

Boosting Innovation Grant Guidelines

Opening date:	01 July 2020
Closing date and time:	5pm AEST on 14 August 2020
Enquiries:	If you have any questions, contact us on 02 6162 1149 or at innovationconnect@cbrin.com.au. Questions should be sent no later than the round close date listed above

Contents

Boosting Innovation Grant Guidelines.....	1
1. Boosting Innovation Grant processes.....	3
2. About the grant program.....	4
3. Grant amount and grant period.....	4
3.1 Grants available.....	4
3.2 Matched Contribution	4
3.3 Grant period.....	4
4. Eligibility criteria	5
4.1 Who is eligible to apply for a grant?.....	5
4.2 Who is not eligible to apply for a grant?.....	5
5. What the grant money can be used for	5
5.1 Eligible grant activities	5
5.2 Eligible expenditure	5
5.3 What the grant money cannot be used for.....	5
6. The assessment process and principles.....	6
7. How to apply.....	6
7.1 Timing of grant opportunity processes.....	7
7.2 Questions during the application process	7
8. The grant selection process	7
8.1 Assessment of grant applications	7
8.2 Who will assess applications?	7
8.3 Who will approve grants?	8
9. Notification of application outcomes.....	8
9.1 Feedback on your application.....	8
10. Successful grant applications	8
10.1 The funding agreement	8
10.2 How we pay the grant.....	8
10.3 Grants Payments and GST.....	9
11. Announcement of grants	9
12. How we monitor your grant activity	9
12.1 Keeping us informed.....	9
12.2 Reporting.....	9
12.3 Funding agreement variations	10
12.4 Evaluation.....	10
12.5 Acknowledgement	10
13. Probity.....	11
13.1 Enquiries and feedback	11
13.2 Conflicts of interest	11
13.3 Privacy.....	11
13.4 Confidential Information.....	11

1. Boosting Innovation Grant processes

The grant round opens

We announce the opening of the next round of Boosting Innovation on the Canberra Innovation Network blog, newsletter, and website.



You book an intro meeting at the Canberra Innovation Network

You meet with the Canberra Innovation Network team who will discuss your Expression of Interest with you and may make suggestions on how best to approach your Expression of Interest.



We invite you to submit an Expression of Interest (EOI) for the Grant

If you are eligible for the grant, we will invite you to submit an Expression of Interest, including a 60 second video pitch, via a webform.



An independent panel will review all Expressions of Interest and select a shortlist

All EOIs will be reviewed by the independent panel who will select a small shortlist of EOIs to be invited to present a 3-minute presentation and accompanying Q&A. EOIs that aren't successfully shortlisted will be notified at this stage.



Pitch day is held, and provisional decisions made

Shortlisted projects will deliver a 3-minute pitch and accompanying Q&A and the independent panel will make a provisional decision on what projects will receive funding.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until funding agreements have been executed with successful applicants.



We enter into a funding agreement

We will enter into a funding agreement with you if successful. You invoice us for 50% of the grant funds upon signing the funding agreement.



Delivery of grant

You undertake the grant activities as set out in your funding agreement. The Canberra Innovation Network manage the grant by working with you and monitoring your progress.



Submission of acquittal report

You submit an acquittal report to us at the conclusion of the grant period, which outlines how you have completed the grant activities. You invoice us for the remaining 50% of the grant funds once we have accepted this report.

1.1 Introduction

These guidelines contain information about Boosting Innovation grants.

You must read these guidelines before submitting an Expression of Interest.

This document sets out:

- the purpose of the grant
- the eligibility criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the program.

This grant program and process will be administered by the Canberra Innovation Network on behalf of the ACT Government.

2. About the grant program

The Boosting Innovation grant is an ACT Government funded program that is run in partnership with the Canberra Innovation Network. Boosting Innovation supports existing innovative ACT based businesses to become more competitive and sustainable, and is a part of the ACT government's response to economic challenges in 2020/21.

The objectives of the program are:

- To provide funding to existing innovation businesses and startups to complete projects that will open their business to new customers and markets.
- To fund projects that will help eligible businesses differentiate themselves in the marketplace.

3. Grant amount and grant period

3.1 Grants available

The ACT Government has committed a total of \$330,000 over the 2020/21 financial year for Boosting Innovation. In the financial year, there will be a maximum of 2 funding rounds.

- The minimum grant amount is \$10,000.00.
- The maximum grant amount is \$30,000.00.

3.2 Matched Contribution

You are required to provide a contribution to the project equal to the grant amount. At least 50% of the matched contribution must be in the form of a cash or financial contribution towards the completion of the project. Up to 50% of the matched contribution can be in the form of an in-kind contribution of the founder's time spent towards the completion of the project; a reasonable hourly rate based on the founders experience, in consultation with the Boosting Innovation program managers, should be used to determine the value of an in-kind contribution.

3.3 Grant period

The grant period is the length of time you believe it will take to complete the grant activities outlined in the funding agreement. Your grant period must be between 3 and 18 months from the signing of the funding agreement.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN) at the time of signing the funding agreement
- Have been actively trading for at least 12 months
- have an annual revenue of less than \$50 million
- have your registered office and principal place of business be in the Australian Capital Territory or have a business that is primarily focussed in the Australian Capital Territory

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- a Commonwealth, state, territory or local government agency or body (including government business enterprises)
- any organisation not included in section 4.1

5. What the grant money can be used for

5.1 Eligible grant activities

- Eligible activities must directly relate to the advancement of a specific project and can include:
 - Market testing a new innovative product, or a new market for an existing product
 - Business development, customer engagement exercises, and limited marketing activities
 - Digital transformation of business processes
 - Product development and technical feasibility testing

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on agreed project activities.

You must incur the expenditure on your project between the start date and end of the grant period set out in your funding agreement.

You can spend the grant on products and services that are based outside of the Australian Capital Territory, but it may be looked upon more favourably to spend the grant funds locally.

Up to 20% of the grant funds can be spent on advertising costs.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent

- major construction/capital works

Expenditure items that are not eligible are:

- Property, Plant and Equipment
- Advertising costs above 20% of the grant value

6. The assessment process and principles

After meeting with the Canberra Innovation Network team, if eligible for the grant, you will be invited to submit an Expression of Interest (EOI) including a text webform and a 60 second video pitch.

The text webform will ask you to answer the following key questions, keeping your responses short:

- What does your business currently do?
- Summarise your proposed project in 1 sentence
- Who are the new customers your business will be able to reach with this project?
- What is the addressable problem that your new customers are experiencing?
- How will your project work to solve that problem for your customer?
- How will this project help to differentiate your business in the market?
- What will the project cost? Please provide a table of estimated expenditure and identify contributions that will be made by the business other than the grant.
- Please provide the most recent General Purpose Financial Statements available. This could include a Statement of Financial Position (Balance Sheet) and/or a Statement of Financial Performance (Profit and Loss).

The independent assessment panel will be asked to keep the below principles in mind when assessing whether your project should receive funding.

- Is the project an innovative approach to reaching new customers?
- Is the project achievable?
- Will the project help to substantially differentiate the business from its competitors?
- Does the business show evidence that they can successfully execute the project?
- Will the project result in long-term economic benefits the ACT?

7. How to apply

Before applying, you must read and understand these guidelines and the sample funding agreement. These documents may be found at cbrin.com.au

To apply you must:

- Book an Intro Meeting with the Canberra Innovation Network at cbrin.com.au/icon
- Submit an Expression of Interest, including 60 second video pitch, via a webform provided to you by the Canberra Innovation Network by the round close date listed on cbrin.com.au/icon
- Acknowledge that between the round close date and the announcement of successful grant applications, no communication will be entered into or accepted other than the notification of the outcome of your Expression of Interest, and you notifying us of errors in your application.
- If shortlisted, prepare and deliver a 3-minute pitch and Q&A with the panel on the date listed on cbrin.com.au/icon

- If selected to receive funding, enter into a funding agreement with the Canberra Innovation Network

We may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

7.1 Timing of grant opportunity processes

You must submit an Expression of Interest between the published opening and closing dates. We cannot accept late applications.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Notification of Expression of Interest outcome	1 month or less after round close date
Shortlist pitch day	2 weeks or less after notification of EOI outcome
Negotiations and award of grant agreements	1-3 weeks after shortlist pitch day
Notification to unsuccessful applicants	1-3 weeks after shortlist pitch day

7.2 Questions during the application process

If you have any questions leading up to the round close date, contact us on 02 6162 1149 or at innovationconnect@cbrin.com.au.

8. The grant selection process

8.1 Assessment of grant applications

The independent panel will first review your Expression of Interest via an online portal where they will decide whether they wish to include your project on a shortlist of up to 20 projects.

If shortlisted, you will then prepare and deliver a 3-minute face to face pitch and Q&A with the panel on a different day. Pitch practice sessions will be offered by the Canberra Innovation Network team, it is highly encouraged that you make time to attend a pitch practice session.

The panel will decide whether they would like to fund your project, taking into consideration the quality of your presentation, how well you meet the assessment principles compared against other applications, and how many grants can be delivered.

8.2 Who will assess applications?

An independent panel made up of members of the local innovation community will assess each application on its merit and compare it to other eligible applications before deciding which grant applications should be awarded a grant. The independent panel will be co-chaired by a representative from the ACT Government and the Canberra Innovation Network who will not vote on selection decisions.

The independent panel may seek additional information about you or your application. They may do this even if the sources are not nominated by you as referees. The independent panel may also consider information about you or your application that is available through the normal course of business.

8.3 Who will approve grants?

The independent panel decides which grants to approve and their decision is final in all matters. There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

Between the Expression of Interest close date and the announcement of successful grant applications, no communication will be entered into or accepted other than the notification of the outcome of your Expression of Interest, and you notifying us of errors in your application.

If you are unsuccessful, we will give you an opportunity to discuss the outcome after the announcement of successful grant applications.

You can submit a new application for Boosting Innovation in any future grant round. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback on your Expression of Interest or your presentation to the panel.

Feedback can be provided in the form of a meeting at the Canberra Innovation Network and will take place after the successful grant applications are announced.

During the time between the notification of the outcome of unsuccessful Expressions of Interest and the announcement the successful grant applications, requests for feedback may not be responded to.

10. Successful grant applications

10.1 The funding agreement

You must enter into a legally binding funding agreement with the Canberra Innovation Network. You can find a copy of the funding agreement on our website at <https://cbrin.com.au/icon>

We must execute a funding agreement with you before we can make any payments. We are not responsible for any of your expenditure until a funding agreement is executed and any expenditure incurred before the funding agreement is executed cannot count towards your matched contribution.

Your funding agreement may have specific conditions determined by the assessment process or other considerations made by the independent panel. We will identify these in the agreement.

The Canberra Innovation Network may recover grant funds if there is a breach of the funding agreement.

10.2 How we pay the grant

The funding agreement will state the:

- grant amount to be paid
- an estimate of the total costs of your project

- any financial contributions you must make
- any in-kind contributions you will make

We will make an upfront payment of 50% of the grant amount upon the receipt of an invoice from you after executing a funding agreement.

We will make a payment for the remaining 50% of the grant amount upon the receipt of an invoice from you after you have submitted, and we have accepted, an acquittal report detailing how you have achieved the milestones set out in the funding agreement. A template acquittal report can be provided to you.

10.3 Grants Payments and GST

If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, you will add GST to the invoice you send to us.

We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

We will announce the successful grant recipients once all funding agreements have been executed. This may include an announcement on our blog and may be shared on our social media channels and through other media outlets that aren't related to the Canberra Innovation Network or the ACT Government.

12. How we monitor your grant activity

12.1 Keeping us informed

We need to know of any material changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the funding agreement, you must contact us immediately.

You should notify us of events relating to your business and provide an opportunity for the Canberra Innovation Network to attend and promote them.

12.2 Reporting

When you complete the project, you must submit an acquittal report to the Canberra Innovation Network. A template can be made available to you.

Acquittal reports must outline:

- What progress has been made on the project during the grant period
- How you have addressed the milestones/activities set out in the funding agreement

- What other major achievements you can highlight for us
- What are the next steps for the project
- What aspects of the project did the grant funds directly contribute to
- How has the company matched the grant funds

Evidence to support the above must be included in your acquittal report could include but is not limited to: photographs, screen shots and documentation produced, paid invoices, bank statements, for both the grant funds and recipient matching contribution.

The Canberra Innovation Network will contact you on an annual basis after the Grant Period for the purpose of collecting information on the progress of your project. You are expected to provide this information in a timely manner and should include, and is not limited to:

- Changes in the number of full-time equivalent staff;
- Leveraged grant and private sector investment received; and
- Figures relevant to sales growth

12.3 Funding agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your funding agreement. You can request a variation by contacting us on 02 6162 1149 or at innovationconnect@cbrin.com.au.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the funding agreement and the likely impact on achieving the milestones set out in your funding agreement.

12.4 Evaluation

We will regularly evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We will contact you on an annual basis after the grant period for the purpose of collecting information on the progress of your project. You are expected to provide this information in a timely manner and should include, and is not limited to:

- Changes in number of full-time equivalent staff;
- Leveraged grant and private sector investment received; and
- Figures relevant to sales growth

12.5 Acknowledgement

You must in relation to the project:

- acknowledge the support of the Boosting Innovation Grant in any public event, media release or media coverage; and
- include the acknowledgement “Supported by Boosting Innovation, an initiative of the ACT Government” in all documents, brochures, books, articles, newsletters, other artistic works or literary works or advertising.

13. Probity

The Canberra Innovation Network will make sure that the grant program process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct.

These guidelines may be changed from time-to-time by the Canberra Innovation Network. When this happens, the revised guidelines will be published on our website.

13.1 Enquiries and feedback

If you wish to provide feedback on the Boosting Innovation grant program process, you can complete the feedback webform at <https://cbrin.com.au/feedback>.

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest if you or any of your personnel has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as a member of the independent decision making panel.

The members of the independent panel will be asked to declare, as part of the selection process, any perceived or existing conflicts of interests or that, to the best of their knowledge, there is no conflict of interest.

If a panel member identifies that a conflict of interest exists between themselves and a grant application, the panel member will refrain from participating in the evaluation of that grant application.

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

13.4 Confidential Information

Information in connection with the grant agreement is confidential to the extent that it meets all of the three conditions below:

1. the information is clearly identified as confidential
2. the information is commercially sensitive

We will not be in breach of any confidentiality agreement if the information is disclosed to the independent panel and other Canberra Innovation Network employees and contractors, or other as legally required.