



Sample expression of interest form

Entrepreneurs' Programme - Incubator Support Initiative

New and Existing Incubators

Version February 2020

This document shows the questions included in the online expression of interest (EOI) form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

This is a sample only and may be subject to minor changes.

Do not use this document as your EOI form. You will need to submit an EOI using the online form.

Instructions

The online form captures the information required by the department to assess your EOI.

The first page of the EOI page contains the following instructions.

Completing your EOI

The EOI consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

You can save your changes at any time by using the Save button.

Participants

You may invite others to assist in completing your EOI via the EOI summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your EOI.

Submitting your EOI

You must complete every page of the EOI before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your EOI. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

A. Program selection

We need to first identify what type of entity is applying. If you are a trustee applying on behalf of a trust the details are slightly different.

A.1. Trustee and trust details

If you have selected trustee on behalf of a trust we require details of both trust and trustee. A trustee must be incorporated.

Trust details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN) of the trust
- Legal name of the trust
- Business name of the trust

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternative name.

- Date of registration of ABN of the trust
- GST registration status

Trustee details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

Do not enter your trust ABN into the trustee field. You may not have a separate ABN for the trustee in which case you should leave this field blank.

- Australian Company Number (ACN) of the trustee
- Or
- Australian Business Number (ABN) of the trustee (if different to trust)
- Legal name of the trustee
- Charity status of the trustee
- Not for profit status of the trustee

A.2. Other type of entity details

If you are not a trustee / trust entity you will be asked to complete the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Organisation Legal name
- Organisation Business Name

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternate name.

- Date of registration of ABN
- GST registration status
- Charity status
- Not for profit status

A.3. Australia and New Zealand Standard Industrial Classification (ANZSIC) Details

You must select from a drop down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

A.4. Program selection

You must select from a drop-down menu the program that you are applying for.

- Field 1 select Entrepreneurs' Programme – ISI New and Existing EOI
- Field 2 select New and Existing Incubators Expression of Interest.

When you have selected the program, the following text will appear.

The \$23 million Incubator Support initiative (ISI) launched as part of the National Innovation and Science Agenda (NISA) in September 2016 as an element of the Entrepreneurs' Programme. In December 2017, the initiative was re-launched to include a focus on regional activities and the establishment of Regional Incubator Facilitators (RIFs). In May 2019, the Australian Government announced an additional \$5 million funding to include a focus on supporting first-generation migrant and refugee founders.

The ISI provides new and existing business incubators with grants of up to \$250,000 to assist Australian start-ups, including migrant and refugee founders to develop the capabilities required to succeed in international markets.

You should read the [grant opportunity guidelines](#) and [sample grant agreement](#) before filling out this EOI.

EOI applications may be made at any time during the life of the program.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Incubator Support Initiative – New and Existing Incubators grant opportunity.

Questions marked with an asterisk are mandatory.

Please refer to the program guidelines including appendix A - Glossary

- Are you one of the following eligible entities?*

 - a company, incorporated in Australia
 - an incorporated trustee on behalf of a trust
 - an incorporated not for profit organisation
 - a publically funded research organisation (PFRO)
 - an Australian local government agency or body

- Are you a new and/or existing incubator? *

- Are you an incubator that can foster and facilitate the development of innovative start-ups focused on international trade? *

- Can you provide evidence from your board (or chief executive officer or equivalent 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? *

- If you are applying for a grant greater than \$50,000 can you provide an Accountant Declaration that confirms you can fund your share of the project costs? *

C. Applicant address

C.1. Business street address

You must provide your business street address (Australian Head Office).

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Business postal address

You must provide your business postal address (Australian Head Office).

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

Sample

D. Applicant financials

D.1. Latest Financial Year Figures

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

All amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

- Sales Revenue (Turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statements (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's BAS.

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- No of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business. This should include working proprietors and salaried directors.

- No of independent contractors (headcount)

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#). Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Explain what it is you are going to do and how it will benefit your organisation.

E.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

You must also provide a project plan which you should attach later in your application.

E.3. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

Your project must be completed within 24 months.

- Estimated project start date
- Estimated project end date
- Estimated project length (in months)

The project length will be calculated by the start and end dates you enter. Your project can be no longer than 24 months.

E.4. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project site must be a street address not a postal address.

- Project site address
- Estimated percentage of project value expected to be undertaken at site
- Is your project location considered an Inner Regional, Outer Regional, Remote or Very Remote location? *

The maximum grant percentage varies depending on your project location as defined in the [mapping tool](#). For this initiative, we consider Inner Regional, Outer Regional, Remote and Very Remote locations as regional areas and all other locations as major cities.

- Incubators in major cities may receive a maximum grant of 50 per cent of the eligible project cost.
- Incubators with projects located in regional areas may receive up to 65 per cent of the eligible project cost.

In the [mapping tool](#) select the ASGS Remoteness Area for 2016 classification and select Find Address

E.5. Project budget

Provide your total eligible project expenditure and the proposed grant amount sought

Total eligible project expenditure (\$A) *

Amounts must be GST inclusive less any GST credits you can claim.

Program grant amount sought (\$A) *

GST exclusive. We will add GST where applicable.

Maximum grant amount is \$250,000

F. Project partners

Collaborators

- Is this a joint application? *

If yes, you must provide details about your project partners.

For details about project partner requirements refer to the grant opportunity guidelines.

You must provide

- Project Partner ABN
- Business address
- Postal address
- Contact details
- Details of contribution to the project
- Project partner letter of support attached

G. Assessment criteria

Your EOI will be reviewed against your responses to the questions listed below. For further information regarding the application process refer to the [program guidelines](#).

Your EOI will be assessed against the indicators listed beneath each assessment criterion.

You response is limited to 10,000 characters, you can also submit relevant additional support documentation to support you EOI later in the form.

Demonstrate your experience in assisting start-ups by identifying:

- a. your project activities and what you intend to use the grant funding for
- b. the experience and track record of your organisation or project team in providing incubator support activities to a cohort of start-ups
- c. how you propose to improve the access and participation of Australian businesses in the start-up ecosystem, and how the services you will provide will assist start-ups to commercialise in international markets
- d. how your proposed incubator program will provide incubator services that are not already available
- e. what methods (means) of inclusion and diversity does your incubator currently/intend to provide to start-ups from different backgrounds and locations
- f. if your proposal aims to support first-generation migrant and refugee' founders to expand internationally, and if so demonstrating your experience and knowledge of migrant and refugee businesses. Explain how will they be supported (i.e. through a partnership with an organisation that provides support services to migrants and refugees in Australia)
- g. how your incubator program will realise the economic potential of migrant and refugee founders and start-ups in the incubator ecosystems to scale internationally
- h. if your project is located in a regional or remote area describe the demand for incubator services and level of community support.

H. Application finalisation

You must answer the following questions and add any supporting documentation.

H.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest and how you anticipate managing them.

Your response is limited to 750 characters including spaces and does not support formatting.

H.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

H.3. Additional information

You can attach any additional support documentation here. Please ensure any additional documents are relevant and limited to your project.

Files must be smaller than 2MB and be one of the following types: doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif.

Please note there is a cumulative file size limit of 20MB for each application. For any issues please contact business.gov.au or 13 28 46, or email incubator.support@industry.gov.au.

H.4. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

I. Primary contact page

You must provide the details of a primary contact for your application. The details include:

- Given name
- Family name
- Position title
- Email address

- Phone number
- Mobile number
- Primary address

J. Application declaration

In order to submit your EOI application you will be required to agree to the following declaration.

J.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- program guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

J.2. Applicant declaration

I declare that I have read and understood the [program/grant opportunity] guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this [program/grant opportunity], has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

I approve the information in this application being communicated to the department in electronic form.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true *