



Innovation Vouchers Program

2019

Frequently Asked Questions

Assisting WA SMEs improve their capability
and commercialise their innovations

FREQUENTLY ASKED QUESTIONS

ELIGIBILITY

What is innovation?

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

What is a SME?

A SME is a small to medium enterprise (business) that employs between one and less than 200 employees. A SME includes sole-traders, private sector firms, partnerships and non-profit entities.

Which business or industry sectors are eligible to be considered?

Businesses across all sectors are eligible subject to them being a Western Australian based SME.

My business has over 200 employees – can I apply?

No. Only SMEs with up to and including 200 employees can apply.

My business is located outside Western Australia – can I apply?

No. Only businesses registered, operating and developing their innovation in Western Australia are eligible (including sole-traders, private sector firms, partnerships and non-profit entities).

I don't have an ABN or ACN – can I apply?

No. Only businesses registered and operating in Western Australia that have an ABN or ACN can apply.

ELIGIBLE ACTIVITIES

What types of activities are eligible for funding?

- Research and Development
 - technical development
 - compliance testing
 - proof of concept
 - product testing and validation
 - laboratory verification
 - certification
- Product Development
 - engineering design work
 - prototype development
 - innovation design
- Technology Transfer and Intellectual Property
 - protection of intellectual property
 - legal advice
 - licensing
- Commercialisation Support Services
 - innovation management and consulting
 - commercialisation strategies (including marketing strategies which support market entry)
 - commercialisation feasibility studies

What types of activities are NOT eligible for funding?

Funding cannot be spent on general business/operational/business planning activities that are usual requirements of a business. These activities include:

- training courses
- salaries
- hardware or software purchases
- business and strategic planning
- design and production of marketing or promotional materials or events (unless it can be demonstrated that this expenditure is focused on the projects commercialisation pathway)
- website development, or
- maintenance and upkeep of facilities

Can I apply for funding for more than one service?

Eligible SMEs can access professional skills, services or knowledge by engaging up to two service providers. However, the services accessed must fall under the same eligible expenditure category applicants indicate on their application. Applicants can use up to two of the listed sub-categories under one category, but they cannot use two service providers for the same sub-category.

E.g. An applicant identifies Product Development as their eligible expenditure category. They can use one quotation from a service provider for engineering design work and one for innovation design. However, they cannot use quotations from two separate service providers both for innovation design.

Can I apply for funding for an activity that has already commenced prior to this application?

No. Only activities which commence after the Financial Assistance Agreement is executed will be funded.

SUBMITTING AN APPLICATION

Can I send a hard copy application?

All applicants are encouraged to apply via [IVP Grant Platform](#)

If you are experiencing difficulties contact the Program Manager at innovationvouchers@jtsi.wa.gov.au

How do I know my application has been received?

If your application form has been successfully submitted via the IVP Grant Platform you will receive a confirmation email.

Can I submit more than one application?

Yes, you may submit more than one application but they must be for different ideas/innovations. However, applicants (entity applying) and the innovation are only eligible for one Innovation Voucher.

I want to attach diagrams to my application is this allowed?

Applicants are able to attach up to two (2) pictures or diagrams of their innovation when submitting their application. This can include technical drawings, website screenshots, diagrams or photographs.

Can I make a late application?

No. The closing time and date for applications is strictly **11am on Friday 29 March 2019**. No late applications will be accepted.

Can I revise my application after lodgment?

You may revise your application via the IVP Grant Platform up to the closing date of **11am Friday 29 March 2019**.

FUNDING OPTIONS

What are the funding options under the IVP?

Service Provider Engagement. This enables eligible SMEs to engage an independent third party service provider to undertake eligible project work for them to advance their idea/innovation.

SERVICE PROVIDER(S)

What is an independent third party declaration?

The Service Provider(s) must include a declaration in their quotation or as a separate letter on company (service provider) letterhead stating:

“This is to confirm that Service Provider Company Name is an independent third party, and that Service Provider Company Name has no direct connection or relationship with Applicant Name.”

My Service Provider is not based in WA, is that okay?

Whilst it is preferred that service providers are based in Western Australia, we understand that this is not always possible. If an applicant needs to engage a service provider from interstate or overseas we require a detailed explanation to be included along with the application form (i.e. the service the applicant requires is not available in WA).

APPLICATION OUTCOME

When will I find out if I have won funding?

Successful recipients of IVP 2019 funding will be announced late June 2019. All applicants will be advised as to the outcome of their application at this time.

Will I need to enter into a Financial Assistance Agreement?

Recipients of funding will be required to enter into a Financial Assistance Agreement with the Western Australian Government prior to funding being released.

When will funding be available if I am successful?

Funding will be available to successful applicants from 1 July 2019. Financial Assistance Agreements are required to be executed prior to project work commencing.

What happens if my application is not successful?

The independent Evaluation Panel's decision is final and no further correspondence will be entered into. The provision of financial support under this program shall be at the absolute discretion of the State Government and is subject to the availability of funds.

Will my idea be made public or shared with others?

The content of all unsuccessful applications will remain strictly commercial-in-confidence. Shortlisted and winning ideas may be promoted in a way which retains the commercial integrity of the project in the public domain.

Will I be asked to provide further information to support my application at any future stage?

Yes, you may be. Those businesses recommended may be required to provide more detailed information about their business. Applications may be subject to due diligence, technical, financial and economic appraisals. The evaluations will also consider the level of funding sought by the applicants compared to how the application meets these requirements.

IVP GRANT VALUE

What is the value of each grant?

Available program funding of up to \$20,000 per voucher is to be awarded. Recipients will need to provide a net cash co-investment of matched funds at a rate no less than 20:80 of applicant to State Government funding. All co-investment items may be subject to an independent audit.

If the funding request is the maximum \$20,000, the applicant's cash contribution must be \$5000 or more.

If the quotation is for more than \$25,000, the applicant must commit (in the application form) to paying the difference over \$20,000.

What happens if the cost to undertake my project is less than \$20,000?

The program allows for grants of up to \$20,000 per voucher to be awarded. Recipients will need to provide a net cash co-investment of matched funds at a rate no less than 20:80 of applicant to State Government funding. All co-investment items may be subject to an independent audit.

Are grant payments subject to GST?

No. The Department does not regard grants under the Innovation Vouchers Program as payment for a supply. Thus, the Department will not increase the grant to include GST, nor will it reimburse a Grant Recipient for GST paid or payable to a third party. Grant Recipients must provide the Department with a tax invoice for the GST exclusive value of the Grant.