



2019

Guidelines for Applicants X-TEND WA Program

Supporting commercialisation and investment in the WA innovation community

www.newindustries.wa.gov.au

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1. Introduction

The Western Australian Government has established a \$16.7 million New Industries Fund (NIF) over four years that supports and accelerates new and emerging businesses to diversify the Western Australian economy and create new WA jobs and industries.

Building jobs and new industries requires an industry-led approach to innovation and business competitiveness. The NIF was established to support a self-sustaining innovation environment that encourages collaboration and private sector investment. This is helping grow State and regionally significant competitive advantages, and helping to create the required levels of skills for the jobs of the future.

The NIF commenced in 2017-18 and is run by the Western Australian Department of Jobs, Tourism, Science and Innovation (JTSI). The NIF provides funding for a number of initiatives to foster an innovative and diversified Western Australian that is competitive, sustainable and attractive to investors, industry and entrepreneurs.

This document is written for organisations who wish to apply for the X-TEND WA Program. If you have any questions about the NIF or the program please contact the innovation staff at innovation@jtsi.wa.gov.au

2. The objectives of the NIF

To support and accelerate new and emerging businesses in order to diversify the Western Australian economy and create new jobs and industries. This will be achieved through a focus on four pillars of work:

- ***Talent, Skills and Entrepreneurship***

A sustainable innovation environment requires the right people with the right skills. Western Australia needs to develop, attract and retain the right people.

- ***Investment and Infrastructure***

Infrastructure and capital are important to innovation to enable the collaboration necessary for startups, emerging businesses and SME's to grow, commercialise and create jobs.

- ***Culture and Collaboration***

Western Australia has significant human, natural and infrastructure assets. By fostering the right culture, and facilitating collaboration, Government can maximise their value.

- ***Marketing and Promotion***

Raising the State's profile on the global stage is essential. Leveraging the State brand will allow WA's strengths to become synonymous with innovation, and critical global networks to be forged.

3. Overview & Objective: X-TEND WA Program

Ensuring the NIF supports those industries where there is potential for job growth is critical to the future of Western Australia. WA is fortunate to have talented people and many competitive advantages. The State Government is leveraging and building on these competitive advantages and focusing on growing industries that enrich lives, create jobs and diversify the economy.

In order to create new jobs and industries there is a recognised need for improved and expanded education for entrepreneurs to become 'investor ready' and or to scale their businesses, as well as a need to expand the educational opportunities of investors and corporates to deliver better access to investment capital for entrepreneurs and innovative business owners in Western Australia.

The X-TEND WA Program is a competitive co-investment grants program that will invest in organisations that deliver programs that assist Western Australian startups, emerging businesses and small to medium sized enterprises to make them scalable and or more investment ready, leading to more private investment. It will also fund organisations that run programs that enhance investor education, engendering confidence for investment in innovative projects in Western Australia.

4. Eligibility Criteria

The X-TEND WA Program supports activities that have strategic merit consistent with the current WA Science and Innovation Framework and initiatives contained within the NIF.

In order to be considered eligible, and to be included in the evaluation process, an application must be received via the X-TEND WA online grant platform by the due date and time, 11am AWST Tuesday 23 April 2019. Applications will not be accepted after this time and will not be accepted outside of the X-TEND WA online grant platform.

Applications must also meet the following criteria:

- Have an Australian Business Number (ABN) and/or Australian Company Number (ACN);
- Have your business/organisation's (including not-for-profits) registered business address in the State of Western Australia; or
 - be an Australian business/organisation not located in the State of Western Australia, that agrees to register a business address in the State of Western Australia; or
 - be an international business/organisation that agrees to set up a registered business whose registered business address is in the State of Western Australia.
- Be made by a valid legal entity that can enter into a funding agreement with the Western Australian Government;
- Be a solvent Western Australian based non-government organisation (business or not-for-profit);
- Be a cash co-investment application (at least 1:1 matched cash funding);

- Put forward a program proposal that aligns with one or two of the streams within the Scope of Activities, as indicated at Item 6 below;
- Clearly explain how the proposal will contribute to job creation in Western Australian; and
- Includes a project plan that includes a timeline, deliverables, a clear and reasonable budget, resources, risks, IP management, stakeholder engagement and how impact/success will be measured.

5. Evaluation Criteria

Eligible applications are required to address the following Evaluation Criteria via the X-TEND WA online grant platform that includes a word count for each section. The applications will be scored against the Evaluation Criteria to determine the extent to which the application meets the investment requirements of Government and whether they offer value for money as an investment and against other applications. The New Industries Fund will invest up to \$100,000 per successful application. Only applications up to a maximum of \$100,000 will be considered under this co-investment program.

The six, equally weighted criteria used by the evaluation panel are:

1. Uniqueness – applications will need to demonstrate the unique ability of the proponent to deliver the program. Uniqueness may be supported by verification of ownership of the program.
2. The extent to which the program provides a comprehensive solution to a market need within the Western Australian innovation community.
3. Contribution to one or more of the NIF pillars (building talent and skills, culture and collaboration, investment and attraction, marketing and promotion).
4. Return on investment to the State, including job creation and economic diversification.
5. Capability and capacity of proponent to deliver the program, including track record.
6. Feasibility of the proposed program, including risk, affordability and a project plan which includes how the program will be promoted to attract the maximum number of people within the target audience and how you will measure the success of the program.

6. Scope of Activities

We are seeking applications which support the development of entrepreneurs and investors and may take the form of educational forums, mentoring, and incubator and accelerator programs. The State Government will accept proposals from teams, with a proven track record of success, which deliver activities in one or two of the following two streams:

- Entrepreneurial education – programs which improve investor readiness and equip entrepreneurs with the skills to effectively craft an investment pitch, engage investors and understand the commercialisation process. Programs which support SME's or startups with high impact potential to build successful, sustainable and scalable businesses.

- Investor education – programs which educate and activate current and potential investors, through providing best practice tools to make more successful investment decisions for investing in local ventures. By doing so this will encourage the availability of more private capital, improving overall outcomes for Western Australian enterprises.

The program must be delivered in Western Australia and contribute towards the growth of the innovation community. Proposals that strengthen innovation ecosystem collaboration and improve access to, or participation in, the Western Australian innovation community are encouraged.

7. How the application process works

Timeline for funding for 2018-19 financial year

Closing date	Applications lodged no later than 11:00am (AWST) Tuesday 23 April, 2019
Eligibility checks	April 2019
Evaluation	May 2019
Funding offers	June 2019
Funding agreements in place	June 2019
Programs funded completed	June 2020

To be considered for funding for the X-TEND WA Program, your application must be received by 11:00AM (AWST) Tuesday 23 April 2019. Successful applicants will be required to be available to sign documentation prior to the end of June, 2019.

The process that JTSI will run to decide on the applications has four stages and each stage is explained in this section and presented in a diagram.

Stage 1: Develop and submit your application

Applicants should consider *New Industries Fund - Guidelines for Applicants X-TEND WA Program* prior to completing their written application. Applications can be completed online via the X-TEND online grant platform.

To be considered for funding for the X-TEND WA Program in the 2018-2019 financial year, your application must be received by 11:00am (AWST) Tuesday 23 April, 2019.

JTSI officers cannot review and quality check your application. However, you should feel free to ask questions, especially if you would like to clarify the requirements.

Stage 2: Eligibility checks

Once you complete your application it will be assessed by JTSI to make sure that it has all the required information and meets the basic criteria for the program.

If your application does not meet these basic requirements it will not be assessed further and you will be notified via email.

In some circumstances (for example, if a simple point needs to be clarified) JTSI officers may contact you to request additional information to assist with its assessment. See Item 5 for eligibility criteria.

Stage 3: Evaluation

Your application will be evaluated to determine the extent to which the application meets the investment requirements of Government and whether they offer value for money as an investment.

There will be multiple applications competing for a finite pool of funds and so there will be a competitive assessment to identify the strongest applications.

JTSI will draw on a range of information to understand and assess your application. The application form, and its supporting documentation, will be the first piece of information JTSI considers.

The panel may also draw on information that it gathers from referees and financial due diligence checks conducted by the panel and JTSI officers.

Evaluation panel members will be required to complete a conflict of interest declaration and any conflicts will be managed.

All applications will be evaluated using the same six criteria which are weighted equally:

1. Uniqueness – applications will need to demonstrate unique ability of the proponent to deliver the program. Uniqueness may be supported by verification of ownership of the program.
2. The extent to which the program provides a comprehensive solution to a market need within the Western Australian innovation community.
3. Contribution to one or more of the NIF investment pillars (building talent and skills, culture and collaboration, investment and attraction, marketing and promotion).
4. Return on investment to the State, including job creation and economic diversification.
5. Capability and capacity of proponent to deliver the program, including track record.
6. Feasibility of the proposed program, including risk, affordability and a project plan including how the program will be promoted to attract the maximum number of people within the target audience and how you will measure the success of the program

As mentioned above, applications will be scored against the evaluation criteria to determine whether they offer value for money as an investment and against other applications. This scoring will be used

to make a recommendation to JTSI along with advice on the strengths and weaknesses of each application. JTSI makes the final decision on awarding funding.

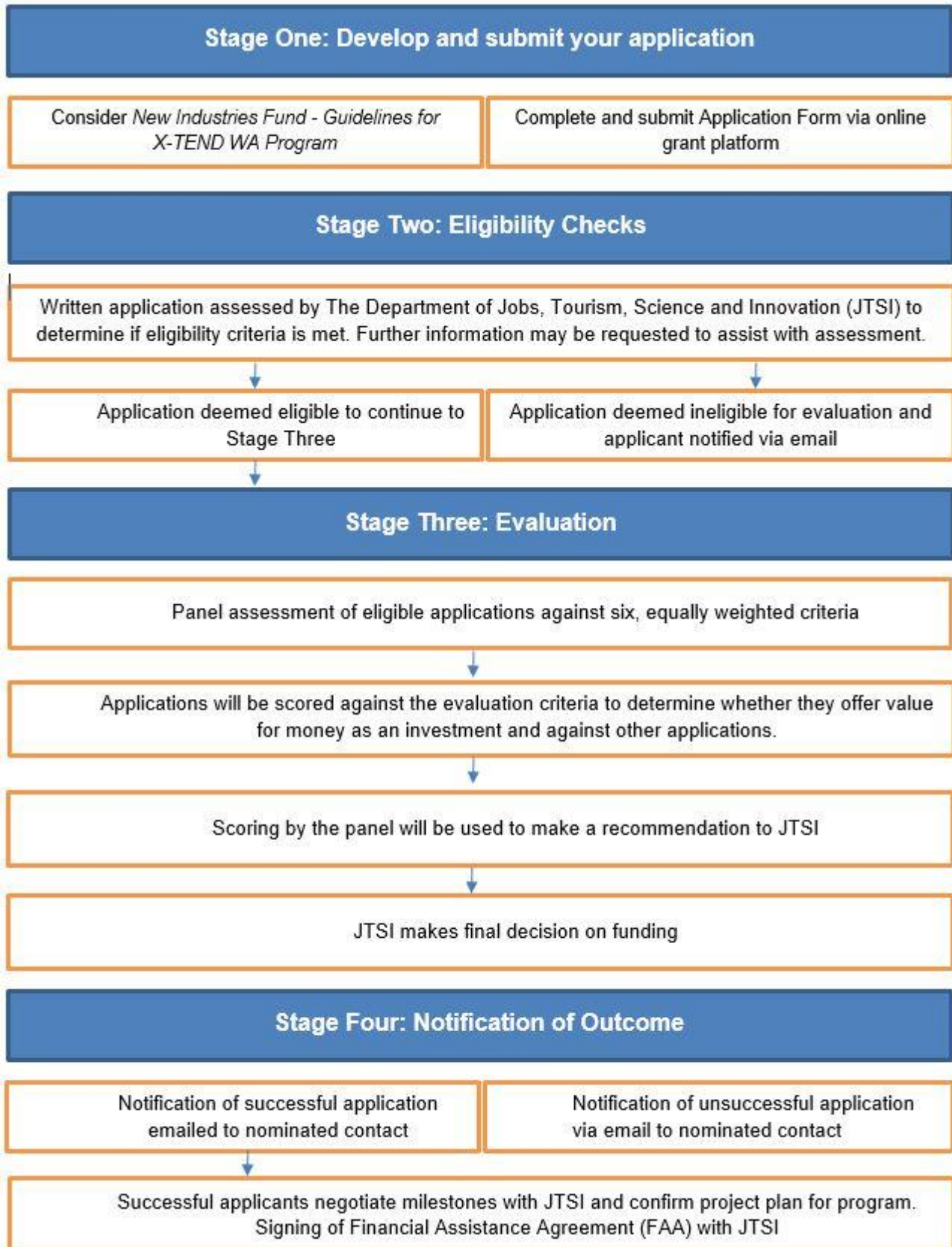
JTSI reserves the right to subject any application to a competitive process, or not proceed at all, should the proposal fail to meet any of the above criteria to the JTSI's satisfaction at any point during the assessment process outlined in this document

Stage 4: Notification of Outcome

You will be advised of the outcome of your application by emailed letter once JTSI has made a decision. JTSI's decision is final and no further correspondence will be entered into.

If your application is successful the letter will include an offer of funding and you will be asked to enter into a Financial Assistance Agreement (FAA).

New Industries Fund – X-TEND Program Process



8. How the funding works

Your funding will be managed under a Financial Assistance Agreement (FAA), which will link payments to agreed milestones and key performance indicators. These will be negotiated with you directly and will be tailored to your application. You can assume that you would be offered funding for your program subject to achievement of key deliverables and performance indicators, and that payment will be linked to these.

Programs will be funded for a prescribed value and specified purpose and duration. Your project plan needs to clearly identify the components of your program that the funding from the X-TEND Program will be put towards. X-TEND Program funding cannot be spent on salaries of existing staff.

JTSI reserves the right to check the financial stability of all selected applicants before funding agreements are finalised. Successful applicants without a registered business address in the State of Western Australia will be required to show proof of their Western Australian business address before funding is released.

No rights to financial assistance accrue until such time as the FAA has been entered into by the relevant parties.

Any additional project funding will be subject to:

- achievement of deliverables and key performance indicators that are agreed in the funding agreement;
- outcomes of evaluation; and
- consideration by Government.

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.

9. Other terms and conditions

Freedom of Information Act 1992

You need to be aware that JTSI 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.

Information that relates 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 of the project/s funded. This could result in requests for more detail to be released publicly.

Further information on the operation of the *Freedom of Information Act 1992* can be obtained from the Department's website.

Conflict of Interest

You must disclose any information that might be relevant to an actual, perceived or potential conflict of interest.

Tax Information for Applicants

JTSI does not regard grants under the 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 unless the Department and the Grant Recipient have agreed in writing to the issue of a Recipient Created Tax Invoice. Payment will not be made until the Department receives a tax invoice or an agreement to issue a Recipient Created Tax Invoice.