



Government of **Western Australia**
Department of **Jobs, Tourism, Science**
and **Innovation**



2018

Applicant Information

INTRODUCTION

PURPOSE OF THIS GUIDE

The WA Innovator of the Year (WA IOTY) Applicant Information is to be used as a reference guide when applying for the program.

Applicants to the WA IOTY should read this Applicant Information before completing the IOTY Application Form.

OVERVIEW OF THE WA INNOVATOR OF THE YEAR PROGRAM

This Applicant Information relates to financial support for the 2018 WA IOTY program, the major aim of which is to acknowledge and reward exceptional innovators in Western Australia who have developed an outstanding innovative product, technology or service which is at the emerging innovation or growth phase of development. The innovation must demonstrate an economic, social or environmental benefit to Western Australia.

Applications funded under the WA IOTY program will target market problems and realise opportunities of importance to Western Australia. It is intended that financial support will assist successful applicants to take a product, technology or service from its emerging innovation or growth phase of development to commercialization.

Objectives

In accordance with the New Industries Fund, the objectives of the WA IOTY program are to:

- promote and acknowledge the success of Western Australian innovators;
- encourage co-support from industry for promotional activities;
- activate and strengthen industry-government research collaborations;
- engage communities throughout Western Australian regions in innovation; and
- promote job creation and economic diversification in Western Australia.

Program Categories

The 2018 WA IOTY program comprises of two categories - the Emerging Innovation Category (pre-revenue) and the Growth Category (post-revenue).

The Emerging Innovation Category is for applicants who have not generated revenue from their innovation.

The Growth Category is open to applicants that have generated revenue from their innovation.

PROGRAM AWARDS

2018 WA Innovator of the Year – Overall Winner

Grand prize awarded to a WA applicant who has developed an outstanding innovative product, technology, process or service that clearly demonstrates an economic, social or environmental benefit to Western Australia.

The winner of this award will be chosen from the finalists from either the Mitsubishi Corporation Emerging Innovation Category or the Mitsubishi Corporation Growth Category.

2018 WA Emerging Innovation Category Winner

Awarded to a WA applicant who has developed an outstanding innovative product, technology, process or service that is pre-revenue. The applicant must also clearly demonstrate an economic, social or environmental benefit to Western Australia.

2018 WA Growth Category Winner

Awarded to a WA applicant who has developed an outstanding innovative product, technology, process or service that is post-revenue. The applicant must also clearly demonstrate an economic, social or environmental benefit to Western Australia.

Woodside Oil and Gas Encouragement Award Winner

Awarded to a WA applicant that has developed an outstanding innovative product, technology, process or service that is relevant to the Oil and Gas industry.

Please note: The Woodside Oil and Gas Encouragement Award cannot be entered separately. Applications must be submitted and proceed through the usual process and comply with the same eligibility criteria for the category awards.

To be considered for this award you need to indicate via a tick box on the online application form under the Encouragement Awards tab.

South32 Technology & Innovation in Mining Encouragement Award Winner

Awarded to a WA applicant that has developed an outstanding innovative product, technology, process or service that contributes to the digital transformation of the Mining industry.

Please note: The South32 Technology & Innovation in Mining Encouragement Award cannot be entered separately. Applications must be submitted and proceed through the usual process and comply with the same eligibility criteria for the category awards.

To be considered for this award you need to indicate via a tick box on the online application form under the Encouragement Awards tab.

The Business News Great for the State Encouragement Award Winner

Awarded to a WA applicant that has developed an outstanding innovation which raises the profile of WA and contributes to developing WA's reputation as an innovative and pioneering state.

Please note: The Business News Great for the State Encouragement Award cannot be entered separately. Applications must be submitted and proceed through the usual process and comply with the same eligibility criteria for the category awards.

To be considered for this award you need to indicate via a tick box on the online application form under the Encouragement Awards tab.

DXC Digital Innovation Encouragement Award Winner

Awarded to a WA applicant that has developed an outstanding innovative product, technology, process or service that truly contributes to the digital transformation of the industry.

Please note: The DXC Digital Innovation Encouragement Award cannot be entered separately. Applications must be submitted and proceed through the usual process and comply with the same eligibility criteria for the category awards.

To be considered for this award you need to indicate via a tick box on the online application form under the Encouragement Awards tab.

LEVELS OF FUNDING SUPPORT

The WA IOTY program raises awareness of innovation as a driver of economic and technological change in Western Australia. It presents an opportunity for winners to maximise the commercialisation of their innovations by building links between industry and research, and in doing so generate employment and expand the export potential of the State. Celebration of the winners presents the State Government with the opportunity to showcase Western Australia's innovative capacity.

Nothing in the application process, the selection process or any associated documentation shall give rise to any:

- (a) legal relations or process contract between the Minister or the State on the one hand and the applicant on the other; or
- (b) rights at law or in equity (howsoever arising) on the part of any applicant); or
- (c) legitimate expectations on the part of the applicant.

The prizes for recipients are as follows:

2018 WA Innovator of the Year – Overall Winner

The Mitsubishi Corporation WA Innovator of the Year – Overall Winner (Overall Winner) is chosen from either the Emerging Innovation or Growth categories.

The Overall Winner will be announced at the 2018 WA IOTY Awards Ceremony which is proposed to take place on Wednesday 7 November and will receive a cash prize of \$75,000 (GST exempt). The Overall Winner will also receive an iPREP WA opportunity for three full time PhD students for six weeks to assist in the further research and development of the innovation.

2018 WA Emerging Innovation Category (pre-revenue)

The Emerging Innovation Category winner will be announced at the 2018 WA IOTY Awards Ceremony which is proposed to take place on Wednesday 7 November and will receive a cash prize of \$25,000 (GST exempt).

2017 WA Growth Category (post-revenue)

The Growth Category winner will be announced at the 2018 WA IOTY Awards Ceremony which is proposed to take place on Wednesday 7 November and will receive a cash prize of \$25,000 (GST exempt) and a 12 month subscription for the EnterpriseFirst Spark Hub Academy.

In addition to the cash prizes awarded to the winners as outlined above, all semi-finalists in both the Emerging Innovation and Growth categories receive the following benefits:

- A full day workshop run by a qualified and experienced industry facilitator to provide semi-finalists with the skills and techniques required for a compelling and professional pitch presentation;
- A two hour one-on-one mentoring session to refine pitch presentation and tailored for your specific innovations business plan;
- One half-day workshop, providing an education piece around the importance of business modelling and having a robust financial plan for commercialisation, including an introduction to EnterpriseFirst business planning tools.

-
- One half-day Legal & Business Health Overview session;
 - Export Finance and Insurance Corporation Information Session;
 - One half-day workshop on Digital Marketing Strategy including Social Media.

In addition, all finalists in both the Emerging Innovation and Growth categories receive:

- A full day workshop run by a qualified and experienced industry facilitator to provide finalists with the skills and techniques required for a compelling and professional pitch presentation;
- A two hour one-on-one mentoring session in preparation for the final presentation to the evaluation panel;
- Two half-day workshops to explore the EnterpriseFirst business planning tools, looking to support final pitch presentations;
- One half-day Legal & Business Health Overview session;
- Professionally edited two minute video of their innovation which is shown at the Awards Ceremony and is gifted to the finalist following the conclusion of the program for marketing and promotion of their business and innovation; and
- Professional photographs of the finalists and their innovation.

Woodside Oil and Gas Encouragement Award

The winner of the Woodside Oil and Gas Encouragement Award will be announced at the 2018 WA IOTY Awards Ceremony which is proposed to take place on Wednesday 7 November and will receive a cash prize of \$10,000 (GST exempt).

South32 Technology & Innovation in Mining Encouragement Award

The winner of the South32 Technology & Innovation in Mining Encouragement Award will be announced at the 2018 WA IOTY Awards Ceremony which is proposed to take place on Wednesday 7 November and will receive a cash prize of \$10,000 (GST exempt).

The Business News Great for the State Encouragement Award

The winner of the Business News Great for the State Encouragement Award will be announced at the 2018 WA IOTY Awards Ceremony which is proposed to take place on Wednesday 7 November and will receive an advertising, subscription and sponsorship pack to the value of \$10,000.

DXC Digital Innovation Encouragement Award

The winner of the DXC Digital Innovation Encouragement Award will be announced at the 2018 WA IOTY Awards Ceremony which is proposed to take place on Wednesday 7 November and will receive a cash prize of \$10,000 (GST exempt).

ELIGIBILITY CRITERIA

APPLICANT ELIGIBILITY

In order to be considered eligible, and to be included in the evaluation process, an application must be received by the closing date and time and must meet the following criteria:

- The applicant must:
 - ✓ have a business address and be developing their innovation in Western Australia at the time of submission;
 - ✓ continue to be based in Western Australia during the next three years;
 - ✓ be an industry organisation, private sector firm, public sector agency, university, research institute, partnership, other organisation or a sole trader based in Western Australia;
 - ✓ have an ABN or ACN;
 - ✓ have developed their product or service from original concept, can clearly define the market need or problem it solves and have some form of IP protection and/or rapid route to market;
 - ✓ be the legal or authorised owner of the innovation;
 - ✓ not have previously been a recipient of an award under the WA IOTY program in the same category for the same innovation; and
 - ✓ attend all Business Capability Training sessions in August 2018.

To be eligible in the **Emerging Innovation Category**, the applicant must:

- ✓ *not* have generated revenue from the innovation set out in this application.

To be eligible in the **Growth Category**, the applicant must:

- ✓ have generated revenue from the innovation set out in this application.
- The Overall Winner is ineligible to also win the category into which they originally entered.
- Applicants can only enter one application per innovation in one of the Emerging or Growth categories (i.e. an application for the same innovation cannot be lodged for both categories).

EVALUATION CRITERIA

Eligible applicants will be evaluated against the following criteria:

- **Description of the Innovation:** The applicant demonstrates how the innovation provides a competitive solution to a market need in Western Australia.
- **Commercial Potential:** The innovation has commercial potential and the applicant has a suitable market strategy.
- **Capability and Capacity:** The applicant demonstrates they have the necessary business experience, resources and expertise (e.g. technical, managerial), either internally or externally, to advance the innovation.
- **Level of Impact/Change:** The impact that the State Government funds will have on:
 - advancing the innovation;
 - generating job creation and economic diversification benefits for Western Australia; and
 - delivering tangible benefits for industry and end-users. This may include the potential to leverage additional investment into Western Australia.

APPLICATION PROCESS

The application process is a two-stage process. Applications will be called for by public advertisement on 2 May 2018.

Responses to the request are to be made on the applicable 2018 WA IOTY online Application Form (<https://waioty.awardsplatform.com>). The online application form addressing the evaluation criteria must be completed by **11:00noon AWST on Tuesday 5 June 2018**.

Late applications or changes to applications will not be accepted after the closing time.

Applicants are to submit only the completed application form and permitted supporting documents. Do not submit any other supporting documentation as it will not be used in the evaluation of the application.

Stage 1 – Written Applications

Following the submission of applications, the first stage evaluation panel for each category will evaluate eligible applications against the criteria and develop a shortlist of eight applications per category.

The top 16 applications (semi-finalists) will be announced on Friday 13 July 2018. The Department of Jobs, Tourism, Science and Innovation will notify semi-finalists by email (sent to the address provided on the 2018 WA IOTY Application Form).

Written Application Guide

Although you are unable to add pictures or diagrams to the online application form, you are permitted to attach up to 2 images or diagrams (to a maximum of two single-sided pages) to support your application as a separate attachment to the email.

Please note: All descriptions pertaining to the pictures or diagrams must be included within the allowed text on the online application form.

You will have the opportunity to explain and/or demonstrate your innovation to the evaluation panel in more detail should your application progress to Stage 2.

A second evaluation panel will select four finalists from written applications in each category, i.e. four finalists from the Emerging Innovation Category and four finalists from the Growth Category. Following this, finalists will be invited to present to the evaluation panel.

The top eight applications (finalists) will be announced on Monday 30 July 2018. The Department of Jobs, Tourism, Science and Innovation will notify the finalists by email (sent to the address provided on the 2018 WA IOTY Application Form).

Unsuccessful applicants will be notified by email (sent to the address provided on the 2018 WA IOTY Application Form)

Stage 2 – Presentation to the second evaluation panel

The finalists will be notified of their allocated presentation time and must ensure that they arrive on time as they will not be permitted extra time due to lateness or unpreparedness. Finalists will be required to give a strictly timed 15 minute presentation to the second evaluation panel. The presentation will be followed by a 10 minute question and answer session.

During this presentation, finalists will be required to elaborate on their innovation, its stage of development, its potential and the resources required for further development and commercialisation. Emphasis should be placed on presenting a realistic and engaging summary of the innovation and business opportunity.

If appropriate, finalists are permitted to bring a prototype of the innovation or visual aids to demonstrate the innovation to the evaluation panel. Following the presentations, the evaluation panel will reach consensus on the three winners – the Overall Winner, the winner of the Emerging Innovation Category and the winner of the Growth Category.

SEMI-FINALIST AND FINALIST BUSINESS CAPABILITY TRAINING SESSIONS

The program will be administered through the Department of Jobs, Tourism, Science and Innovation (JTSI). All Business Capability Training Sessions during August are compulsory for semi-finalists and finalists.

All Business Capability Training will take place at:

**The Function Centre,
Technology Park Bentley,
2 Brodie-Hall Drive,
Bentley WA 6102.**

2 hour EnterpriseFirst workshop on Financial Planning

The workshop will provide important initial insights into how you can develop your business model so that you can demonstrate that you have a strong commercial and profitable business with all the supporting reports you need.

- Tuesday 19 June 2018 for all Applicants – 5:00pm – 7:00pm

One half-day workshop on Digital Marketing Strategy including Social Media

A 3 hour workshop on Digital Marketing Strategy including social media strategy (Ideal clients, which platform and why?) Website, blogging, eNewsletters, Facebook, Instagram, YouTube, Twitter and LinkedIn.

- Monday 6 August 2018 for all Semi-finalists – 10:00am – 1:00pm

Export Finance and Insurance Corporation Information Session

One hour information Session and Q&A from the Export Finance and Insurance Corporation.

- Monday 6 August 2018 for all Semi-finalists – 2:00pm – 3:00pm

Murfett Legal Health Check

Murfett Legal offer a one hour legal health check. The legal health check will help ensure that you are protecting your assets, and structuring your affairs in the most commercial and tax-effective way. The

session will proactively assist you in identifying and managing your private and business legal risk as well as commercial opportunities.

- Tuesday 7 August 2018 for all Semi-finalists – 10:00am –11:00am

Pitch Presentation training workshop

To assist semi-finalists and finalists with their preparations, the Department of Jobs, Tourism, Science and Innovation will organise a facilitator to deliver this training. The facilitator will provide semi-finalists and finalists with the tools and advice on how to best present their innovations to the evaluation panel and future investors.

Semi-finalists and finalists are required to attend the full day sessions which will be held on:

- Wednesday 8 August 2018 for Semi-Finalists
- Thursday 9 August 2018 for Finalists

EnterpriseFirst business planning and financial modelling workshops

EnterpriseFirst will be delivering a half-day workshop to all semi-finalists, providing an education piece around the importance of business modelling and having a robust financial plan for commercialisation. The workshop will also provide an introduction to the EnterpriseFirst business planning tools. EnterpriseFirst will run another two half-day workshops for finalists to further explore the tools and their progress, this workshop will look to support finalists in their final pitch presentations.

Semi-Finalists are required to attend the half-day sessions which will be held on:

- Monday 13 August 2018 – All Semi-Finalists

Finalists are required to attend both of the half-day sessions which will be held on:

- Monday 20 August 2018 – All Finalists
- Monday 27 August 2018 – All Finalists

One-on-one mentoring sessions

Semi-finalists and finalists will be provided with a one-on-one two hour mentoring session to assist with the finalisation of their pitch presentation.

- Tuesday 28 August 2018 – Emerging Innovation Semi-Finalist's
- Wednesday 29 August 2018 – Growth Category Semi-Finalists
- Tuesday 4 September 2018 - Emerging Innovation Finalists
- Wednesday 5 September 2018 - Growth Category Finalists

Times will be confirmed with semi-finalists and finalists in late July 2018.

Note: For regional finalists that cannot attend these sessions in Perth, alternative arrangements can be discussed.

PROFESSIONAL PHOTOGRAPHY AND VIDEO PRODUCTION

Finalists are required to be available for professional photography with their innovation which will be used for future promotion of the program and will take place during September 2018.

Finalists will also receive a professionally edited video of their innovation which will be produced during August 2018. Filming takes approximately three hours and times will be confirmed with finalists late July 2018. The finished short videos will be shown at the Awards Ceremony and gifted to the finalists following the culmination of the program. Finalists will be able to use the video for the promotion and marketing of their innovation. Note: For regional finalists alternative arrangements will be made.

DECISION MAKING PROCESS

The Department of Jobs, Tourism, Science and Innovation will establish independent evaluation panels (one for each the Emerging Innovation and Growth categories, and a second panel for the finalist presentations) who will evaluate and make recommendations on applications. To assist in the evaluation of applications, the Department of Jobs, Tourism, Science and Innovation may seek advice from individuals with expertise in the area/s under consideration.

Evaluation of applications will be determined by the application's alignment with:

- the objectives contained in this Applicant Information;
- State Government priorities for industry and innovation;
- the 2018 WA IOTY program evaluation criteria.

The applications may also be subject to due diligence, technical, financial and economic appraisals.

The Department of Jobs, Tourism, Science and Innovations decision is final and no further correspondence will be entered into.

The evaluation panel/s reserves the right to request additional evidence to support claims against the evaluation criteria to assist them in making their recommendation.

The deliberations of the evaluation panel and all related information and material will be kept strictly confidential, subject to the requirements of the *Freedom of Information Act 1992*.

All program-related information and material provided remains the property of the Department of Jobs, Tourism, Science and Innovation.

CONDITIONS OF ENTRY AND OBLIGATIONS FOR FUNDING UNDER THE GUIDELINES

The 2018 WA IOTY program winners will be required to submit a plan for departmental approval for the expenditure of the financial support to progress/commercialise the innovation. A report will be required from the recipients following the expenditure of the financial support, which is to be no later than 12 months from the date of announcement of the winners.

Funding cannot be spent on general business/operational/business planning activities that are usual requirements of a business. This includes, but is not limited to, training courses, salaries, hardware or software purchases, planning, marketing or website development.

The State Government expects that winners (Overall winner and category winners) and finalists will, from time to time, assist in publicly promoting innovation as important contributors to Western Australia's economic, social and environmental wellbeing. For this reason winners and finalists will be required to:

- participate in post programs and activities;
- provide post-event information pertaining to how program monies have been utilised; and
- provide information against performance measures (including financial information) as provided to the participant by the Department of Jobs, Tourism, Science and Innovation.

PROGRAM EVALUATION

In accordance with the strategic direction of the New Industries Fund to diversify the economy and create new Western Australian jobs the IOTY program seeks to evaluate outcomes in terms of project progress, achievements and impacts it may make. As a participant in the IOTY program you agree to provide the Department of Jobs, Tourism, Science and Innovation with information, regarding your IOTY project, on a periodic basis, and will comply with its requests for this information. This information may be used for reporting and accountability purposes and may also be used to inform policy development, investment decisions and design and delivery of future initiatives.

AVAILABILITY OF FUNDING

The provision of financial support under this Scheme is at the absolute discretion of the State Government and is subject to the availability of funds.

FREEDOM OF INFORMATION ACT 1992

Applicants are informed that the Department of Jobs, Tourism, Science and Innovation is subject to the *Freedom of Information Act 1992*, which provides a general right of access to records held by Western Australian State and Local Government agencies

Applicants should be aware that information pertaining to the receipt of State Government financial support may be tabled in the Western Australian Parliament.

This information could include names of recipients, the amounts of financial support, the name of the project/activity and, possibly, a brief description thereof. This could result in requests for more detail to be released publicly.

Applicants should be aware that some information about their innovation will be made public if they progress to the second round of judging. In order to promote and acknowledge the success of Western Australian innovators, the Department of Jobs, Tourism, Science and Innovation will hold an official ceremony and may include information about the finalists in brochures, media releases and on the New Industries WA and the Department of Jobs, Tourism, Science and Innovation's website.

Applicants should consider IP protection and confidential information before submitting an application.

Further information on the operation of the *Freedom of Information Act 1992* can be obtained from the Department of Jobs, Tourism, Science and Innovation's website.

CONFLICT OF INTEREST

Evaluation panel members and applicants are required to disclose any information that might be relevant to an actual or potential conflict of interest.

TAX INFORMATION FOR APPLICANTS

In some instances, the Australian Taxation Office views prize money as assessable income. In the event that you are a recipient, we advise you to discuss any potential taxation implications with your financial advisor, or the Australian Taxation Office (13 28 61).

APPENDIX A - GLOSSARY OF TERMS

Definitions

capability means measure of the ability of the applicant to achieve the objectives as stated in the application.

capacity means measure of the resources available to the applicant, such as the number of people and their qualifications/skills/experience, to achieve the objectives as stated in the application.

collaboration means a cooperative arrangement in which the applicant works jointly with another party towards the common objectives as specified in the application. The parties may or may not have had any previous relationship.

end-user means a person or organisation that actually uses a product, as opposed to the person or organisation that authorises or procures the funding in the application.

innovation means improvements in technology, products, services or business operations that lead to a distinct competitive advantage or productivity gain

revenue refers to income generated from the innovation being submitted. It does not include other revenue received by the organisation.