



Department of
**Jobs, Tourism, Science
and Innovation**



INNOVATION BOOSTER GRANT

2023/24

APPLICATION GUIDELINES

Assisting early-stage WA founders, innovation-driven small businesses and startups to improve their capability and commercialise an innovative project.

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Contact

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Department of Jobs, Tourism, Science and Innovation

OVERVIEW

ABOUT THE GRANT

The Innovation Booster Grant (IBG) is a competitive Western Australian government grant, funded through the New Industries Fund. Prior to 2022, it was known as the 'Innovation Vouchers Program'.

From 2023-24, the IBG has been further redesigned to specifically target early-stage founder(s) of innovation-driven small enterprises and startups, to assist them complete an impactful, innovative project.

Applicants from regional WA, female founders and indigenous founders, are particularly encouraged to apply. Part of the IBG funding is set aside for founders from at least one of these three categories.

The IBG is designed to assist founders/teams in:

- Developing or enhancing products or services that are commercially ready, or to reach a commercial ready stage;
- Building a minimum viable product (MVP), one that could then be tested with trial or paying customers;
- Developing prototypes, processes or systems that might attract additional investment and/or customers;
- Buying-in specialist consultancy services to assist with IP, marketing or commercialisation support; and/or
- Addressing a specific technical problem that the business cannot solve themselves, or for which the solution is not readily available.

Please note:

- If your project has previously raised significant capital, it is unlikely to be awarded an IBG.
- Other grants are also available from JTSI, other state government agencies, and from local and federal government.
- For example, the Commercialisation Bridge Grant (\$50,000 to \$200,000) has been designed for companies 'further along' their innovation journey, ('scale-ups'), that are looking to fund the next stage of their innovation.

FUNDING

A maximum of \$40,000 grant per application is available. Recipients are required to provide a net cash co-contribution of **at least** 20:80 applicant to WA government funding.¹

For example, a project of \$50,000 (total cost excluding GST) would involve the recipient providing \$10,000 themselves to supplement the \$40,000 grant.

Applications can be made online (using the Good Grants platform) at any time during the year, through the publicised links. A panel of evaluators will meet at various times during the financial year, with the latest recipients being announced in due course.

¹ All co-contribution items may be subject to an independent audit.

For eligible, chosen recipients, funds will be made available for up to 12 months after the awarding of the grant, with 75% of the funding available immediately.

Prior to receiving funds, recipients must enter into a simple Financial Assistance Agreement with the Department (see Conditions and Obligations, p.13). This agreement must be executed (signed) before project work commences.

The remaining (25%) funds can be claimed at the end of the project, once all project work has been completed and a final acquittal report has been provided to JTSI.

AM I ELIGIBLE?

STEP 1 – APPLICANT ELIGIBILITY

CRITERIA	HELP / TIPS
<input type="checkbox"/> Your business is registered in Western Australia and possesses a current Australian Business Number (ABN) and/or Australian Company Number (ACN).	
<input type="checkbox"/> You are developing an innovative project in Western Australia, with a total budget less than \$100,000	
<input type="checkbox"/> Your business will continue to be based in Western Australia in the next three years.	
<input type="checkbox"/> You are a WA-based startup or small business that employs between one and 20 people.	<ul style="list-style-type: none"> • Includes sole traders, private sector firms, partnerships and non-profit entities.
<input type="checkbox"/> Your business is solvent.	

<p><input type="checkbox"/> Your business is willing, and has the financial capacity, to contribute at least 20% of the requested project funding costs.</p>	<ul style="list-style-type: none"> • If the funding request is the maximum \$40,000, then your cash contribution must be \$10,000 (or more). If the project is greater than \$50,000, then you must commit in the application form to paying the difference over \$40,000.
<p><input type="checkbox"/> Your business confirms that the IBG will NOT be spent on 'business as usual' operational expenses.</p>	
<p><input type="checkbox"/> IF your project involves any spending in eligible expenditure items 3 or 4 (see page 5), you will use an external consultant/ supplier(s).</p>	<ul style="list-style-type: none"> • Up to three consultant/ suppliers can be used.
<p><input type="checkbox"/> Your business confirms that the requested eligible expenditure is for services to be provided <u>in the future</u>.</p>	<ul style="list-style-type: none"> • Claims cannot be made for work already commenced or completed.
<p><input type="checkbox"/> You have NOT previously received or likely to receive Western Australian government funding for the same project/initiative.</p>	
<p><input type="checkbox"/> You have NOT previously received an Innovation Booster Grant (previously called Innovation Vouchers Program) for the same project/initiative.</p>	<ul style="list-style-type: none"> • Applicants and the innovation are only eligible for <u>one</u> Innovation Booster Grant per project.
<p><input type="checkbox"/> Submit your application on the Good Grants platform (link shown below).</p>	<ul style="list-style-type: none"> • IMPORTANT: Regularly save an updated version of your application on to your hard drive. Print a copy of your submitted application and keep it safe.

- **Take care over your submission.** Be sure to edit the application and thoroughly check it, before pressing **SUBMIT**.
- Applications can only be accepted via the online grant platform. Please make sure all the required information is uploaded, and all information is checked, otherwise your application may be deemed incomplete or ineligible.
- Submit only the permitted supporting documentation requested with the application form. Other attachments will be disregarded.

STEP 2 – ELIGIBLE EXPENDITURE

CRITERIA	HELP / TIPS
<p><input type="checkbox"/> The items for which you are requesting funding falls into one or more of the following four categories:</p> <p>1. Research and Development</p> <ul style="list-style-type: none"> – technical development – compliance testing – proof of concept – product testing and validation – laboratory verification – certification <p>2. Product Development</p> <ul style="list-style-type: none"> – engineering design work – prototype development – innovation design – building an MVP (minimum viable product) <p>3. Technology Transfer and Intellectual Property *</p> <ul style="list-style-type: none"> – protection of intellectual property – legal advice – licensing <p>4. Commercialisation Support Services *</p> <ul style="list-style-type: none"> – innovation management and consulting – commercialisation strategies (including marketing strategies to support market entry) – commercialisation feasibility studies 	<p>Please note:</p> <p>* If you have any project expenditure in items 3 or 4 (Tech Transfer, IP or Commercialisation Support) then you MUST use external consultant/ supplier(s), and their costs must be clearly shown on the project plan spreadsheet.</p> <p>If you only have project expenditure in items 1 and 2 (R&D or Product Development), you may use your own internal resources and/or external consultant/ supplier(s).</p> <p>Please also note that the following are NOT eligible expenditure:</p> <ul style="list-style-type: none"> • training courses; • hardware and software purchases (for standard business purposes); • 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 commercialisation pathway); • ‘business as usual’ website development; • maintenance and upkeep of facilities; and • any other general business / operational / business planning activities that are usual requirements of a business.
<p><input type="checkbox"/> Your funding request in your application equals no more than 80% of the Project Plan cost and no more than \$40,000 (excluding GST).</p>	<ul style="list-style-type: none"> • For example – if the project costs \$27,500 including GST, then your total project funding must be for \$25,000 (i.e. excluding \$2,500 GST). • Recipients are responsible for the payment of GST, which is not eligible in funding claims to the Department.

<p><input type="checkbox"/> Confirm that you will pay:</p> <ul style="list-style-type: none"> - your 20% cash co-contribution to the project cost; - any GST; and - any additional funds required. 	<ul style="list-style-type: none"> • For example, if you request the maximum \$40,000 in funding, you need to commit a cash co-contribution of at least \$10,000. • If your Project Plan cost is for more than \$50,000, you must commit to pay the difference over \$40,000 by detailing this amount in the application form. • In-kind contributions are not eligible for co-contribution. It must be a cash co-contribution.
<p><input type="checkbox"/> Work on the project will commence on or after the execution of the Financial Assistance Agreement.</p>	<ul style="list-style-type: none"> • Retrospective funding (i.e. reimbursing work that has already occurred and/or costs that have already been incurred) is not permitted. Funding is available to successful applicants once the FAA is signed and on provision of an invoice. All funds must be expended within 12 months of being awarded the grant.

STEP 3 – PROJECT PLAN (SPREADSHEET)

Please note: ALL applicants must complete and upload a Project Plan, which is a downloadable spreadsheet you can find online at [Innovation Booster Grant documents](#). The spreadsheet will show the direct, attributable costs of your project over its timeline, including consultant/ supplier(s), if used. Only eligible expenses (see Step 2 above) can be included. A worked example is shown below.

INNOVATION BOOSTER GRANT - Project Plan Expenditure

Company Name: XYZ WA Pty Ltd Project Name/Title: Developing ABC Tech Platform

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
1. Research and Development														
- Technical development				\$ 5,000										
- Compliance testing				\$ 5,000	\$ 2,500									
- Proof of concept														
- Product testing and validation														
- Laboratory verification														
- Certification														
2. Product Development														
- Engineering design work							\$ 2,500							
- Prototype development							\$ 2,500							
- Innovation design														
- Building an MVP (minimum viable product)							\$ 7,500	\$ 3,000	\$ 3,000	\$ 3,000				
3. Technology Transfer and Intellectual Property														
- Protection of intellectual property														
- Legal advice														
- Licensing														
4. Commercialisation Support Services														
- Innovation management and consulting														
- Commercialisation/marketing strategies														
- Commercialisation feasibility studies														
Monthly TOTALS >	\$ -	\$ 15,000	\$ -	\$ 10,000	\$ 2,500	\$ 5,000	\$ 5,000	\$ 7,500	\$ 3,000	\$ 3,000	\$ 5,000	\$ -	\$ -	\$ -

INSTRUCTIONS

1. Complete 'Company Name' and 'Project Name/Title'
2. On the left hand side are all the eligible project expenditure items, in various categories
3. Enter the ex-GST \$ value (e.g. 30500 to signify \$30,500) for each expenditure item in the appropriate category and in the estimated month
4. Once completed, the total for each month will show, and the Total Project Cost will be calculated
5. Deduct the Grant you are requesting (maximum \$40,000), which must be no more than 80% of the Total Project Cost.
6. The remaining money will be the cash contribution you will provide, which must be at least 20% of the Total Project Cost.

(Note: on signing of the Financial Assistance Agreement, successful recipients can invoice 75% total project costs upfront, and the rest at the end.)

(Office Use)

CHECK
80%
20%

4 Total Project Cost: \$ 50,000 =100% of total project cost

5 Grant you are applying for: \$ 40,000 = not more than 80%

6 Your Cash Contribution (\$): \$ 10,000 = not less than 20%

Applicant Declaration The projected Project Plan expenditures shown on this spreadsheet are as accurate as possible, at this point of time. Our project team will endeavour to fulfil on the project as per our application submission, its project outcomes and timelines, as far as is reasonable.

Name: A. N. Other

Date: 21-Oct-2023



All numbers are in Australian Dollars, ex GST

1. Research and Development
 - Technical development
 - Compliance testing
 - Proof of concept
 - Product testing and validation
 - Laboratory verification
 - Certification
2. Product Development
 - Engineering design work
 - Prototype development
 - Innovation design
 - Building an MVP (minimum viable product)
3. Technology Transfer and Intellectual Property
 - Protection of intellectual property
 - Legal advice
 - Licensing
4. Commercialisation Support Services
 - Innovation management and consulting
 - Commercialisation/marketing strategies
 - Commercialisation feasibility studies

STEP 4 (OPTIONAL FOR EXPENDITURE ITEMS 1 AND 2) – USE OF CONSULTANT/ SUPPLIER(S)

Please note: Applicants **do not have to use a consultant/ supplier(s)**, unless they have expenditure in items 3 and 4 (Tech Transfer, IP or Commercialisation Support). However, applicants can use them, including for expenditure items 1 or 2 (R&D or Product Development), if they want. Applicants may use up to three consultant/ suppliers, as long as they comply with the following...

CRITERIA	HELP / TIPS
<p><input type="checkbox"/> If you use a consultant/ supplier(s) for your project, they can be a publicly-funded, not-for-profit or privately-owned enterprise, e.g.:</p> <ul style="list-style-type: none"> – private sector firms – private sector research organisations – universities – vocational education and training organisations – ChemCentre 	
<p><input type="checkbox"/> Your consultant/ supplier(s) is based in Western Australia (PREFERRED).</p>	<ul style="list-style-type: none"> • Whilst it is preferred that the consultant/ supplier(s) is based in Western Australia, it is understood that this is not always possible – e.g. if the required service is not available in WA. • If you need to engage a consultant/ supplier(s) from interstate or overseas, you will be asked to include an explanation in your application form.
<p><input type="checkbox"/> At the end of the project, in order to release the final 25% grant payment, you will need to provide evidence that you have paid consultant/ supplier(s) as per the project plan spreadsheet.</p>	<p>Evidence must include:</p> <ul style="list-style-type: none"> • Completed acquittal report; • • Proof of payment (paid invoice(s)); • Paid invoice(s) to include <ul style="list-style-type: none"> ○ Description of the service provided ○ Total cost ex GST; and ○ Date paid.

HOW TO APPLY

Applying for an Innovation Booster Grant (IBG) is a one-stage competitive process involving a written online application, and Project Plan, that needs to be submitted via the [online grant platform \(https://innovationbooster.grantplatform.com/\)](https://innovationbooster.grantplatform.com/).

Applications can be made at any time during the year. An external evaluation panel will sit at various times a year to consider the latest applications. Please ensure you have received an email confirming that your application was submitted and keep this on file, for your reference.

Your application will first be assessed for its eligibility. Please run through the checklist, ensure your application is complete, and check everything required has been uploaded.

Common errors include inputting incorrect company information (such as the ABN number), or asking for a grant that does not equate to the numbers in the Project Plan spreadsheet.

ADDRESSING THE EVALUATION CRITERIA

If your application is found eligible (passes all the eligibility criteria), it is then evaluated against the following five criteria, by an external panel.

Please note: IBGs are designed for projects where the evaluation panel believes **the grant will make the most difference or impact, and take that project the furthest**. In some cases, \$40,000 will not make much difference. In others, it can be game-changing. The panel is looking for the **latter**.

For a competitive application, please address these five criteria **as clearly as possible** and **use concrete evidence where possible**. Each criteria is equally important.

<p>1. NEED FOR FUNDING</p>	<p>Demonstrate and explain:</p> <ul style="list-style-type: none"> - what your innovation is; - how the IBG will directly help address your financial need in advancing your innovative project; - why this project deserves WA government funding; and - why you cannot fund this project yourself (difficulties and gaps in funding).
<p>2. INNOVATION</p>	<p>Demonstrate:</p> <ul style="list-style-type: none"> - the unique innovation embedded in your project - what is new about your innovation - what you have managed to accomplish to date - what 'customer problem' your innovation is designed to solve, and how it does this - How you have protected (or are going to protect) the intellectual property within your project

<p>3. COMPETITIVE ADVANTAGE</p>	<p>Demonstrate that your innovative project has a competitive advantage in a sizeable market, through differentiation including:</p> <ul style="list-style-type: none"> - cost benefits; - product features; - delivery; and any other unique features. <p>What is the total size of your addressable market (show workings), and how are you going to capture it? What 'market traction' do you already have (if any), and/or how are you going to gain or accelerate this traction?</p>
<p>4. PEOPLE</p>	<p>Demonstrate:</p> <ul style="list-style-type: none"> - that you, your team, (and your chosen consultant/ supplier(s), if used) have the relevant skills, experience and capacity to advance your innovation. - how other resources (e.g mentors, advisors, others) may contribute towards the project and its success; - (if you use a consultant/ supplier(s)) how collaborating with them will meet this need, why you have chosen them, and how you intend to work together.
<p>5. PLAN AND IMPACT</p>	<p>Explain why your proposed project and associated plan is feasible, persuasive and back-able.</p> <p>Demonstrate the potential and real impacts that WA government funding for your innovation will have on:</p> <ul style="list-style-type: none"> - delivering tangible benefits for industry and customers, such as income growth, new markets, technological transfer, collaboration, future capital raising, and any other measurable benefits; - generating job creation, developing new industries and additional economic diversification benefits for WA; and - support WA to deliver upon or more of the United Nations 17 sustainable development goals

The maximum score for applications is 50 (maximum 10 points per question).

OTHER CRITERIA

In addition to the evaluation criteria, applications are assessed based on their alignment with:

- The objectives of the New Industries Fund;
- Diversity and inclusion goals, including support for regional, female and Indigenous innovation;
- Current WA government and JTSI priorities, policies and initiatives for innovation;
- The WA government's [Innovation Strategy](#) (*Western Australia: the place to innovate*), published in December 2022;

- The level of funding sought by the applicant compared to how the application meets these criteria.

EVALUATION PANEL

JTSI engages an independent Evaluation Panel to assess applications based on the above criteria, and to make recommendations for funding. To assist with their decision making, the panel may seek advice from individuals with expertise in the area/s under consideration. They may also request additional evidence to support claims against the evaluation criteria.

The deliberations of the Evaluation Panel and all related information and material are strictly confidential, subject to the requirements of the *Freedom of Information Act 1992* (see Conditions and Obligations, p.13).

The final approval for applicant funding lies with the Department of Jobs, Tourism, Science and Innovation.

OUTCOME COMMUNICATIONS AND FEEDBACK

Eligible applicants will be notified by email on the outcome of their application a few weeks after each sitting of the Evaluation Panel. Successful applicants are publicly announced by the Minister for Science, Innovation and the Digital Economy.

As part of this and other media announcements, the Department may disclose selected high-level details to the public, such as business name, project brief, grant amount, suburb and postcode. Recipients agree to this as part of their Financial Assistance Agreement with the Department.

All recipients agree to have their grant amount made public, and also published on [Dealroom WA](#).

The IBG is expected to be a highly competitive process. Previous experience with the IBG indicates we will receive many more applications than can be funded. Applicants should weigh up the time taken to apply, and consider the 'invested cost' may not yield a return. Please consider where the IBG is right for you, and you for it, and note that the decision on recipients is final and no further correspondence can be entered into.

If you have any queries, please contact us at innovationbooster@jtsi.wa.gov.au.

CONDITIONS AND OBLIGATIONS

FOR RECIPIENTS

1. Enter into a Financial Assistance Agreement with the Department of Jobs, Tourism, Science and Innovation (JTSI).

Recipients of funding under the IBG are required to enter into a written Financial Assistance Agreement with the Department of Jobs, Tourism, Science and Innovation (JTSI), who administers the grant. No rights to financial assistance accrued until such time as the grant agreement has been entered into by the relevant parties.²

The Financial Assistance Agreement outlines the terms and conditions under which JTSI provides financial support, including project performance, publicity and reporting issues. JTSI specifies the conditions and obligations of funding prior to the disbursement of any funds.

Businesses recommended for funding may be required to provide more detailed information about their business. Applications may be subject to due diligence, technical, financial and economic appraisals.

2. Cyber safety responsibility

Recipients of funding under the IBG are expected to keep their funded projects 'cyber-safe'. The onus is on the recipient to ensure all customer and other data is kept secure. JTSI cannot be held responsibility for the cyber safety, or otherwise, of funded projects.

3. Participate in post funding reviews.

All financial support provided by JTSI under this grant is subject to a post funding review. Recipients are required to participate in online surveys conducted by JTSI up to 3 years after the funding ceases. Surveys generally take 10 minutes to complete and seek feedback on inputs, activities, results, usage and impacts related to the IBG.

4. Co-contribution towards IBG

Financial assistance for recipients will cover 80% of the total eligible costs up to a maximum of \$40,000. Recipients are required to pay the remaining 20% (or more) of total eligible costs.

5. Funding availability.

Funding is available to successful applicants for up to 12 months after the awarding of the grant.

6. Claiming grant funds.

Grant payments to successful applicants are via electronic funds transfer (EFT), in two amounts:

- 75% of the funds can be remitted immediately on execution of a Financial Assistance Agreement, on provision of invoice to JTSI.

² JTSI reserves the right to check the financial stability of all selected applicants before Financial Assistance Agreements are finalised.

- Prior to the end of 12 months, the 25% balance can be invoiced at the end of project, once the activities have been completed and all project expenses paid. An acquittal template form will be provided by JTSI for this purpose.

It is important that the project be completed within 12 months, and the final payment made within this time; otherwise the total grant funding cannot be assured.

7. GST excluded.

The Department does not regard the IBG as payment for a supply. Thus, the Department does not increase the grant to include GST, nor does it reimburse a grant recipient for GST paid or payable to a third party.

8. Consultant/ Supplier(s).

The Financial Assistance Agreement is between JTSI and the successful applicant. Consultant/ supplier(s) (if used) shall have no contractual, legal or equitable rights against JTSI.

9. Conflicts of interest.

Applicants are required to disclose any information that might be relevant to an actual, likely or potential conflict of interest.

10. Release of confidential information.

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

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. Under this act, 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 amount 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.

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

11. Media and promotions.

IBG recipients are requested to provide contact details, including a name, phone number and email address, to be shared for media and promotional purposes.

DISCLAIMERS

The provision of financial assistance under the WA government's New Industries Fund is at the absolute discretion of the Department of Jobs, Tourism, Science and Innovation. Nothing in the application process, the selection process or any associated documentation shall give rise to any:

- (a) legal relations or any process or other contract between the Minister or the WA government on the one hand and the applicant on the other; or
- (b) legitimate expectations on the part of the applicant.