them.**
- **We strongly recommend you submit your draft application for feedback.**
Feedback on your draft application is valuable as it can help to further improve your application. To receive written feedback, simply click the feedback button which is located on the last page of the online application form. We aim to provide feedback within a fortnight.

If you have any questions, please email us at Incubator.Support@industry.gov.au.

Mandatory information

Question	Check
Have you attached evidence from your governing or managing board (or support from the owner or Chief Executive Officer if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding?	<input type="checkbox"/>
Have you attached an accountant's declaration if your grant request is over \$50,000?	<input type="checkbox"/>
Have you checked that all your project activities and expenditure are eligible as per appendix B and C of the program guidelines?	<input type="checkbox"/>
Have you attached a project plan that outlines your Incubator Support project and the services that will be delivered to start-ups? The project plan should also detail the key milestones, associated activities and expenditure, and how they will be achieved.	<input type="checkbox"/>
Have you attached a detailed project budget, outlining costs of each project activity and how they will be funded?	<input type="checkbox"/>

Merit criterion one

Question	Check
Have you attached detailed resumes of the key personnel and demonstrated how the skills and experience of the team will be relevant in delivering the incubator services, in particular, where specialist expertise is required?	<input type="checkbox"/>
Have you provided details of the key personnel's proposed time commitment to the project?	<input type="checkbox"/>
Have you attached a business plan, outlining your incubator's business structure and operating model, including core business, current services provided, customer base and financial plan?	<input type="checkbox"/>
Have you clearly explained what incubator services you will be providing to Australian start-ups as part of this project and outlined the number of start-ups you expect to support?	<input type="checkbox"/>
Have you attached evidence of support from key project partners, mentors or stakeholders? (e.g. letters of support, partnership agreements or MOUs)	<input type="checkbox"/>
Have you clearly described, and attached evidence of, your international linkages? (e.g providing letters of support, partnership agreements or MOUs from your international partners, mentors, networks other players in the innovation ecosystem)	<input type="checkbox"/>

Question	Check
<p>(For existing incubators) have you:</p> <ul style="list-style-type: none"> attached letters of support from your previous start-up participants outlining how your incubator services have helped them, and/or attached other evidence to demonstrate the incubator's track record in helping start-ups to achieve commercial success? <p>(For new incubators) have you:</p> <ul style="list-style-type: none"> attached letters of support from relevant players in the local innovation ecosystem that indicate there is a market gap included information and evidence of key personnel's skills and experience in assisting start-ups to achieve commercial success, relevant to the proposed incubator project? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Merit criterion two

Question	Check
Have you clearly described how your project will address a gap in the market in terms of two or more of the five outcomes outlined listed under this Merit Criterion? (refer program guidelines)	<input type="checkbox"/>
Have you attached evidence to support the gap in the market and/or demand for your incubator services, particularly if the incubator is working in a niche sector? (e.g, industry gap/opportunity analysis, documented demand for the services)	<input type="checkbox"/>
Have you clearly demonstrated how your project, and the services you will be delivering, will improve the prospects of Australian start-ups achieving commercial success in international markets, and how your international connections will help to facilitate this?	<input type="checkbox"/>
<p>(For existing incubators) Have you clearly demonstrated how you will:</p> <ul style="list-style-type: none"> expand the scale of your existing services and how funds will be used to enhance current services beyond what is already being provided? develop the innovation ecosystem? <p>(For new incubators) Have you clearly demonstrated how your proposal:</p> <ul style="list-style-type: none"> is focused on a region or sector with high potential for success in international trade? will support regional start-ups and increase their chances of accessing international markets? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Merit criterion three

Question	Check
<p>Have you clearly demonstrated:</p> <ul style="list-style-type: none"> why your project has a need for government funding, and is not 'business as usual' activity for your incubator? How your project would be impacted without the grant funding in terms of scale, timing and reach? how your project provides value for money? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Additional Notes:

- where you are providing letters of support, try to avoid using pro-forma templates;
- when submitting your final application, please allow at least three months before the project commencement date, to allow for the decision process;
- If you are applying for a second grant, you should provide a short summary of how you have progressed with the first project, and any outcomes you have achieved to date.