



## Application Form

# Entrepreneurs' Programme Accelerating Commercialisation

Version [Date issued]

This document informs you of the questions we will ask you in the online form when you apply for Accelerating Commercialisation. It will help you prepare your responses and the mandatory attachments you will need before you apply online.

**Do not use this document as your application form. You can only submit an application using the online form**

## About Accelerating Commercialisation

Accelerating Commercialisation is an element of the Entrepreneurs' Programme. It is a highly competitive, merit-based programme and only the strongest grant applications will be successful. Accelerating Commercialisation encourages and assists small and medium businesses, entrepreneurs and researchers to commercialise novel products, processes and services.

## Completing this form

Please read the [Customer Information Guide \(under Key Documents\)](#) before filling out this application.

This application form contains the following:

- Part A – Eligibility
- Part B – Contact details
- Part C – Applicant information
- Part D – Project details and funding
- Part E – Merit criteria
- Part F – Supporting documents
- Part G – Contact details
- Part H – Applicant declaration

## Disclosure of information

The Commonwealth's use and disclosure of your information (provided in this application or otherwise) is set out in the Customer Information Guide.

## Getting help

If you require assistance completing this application form please contact us on 13 28 46 or at [business.gov.au](http://business.gov.au). Our website and staff can help you with forms, finding business information and services and allow you to provide feedback, comments or suggestions.

You should also read and understand the Customer Information Guide and general [funding agreement \(under Key Documents\)](#) before completing an application. View these documents at [business.gov.au](http://business.gov.au).

## Submitting your application

You can apply for Accelerating Commercialisation at any time over the life of the programme.

If you are unable to use the online form please lodge your completed application on this form with attached supporting evidence:

- by email to

State	Mailbox
NSW/ACT	<a href="mailto:ACNSW@industry.gov.au">ACNSW@industry.gov.au</a>
VIC	<a href="mailto:ACVIC@industry.gov.au">ACVIC@industry.gov.au</a>

State	Mailbox
QLD	<a href="mailto:ACQLD@industry.gov.au">ACQLD@industry.gov.au</a>
WA	<a href="mailto:ACWA@industry.gov.au">ACWA@industry.gov.au</a>
SA/NT	<a href="mailto:ACSANT@industry.gov.au">ACSANT@industry.gov.au</a>
TAS	<a href="mailto:ACTAS@industry.gov.au">ACTAS@industry.gov.au</a>

## A. Eligibility

### A.1. Eligible entities

*This section will help you determine whether you are an entity eligible for the programme.*

You are required to answer all questions in this section.

A non tax-exempt company<sup>1</sup> that is registered for GST and has a combined turnover<sup>2</sup> of less than \$20 million for each of the three financial years prior to lodgement of the application.  yes  no

A commercialisation office<sup>3</sup>  yes  no

An eligible partner entity<sup>4</sup> that is a company<sup>1</sup>  yes  no

An individual who agrees to form a non tax-exempt company<sup>1</sup> if the application for Accelerating Commercialisation funding is successful  yes  no

A researcher who agrees to form a non tax-exempt company<sup>1</sup> if the application for Accelerating Commercialisation funding is successful  yes  no

A partnership who agrees to form a non tax-exempt company<sup>1</sup> if the application for Accelerating Commercialisation funding is successful  yes  no

<sup>1</sup> For Accelerating Commercialisation, a company is:

- Incorporated under the *Corporations Act 2001 (Cth)*; and
- its trading activities
  - form a sufficiently significant proportion of its overall activities as to merit it being described as a trading corporation; or
  - are a substantial and not merely a peripheral activity of the corporation.

<sup>2</sup> Combined turnover is the annual turnover of the applicant and of each related body corporate (if any).

<sup>3</sup> A Commercialisation Office is an entity of a publicly funded research organisation (PFRO) or a company controlled by one or more PFROs, that assists researchers in commercialising their intellectual property. A PFRO is a higher education provider listed in Table A and Table B of the *Higher Education Support Act 2003* as well as Federal, State and Territory Government departments or agencies which undertake publicly funded research.

<sup>4</sup> An eligible partner entity is an entity whose primary purpose is research but also looks to commercialise the resultant intellectual property.

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An unincorporated trustee applying on behalf of a trust who agrees to form a non tax-exempt company<sup>1</sup> if the application for Accelerating Commercialisation funding is successful  yes  no

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An incorporated trustee applying on behalf of a trust.  yes  no

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If you have answered 'yes' to any of the questions above you are eligible to apply for this programme subject to the additional eligibility criteria below.

## A.2. Additional eligibility criteria

*This section will help you determine whether you comply with additional eligibility criteria for the programme.*

You are required to answer all questions in this section.

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Do you have a novel product, process or service that you wish to commercialise and trade to customers external to the State or Territory of your place of business<sup>5</sup>?  yes  no

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Have you received commercialisation guidance<sup>6</sup>?  yes  no

---

Does your company own, have access to or have beneficial use of the intellectual property that is the subject of, or is necessary to carry out the project?  yes  no

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Are you able to demonstrate the ability to fund at least 50 per cent of the eligible expenditure of the eligible commercialisation project, other than from government grant sources?  yes  no

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*You will be required to attach evidence to demonstrate your ability to fund the cost of the project when submitting your application.*

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If you answered 'yes' to all of the questions above you are eligible to apply for this programme.

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<sup>5</sup> Place of business is taken to be the business street address provided in this application.

<sup>6</sup> Commercialisation guidance is a range of services for which you may receive one or more of the following from AusIndustry or a Commercialisation Adviser:

- Feedback on your eligibility for other activities under Accelerating Commercialisation;
- Referral to other Federal, State or Territory Government programmes;
- Referral to services provided under Business Management or Innovation Connections (other elements of the Entrepreneurs' Programme);
- Guidance and feedback on your proposed commercialisation project;
- Guidance on the application process for other activities under Accelerating Commercialisation.

The guidance is received through submitting an Expression of Interest.

## B. Contact details

### B.1. Details of primary contact

*Person authorised to act on behalf of the applicant.*

*(Note: You must provide at least one phone or mobile number. Other than title, all the remaining fields below are mandatory unless stated otherwise.)*

Provide details of the primary contact.

Title

Given name

Family name

Position title

Phone number

Mobile number

Email address

Provide the postal address of the primary contact

Address

Suburb/ town

State/ territory

Postcode

Country

Australia

### B.2. Contact's relationship to applicant

Is the applicant the primary contact's employer?

yes  no

If you answered 'yes' go the next question. If you answered 'no' complete the following table.

What is the relationship of the primary contact to the applicant?

Name of primary contact's employer

Australian Business Number (ABN) of primary contact's employer

Provide a contact for the applicant organisation

Title

Given name

Family name

Position title

Phone number

Mobile number

Email address

### B.3. How did the applicant hear about the programme?

--- Please select ---

If Other, please specify:

### B.4. Commercialisation Adviser

Name of your Commercialisation Adviser:

## C. Applicant information

### C.1. Type of applicant

*In this section you must indicate what type of entity you operate under.*

Select which type of entity your organisation is

- a company incorporated in Australia
- a commercialisation office
- an eligible partner entity that is a company
- an individual who agrees to form a company before signing an agreement
- a researcher who agrees to form a company before signing an agreement
- a partnership that agrees to form a company before signing an agreement
- an unincorporated trustee applying on behalf of a trust who agrees to form a company before signing an agreement
- an incorporated trustee applying on behalf of a trust

## C.2. Applicant details

*If you are applying as a trustee on behalf of a trust leave this question blank and go to the next question "Trustee and trust details".*

---

Australian Company Number (ACN)

*If applicable*

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Australian Business Number (ABN)

---

Legal/ registered entity name

---

Business/ trading name

*Your business may have registered one or more business names. If you operate under a business or trading name enter alternate names here.*

---

Date of registration of ABN

---

GST registered?

yes  no

*We need to know whether the applicant or the applicant's parent company has disclosure obligations to the ASX by being listed.*

yes  no

Is your company listed on the Australian Stock Exchange (ASX)?

If yes, ASX/other code:

Is your parent company listed on the ASX?

yes  no

If yes, ASX/other code:

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## ANZSIC details

What is your company's main revenue earning activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

ANZSIC division:

ANZSIC Class :

*The ANZSIC codes and titles are available from the Australian Bureau of Statistics (ABS) website. Phone 13 28 46 if you require assistance.*

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## C.3. Trustee and trust details

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Australian Company Number (ACN) of the trustee

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Australian Business Number (ABN) of the trustee

*(if different to trust, otherwise leave blank)*

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Legal/ registered entity name of the trustee

---

Australian Business Number (ABN) of the trust

---

Legal/ registered entity name of the trust

---



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Postcode

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Provide your **Business Postal Address**.

- Same as your business street address, go to next section.
- Different to your business street address, provide details below.

---

Address

---

Suburb/ town

---

State/ territory

---

Postcode

---

Country                      Australia

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### C.8. Website address

Provide your business' website address.

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### C.9. Project site address

Will your project's activities occur solely at the above listed head office address?                       yes     no

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If you answered 'yes' go the next question. If you answered 'no' complete the following table.

*Project site address must be a street address not postal.*

**Site address 1 (this is the Primary Project Site Address where the majority of the project activity will occur)**

---

Address

---

Suburb/ town

---

State/ territory

---

Postcode

---

Country                      Australia

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### Site address 2

Address

---

Suburb/ town

---

State/ territory

---

Postcode

---

Country                      Australia

---

### Site address 3

Address

Suburb/ town

State/ territory

Postcode

Country

Australia

### C.10. Latest financial year figures

Complete this question only if you are a company or an incorporated trustee applying on behalf of a trust. Otherwise go to the next question "Related Companies".

Has the applicant existed for a complete financial year?

yes  no

If you answered 'yes', enter the latest completed financial year, then complete the table below.

*Example entry 2013-14*

If you answered 'no', enter the number of months completed in financial year to date, then complete the table below for the current year (or part year) and the next financial year. months

### Financial Information

Please provide a summary of your company's financial information, excluding any related bodies corporate. Forecasts should include project expenditure as planned and all sales revenue, but should not show the anticipated Accelerating Commercialisation grant as income. All amounts in the table below must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000.

Trading Performance	Previous financial year yyyy/yy (\$A)	Previous financial year yyyy/yy (\$A)	Current financial year yyyy/yy (\$A)	Next financial year yyyy/yy (\$A)
Sales Revenue (turnover) <i>Total revenue from the sale of goods and services, as reported in the applicant's Business Activity Statement (BAS) #.</i>	\$	\$	\$	\$
Export Revenue <i>Total revenue from export sales, as reported in the applicant's Business Activity Statement (BAS)#.</i>	\$	\$	\$	\$

<b>Trading Performance</b>	<b>Previous financial year</b> yyyy/yy (\$A)	<b>Previous financial year</b> yyyy/yy (\$A)	<b>Current financial year</b> yyyy/yy (\$A)	<b>Next financial year</b> yyyy/yy (\$A)
R&D Expenditure <i>Expenditure on Research and Development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.</i>	\$	\$	\$	\$
Taxable Income <i>Taxable income or loss as per the Applicant's Business Income Company Tax Return.</i>	\$	\$	\$	\$
Net tangible assets	\$	\$	\$	\$
Paid up capital	\$	\$	\$	\$
Employees, including working proprietors and salaried directors (headcount) <i>Individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business.</i>				
Independent contractors (headcount) <i>Individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.</i>				

# Refer to ATO guidance as to what is included in the BAS at: [www.ato.gov.au](http://www.ato.gov.au).

**MANDATORY ATTACHMENTS:**

- *Financial statements (statement of financial performance/profit and loss; statement of financial position/balance sheet) for the previous 3 financial years (or for as many years company has been in existence if 3 years is not available)*
- *Interim (year-to-date) financial statements for the current financial year*
- *Cash flow forecast covering the project period, showing the timing and sources of funding and the use of the funds on eligible and ineligible expenditure and other business expenses. The cash flow forecast should be monthly and include the grant as income received quarterly.*

<b>Capital Raising</b>	<b>Previous financial year</b> yyyy/yy (\$A)	<b>Previous financial year</b> yyyy/yy (\$A)	<b>Current financial year</b> yyyy/yy (\$A)	<b>Next financial year</b> yyyy/yy (\$A)
<b>Paid in capital</b>  <i>Cash invested in a company. This cash may be received in exchange for the issuance of new equity.</i>  Brief Description:	\$	\$	\$	\$
<b>Debt Capital</b>  <i>This is any instrument that is issued in exchange for cash that is repayable to the lender including bank loans, personal loans, convertible debt or other forms of indebtedness governed by a loan agreement or similar document specifying the terms.</i>  Brief Description:	\$	\$	\$	\$

**Grouped turnover for the past 3 financial years**

Please provide turnover of your company and its related bodies corporate for the past three financial years. **Refer to the definition of 'turnover' in the Glossary of the Customer Information Guide.** (Add/delete rows as needed)

<b>Names of bodies corporate</b>	<b>Turnover (\$A)</b> yyyy/yy	<b>Turnover (\$A)</b> yyyy/yy	<b>Turnover (\$A)</b> yyyy/yy
<b>Applicant:</b>	0	0	0
	0	0	0
	0	0	0
<i>Total combined turnover</i>	0	0	0

### C.11. Related Companies

Does your company have an Ultimate Holding Company?  yes  no

If you answered 'yes' complete the following table. If you answered 'no' go to next question.

Ultimate Holding Company ABN (if applicable)

Legal/ registered entity name of Ultimate Holding Company

Country of incorporation

Please list any related bodies corporate of your company

*Two bodies corporate are related where:*

- *One is a holding company (ie parent) of the other;*
- *One is a subsidiary of the other;*

*Both are subsidiaries of the same holding company.*

**MANDATORY ATTACHMENT:** You must attach a diagram of your company's group structure showing the legally registered name and country of incorporate of each body corporate, the relationships and relative shareholdings within the group. This is required even if the applicant is not part of a corporate group.

### C.12. Shareholders

List shareholders in your company, the role/relationship with your company, the percentage of issued shares each holds, and whether the shareholder is an Australian resident or an Australian-controlled entity. Where there are more than 10 shareholders, list only the top 10.

*If more than one role/relationship applies to the shareholder, choose the predominant purpose for the investment.*

Name of shareholder	Role/relationship with applicant	% of issued shares	Australian resident/ controlled entity?
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>

Name of shareholder	Role/relationship with applicant	% of issued shares	Australian resident/ controlled entity?
	--Please Select--	%	Yes <input type="checkbox"/> No <input type="checkbox"/>

### C.13. General Background

#### Classifications

What is your company's core business?

*If your application is successful, key words will assist Expert Network members to identify commercialisation opportunities for your project.*

List a maximum of 10 keywords relating to the project that will aid in searching for your project, technology, market or business:

**What technology is core to your invention?** (*This is the substance of the invention, not its intended use.*). Select only one as your final answer.

Biotechnology

*Application of science and technology to living organisms, as well as parts, products and models thereof, to alter living or non-living materials for the product of knowledge, goods and services.*

Software

*Programs, procedures and data associated with the operation of a computer system, and includes website design.*

Technology systems and hardware

*Physical computer, peripheral input and output devices, combination of software and hardware components interacting in a systematic way.*

Manufacturing, engineering and design.

*Manufacturing: Technology that assists in the fabrication and/or assembly of goods or services; does not have a biotechnology basis; does not contain significant innovation in software or hardware necessary for the successful running of the innovation.*

*Engineering and design: Broad classification capturing innovations that do not fall within other categories. May include (but not be limited to) mechanical engineering, electrical engineering, civil engineering, chemical engineering, food engineering, food technologies and manufacturing, materials engineering, process engineering (including process enhancements), minerals processing, product design enhancements, industrial design, industrial processing.*

**What is the primary target market for the novel product, process or service?** See Appendix for definitions. Select only one as your final answer.

Automotive, aviation and marine

Education and training

Business, marketing, communications and finance

Environment and water management

Defence, security and safety

Entertainment, tourism and sport/recreation

- Food and agribusiness
- Infrastructure, housing & transport systems
- Mining equipment technology and services

- Medical technology and pharmaceuticals
- Oil, gas and energy
- Original equipment manufacturer
- Textiles, clothing and footwear
- Other, please specify:

**If applicable, please indicate other target markets for the novel product, process or service.**

See Appendix for definitions. Select all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> Automotive, aviation and marine                 | <input type="checkbox"/> Infrastructure, housing & transport systems |
| <input type="checkbox"/> Business, marketing, communications and finance | <input type="checkbox"/> Mining equipment technology and services    |
| <input type="checkbox"/> Defence, security and safety                    | <input type="checkbox"/> Medical technology and pharmaceuticals      |
| <input type="checkbox"/> Education and training                          | <input type="checkbox"/> Oil, gas and energy                         |
| <input type="checkbox"/> Environment and water management                | <input type="checkbox"/> Original equipment manufacturer             |
| <input type="checkbox"/> Entertainment, tourism and sport/recreation     | <input type="checkbox"/> Textiles, clothing and footwear             |
| <input type="checkbox"/> Food and agribusiness                           | <input type="checkbox"/> Other, please specify:                      |

**Advanced Manufacturing.**

*Businesses that adopt innovative technologies or business practices to improve or develop manufactured products processes or services. This includes the adoption of improvements or innovations across any of a range of manufacturing steps, such as concept, research and development, design, production, logistics, marketing and after-sales services, in order to achieve high value products, services or business outcomes, including improved responses to market demands.*

*Businesses that supply services, technologies or inputs to the manufacturing processes of businesses described above.*

Does your product, process or service and/or proposed project involve advanced manufacturing?

- Yes                       No

## Other parties associated with the project

Please list parties associated with the project e.g. advisory board, project partners, contractors (recent or ongoing relationship), competitors, suppliers, potential customers, etc including those listed in the project budget calculator. *This information is used for internal disclosure of interest processes and to protect you from inadvertent conflicts of interests in our processes.*

(Add/delete rows as needed).

<b>Name of entity or individual</b> (List all other parties named in the application)	<b>Relationship to Applicant</b> (e.g. Advisory Board to applicant, contractor/potential contractor, supplier/potential supplier, non-collaborative partner, licence agreement parties, competitors, unknown)

## C.14. Other Government Assistance

Has your company received any Commonwealth / State / Territory Government assistance during the past five years?

Yes  ► If yes, please complete the table below.

No  ► If no, proceed to [Project details and funding](#).

Please provide details of the assistance, including current applications and current grants. *Add extra rows if needed. For R&D Tax Incentive/Concession, please group all financial years into one row.*

*Please also indicate whether the Government assistance relates to the same project intellectual property that is the subject of this grant application.*

<b>Assistance source</b> (Agency and Programme)	<b>Related to this project's intellectual property?</b>	<b>From</b>	<b>To</b>	<b>Amount (\$A)</b>
	Yes <input type="checkbox"/> No <input type="checkbox"/>	dd/mm/yyyy	dd/mm/yyyy	\$
	Yes <input type="checkbox"/> No <input type="checkbox"/>	dd/mm/yyyy	dd/mm/yyyy	\$
	Yes <input type="checkbox"/> No <input type="checkbox"/>	dd/mm/yyyy	dd/mm/yyyy	\$
	Yes <input type="checkbox"/> No <input type="checkbox"/>	dd/mm/yyyy	dd/mm/yyyy	\$
	Yes <input type="checkbox"/> No <input type="checkbox"/>	dd/mm/yyyy	dd/mm/yyyy	\$

**Briefly explain the results of any government assistance received in the last five years, specifically what the assistance was used for. Also explain any previous government assistance obtained for the new product, process or service and what results were achieved.**

300 word limit

## D. Project details and funding

### D.1. Project title and description

*If your application is successful, the details you provide below will be published on the departmental website. Published project details will include:*

- *name of the applicant*
- *title of the project*
- *a description of the project and its intended outcomes*
- *amount of funding awarded.*

Provide a short project title.

*If the application is successful, this project title and the publication project description will be used by the Australian Government in published material.*

*This is a short descriptive title for the project. For instance, do not use only the product name as a project description.*

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70 characters

Provide a brief project description for publication on our website.

*This description is for the general public, so it should be written in simple terms avoiding technical or industry specific terminology. It should be a brief explanation of the product, process or service to be commercialised, the key target market, the key problem it solves or key market opportunity, and how Accelerating Commercialisation support will be used to assist in commercialisation. In the box below, please complete the description in this format:*

Project Description: [Applicant] has developed [innovative product, process or service] for the [target/priority market/industry/application sectors]. This [technology/solution] will [value proposition/customer benefits]. Entrepreneurs' Programme commercialisation support will be used to help [Applicant] commercialise this [product/process/service] and achieve [expected commercial outcomes and/or national/global benefits].

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750 characters

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## D.2. Project Basis

The subject of the project will be a new (select all that apply):

Product                       Process                       Service

## D.3. Project Summary

**MANDATORY ATTACHMENT:** You are required to complete the Mandatory Attachment – Project Summary and Merit Criteria. You must use the sample template available on [business.gov.au](http://business.gov.au).

## D.4. Project budget calculator

Grants will be provided to fund an agreed proportion of eligible expenditure directly associated with implementing an applicant's project.

More information on eligible expenditure and what restrictions apply can be found in the [Customer Information Guide](#).

**MANDATORY ATTACHMENT** - Eligible expenditure must be outlined in the Accelerating Commercialisation Project Budget Calculator. You must complete the Project Budget Calculator available on [business.gov.au](http://business.gov.au).

Expenditure should be shown GST exclusive. You may be asked for additional information on expenditure breakdown during the application process.

## D.5. Project milestones and key activities.

List the Milestones you plan to achieve for your commercialisation project during the grant period.

- For services you intend to purchase, enter the relevant details under the milestone to which you expect the service to contribute most.
- For an Experienced Executive, list the key activities to be undertaken by him/her against the milestones to which they will contribute most.
- Milestones should be measurable outcomes that can be used by third parties to objectively assess project progress (e.g. final prototype design accepted, trial completed, distributor appointed, independent testing and validation completed).
- Milestones do not have to be sequential, they can and often will overlap in execution.
- Key activities are the key steps needed to reach these milestones.
- Estimated costs are sought for assessment purposes only and should only include eligible expenditure.

Further guidance on what constitutes eligible expenditure is provided in the [Customer Information Guide](#).

*The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You can have up to a maximum of 10 milestones.*

**Milestone 1**

Milestone title

---

Activities undertaken by

---

Milestone description and key activities

---

5000 characters

---

Expected measurable outcome(s)

---

5000 characters

---

Milestone start date

Milestone end date

---

Estimated eligible milestone cost (\$A) (ex GST)

---

**Milestone 2**

Milestone title

---

Activities undertaken by

---

Milestone description and key activities

---

---

---

Expected measurable outcome(s)

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---

Milestone start date

Milestone end date

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---

---

Estimated eligible milestone cost (\$A) (ex GST)

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**Milestone 3**

Milestone title

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---

Activities undertaken by

---

---

---

Milestone description and key activities

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Expected measurable outcome(s)

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Milestone start date

Milestone end date

Estimated eligible milestone cost (\$A) (ex GST)

Total milestone costs (\$A) (from the milestones listed above)

### Total project eligible expenditure

Total milestone costs (\$A) from above

Plus

Estimated audit costs (\$A) (ex GST)

Equals

Total eligible expenditure of project (\$A)

### D.6. Project duration

*The maximum project length is 2 years. The Start date cannot be prior to formal acceptance of your final application including all mandatory and other supporting documents. The Start and End dates must align with the milestone table and the project budget calculator.*

Project start date

Project end date

### D.7. Grant Amount Sought

The total eligible expenditure below must be the same as in the Project Budget Calculator and **exclusive of GST**.

*Grant amounts cannot exceed \$1 million. Commercialisation Offices or Eligible Partner Entities can only apply for grants of up to \$250,000.*

Total eligible expenditure from milestones (\$AUD)	\$
<i>This figure is derived from the Total milestones costs above.</i>	
Estimated audit costs (\$AUD)*	\$
Total eligible expenditure (\$AUD)	\$
Total ineligible expenditure (\$AUD)	\$
<i>Enter the ineligible costs of the project that you must be able to meet outside of the grant. 0 is acceptable.</i>	
Total project expenditure (\$AUD)	\$
Programme grant amount (AUD)*	\$
Grant percentage (% of total eligible expenditure)	\$

*\*The project cannot be funded by this grant in conjunction with any other Commonwealth grant. The Total government grant percentage including non-Commonwealth government funding cannot exceed 50%.*

## D.8. Applicant Contribution

Your entire share of funding is not needed at the time of application. However, you must show that your company can match the grant progressively at the rate eligible expenditure is to be incurred on the project, and that your company can also fund ineligible expenditure.

**Explain how your company will provide all the funds (other than the grant funds) required for the entire project including ineligible expenditure.**

*Enter your response below:*

2000 characters

**Explain how your company will fund any financial commitments unrelated to the project during the project period (including existing business costs, if any), and how you will fund commercialisation after project completion.**

*Enter your response below:*

1000 characters

**Enter amounts into the table below and provide details and evidence on the source(s) of funding for your company's share of total project costs.**

Fund type	Amount (\$A)	Description on the source of funding
Cash on hand	\$	e.g. recent bank statements
Cash flow	\$	e.g. net free cashflow (or adequate positive cashflow) evidenced by financial statements, forward projections and bank statements.
Director Loans	\$	e.g. letter of intent and evidence of ability to lend (e.g., Directors' bank statements)

Fund type	Amount (\$A)	Description on the source of funding
External Loans	\$	e.g. loan offer from bank
Equity	\$	e.g. signed shareholder agreements/term sheets
Project Partner Contribution	\$	e.g. partner agreements, MOU
Other	\$	Please provide evidence
<b>Total</b>	<b>\$</b>	Total of the above amounts.

Your contribution **MANDATORY ATTACHMENTS:**

- (1) You are required to attach evidence to demonstrate your company has the ability to fund at least 50% of the eligible expenditure of the project, taking into account both eligible and ineligible expenditure. You need to provide details and evidence of your project funding strategy, indicating the sources of funding for your share of the project. This can be in the form of balance sheets, cash flow documents, loan agreements, investor agreements or other documents.
- (2) You are also required to attach an Accountant's Declaration to confirm your business can fund its share of the project costs. You must use the template available on [business.gov.au](http://business.gov.au). This declaration must be submitted on the accountant's letterhead and be in the format provided.

#### D.9. Intellectual property (IP)

**Specify the novelty of your invention (select only one, the most relevant):**

- New to world
- New to Australia
- New to industry
- New to business

**Does the project depend on access to protected IP, whether owned/developed by the applicant or a third party?**

- Yes  ► If yes, select the relevant category below.
- No  ► If no, go to the next question.

**MANDATORY ATTACHMENT(S):**

- Applicant developed and owns IP  ► Attach copy of patent/other evidence
- Applicant has licensed IP from a third party  ► Attach signed licensing agreement
- Third party will license or assign IP to the applicant  ► Attach evidence

**If relevant, tick the boxes that indicate how you will protect any project IP necessary for successful commercialisation.**

Registered design	<input type="checkbox"/>	Trademark	<input type="checkbox"/>
Copyright	<input type="checkbox"/>	Trade secret	<input type="checkbox"/>
Australian patent(s)	<input type="checkbox"/>	Complexity of product design	<input type="checkbox"/>
International patent(s)	<input type="checkbox"/>	Other	<input type="checkbox"/>

If international patent(s), list countries here: \_\_\_\_\_ If other, specify here: \_\_\_\_\_

*Please note that the Accelerating Commercialisation funding agreement has provisions requiring Commonwealth consent prior to dealing with the project IP in certain circumstances.*

SAMPLE

## D.10. Experienced Executive

*An Experienced Executive is an experienced chief executive officer or other senior executive that is expected to bring complimentary skills and experience to the business and to drive it towards commercialisation of its novel product, process or service in the marketplace.*

### **Are you claiming expenditure for an Experienced Executive (see Section 4.1 of the Eligible Expenditure Guidelines)?**

Yes  ► If yes, please complete the question below.

No  ► If no, proceed to [Part C.9](#).

Describe the role and responsibilities of the Experienced Executive and how he/she will be appointed or recruited. Explain how the Executive will enable you to realise the full commercialisation potential for the proposed product, process or service, including specific key performance indicators (KPIs) and achievements expected from the appointee. How do these KPIs link to the Execution Plan and project milestones?

**MANDATORY ATTACHMENT** - If you have identified a suitable person, provide a brief summary of that person and attach their CV to the application. Summarise the main terms of employment or engagement (e.g. full/part time, hours of work, permanent/temporary, remuneration, etc.).

*Enter your response below:*

2000 characters

## D.11. Project Development

Estimate (in years and months) the length of time you have spent on research and development for this novel product, process or service:

Estimate (in years and months) the length of time you have spent commercialising this novel product, process or service:

## D.12. Project Description for the Funding Agreement

### **Provide a project description for the funding agreement**

*This description is for the funding agreement if the application is successful, and will not be for publication. Please provide a concise outline of what you are intending to do, key activities and expected outcomes under the headings below.*

*Project Scope and Intent*

*Key Activities*

*Intended Project Outcomes*

2000 characters

## E. Merit criteria

*You are required to complete the Mandatory Attachment –Project Summary and Merit Criteria template available on [business.gov.au](http://business.gov.au).*

SAMPLE

## F. Supporting documents

You should note any supporting documentation that you attach to the application here. The following restrictions apply to attachments:

- total size of **all** attachments and this application form should not exceed 20MB
- only files with the following file type extension can be uploaded (.pdf, .rdtf, .doc, .docx, .xls, .xlsx, xlsx, ppt, pptx)

### F.1. Mandatory Attachment 1 – Incorporated Trustees

This is only for applicants where an Incorporated Trustee is applying on behalf of a Trust:

Question on Application Form	Type of Attachments	Attached?
Trustee and Trust Details	A copy of the Trust documents showing the relationship of the Incorporated Trustee to the Trust.	<input type="checkbox"/> Yes, attached.

### F.2. Mandatory Attachment 2 – Applicant Group Structure

Question on Application Form	Type of Attachments	Attached?
Related companies	A diagram of your company group structure— showing the legally registered name and country of incorporation of each body corporate, the relationships and relative shareholdings within the group.	<input type="checkbox"/> Yes, attached.

### F.3. Mandatory Attachment 3 – Financial Statements and Cash Flow

Question on Application Form	Type of Attachments	Attached?
Financial statements and cash flow	<p>The following are required:</p> <ul style="list-style-type: none"> <li>▪ Financial statements (statement of financial performance/profit and loss; statement of financial position/balance sheet) for the previous 3 financial years (or for as many years company has been in existence if 3 years is not available)</li> <li>▪ Interim (year-to-date) financial statements for the current financial year</li> <li>▪ Cash flow forecast covering the project period.</li> </ul>	<input type="checkbox"/> Yes, attached.  <input type="checkbox"/> Yes, attached  <input type="checkbox"/> Yes, attached

### F.4. Mandatory Attachment 4 – Intellectual Property

Question on Application Form	Type of Attachments	Attached?
Intellectual Property (IP)	Evidence of the project IP protection and/or licence agreement(s)	<input type="checkbox"/> Yes, attached.

### F.5. Mandatory Attachment 5 – Project Summary and Merit Criteria

Question on Application Form	Type of Attachments	Attached?
Project Summary Merit Criteria	Complete the Project Summary and Merit Criteria template to attached to the application	<input type="checkbox"/> Yes, attached.

### F.6. Mandatory Attachment 6 – Project Budget

Question on Application Form	Type of Attachments	Attached?
Project budget	You must attach a completed Accelerating Commercialisation Project Budget Calculator.	<input type="checkbox"/> Yes, attached.

### F.7. Mandatory Attachment 7 – Evidence of Applicant’s Contribution and Accountant’s Declaration

Question on Application Form	Type of Attachments	Attached?
Applicant’s Contribution	<p>You must provide an Accountant’s Declaration (refer template).</p> <p>Further evidence of their project funding strategy, indicating the sources of funding for their share of the project, should also be provided. This can be in the form of balance sheets, cash flow documents, loan agreements, investor agreements or other documents.</p>	<input type="checkbox"/> Yes, attached  <input type="checkbox"/> Yes, attached..

### F.8. Mandatory Attachment 8 – Experienced Executive

This is only for applicants that have applied for an Experienced Executive.

Part of Application Form	Type of Attachments	Attached?
Part C.8 – Experienced Executive	CV of proposed Experienced Executive where you have identified a suitable candidate	<input type="checkbox"/> Yes, attached.



## G. Applicant declaration

### G.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government programme and that the department will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#),
- [Commonwealth Grants Rules and Guidelines](#),
- Customer Information Guide
- applicable Australian laws.

Accordingly, I understand that the department may:

- a. share information in this application with other government agencies for any purposes, including government administration, research or service delivery; and
- b. publish non – sensitive information in this application in the public domain, including on the department's website;

unless otherwise prohibited by law.

I confirm that I have read and understood the privacy, confidentiality and disclosure provisions outlined in the Customer Information Guide

- 
- By checking this box I agree to all of the above declarations and confirm all of the above statements to be true
-

## G.2. Applicant declaration

I declare that I have read and understood the Programme Guidelines including the Customer Information Guide.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, true, accurate and complete. I also understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the Department of Industry, Innovation and Science (the department) may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Fraud Control Guidelines and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and to sign and submit this declaration on behalf of the applicant.

Is your company an individual, partnership or unincorporated trustee?

Yes  ► Complete the next declaration

No  ► If **no**, sign the declaration.

I warrant that, if the applicant is:

- an individual or researcher, and not applying through an Eligible Partner Entity or a Commercialisation Office of a publicly funded research organisation, or
- a partnership or unincorporated trustee,

the applicant will establish a non-tax exempt company incorporated under the *Corporations Act 2001* (Cth) and that the company will be the signatory to the funding agreement with the Commonwealth.

I approve of the information in this application being communicated to the department in electronic form.

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By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

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By including my name in this application it is deemed to be my signature for the purpose of this application

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### G.3. Signature

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Name of signatory

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Email address of signatory

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Date

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Signature

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SAMPLE

## H. Appendix – Definitions for General Background

### H.1. Market sector definitions

Market sector	Definition
Automotive, Aviation and Marine	Including but not limited to: Products and components for automotive/aviation/marine transport (boats, submarines etc.), novel manufacturing process related to Automotive, Aviation and Marine, services targeting Automotive, Aviation and Marine.
Business, Marketing, Communications and Finance	Including but not limited to: banking, insurance and management systems, communications and media.
Defence, Security & Safety	Including but not limited to: Defence related products and services, products for home and public safety, security products and services, including software and communications security, industrial safety equipment not related to a specific sector.
Education & Training	Including but not limited to: Education programs, tools, on-line tools to aid in learning, delivery aids, innovations to improve teaching.
Environment & water management	Including but not limited to: recycled products, remediation, emission reduction products, waste management systems, water management and recycling products and systems.
Entertainment, Tourism and Sport/Recreation	Including but not limited to: products, processes and services for use in entertainment, tourism, sport & recreation, both for use immediately in these sectors and supporting sectors.
Food and Agribusiness*	<p>Businesses that undertake food or beverage production, or supply integral services or technologies to support food or beverage production.</p> <p>Businesses that provide integral services, technologies or inputs to support primary production of food and beverages.</p> <p>This definition excludes businesses that are food retailers (including restaurants and cafes) or primary producers, except where they can demonstrate they also substantially undertake the above activities.</p>

Market sector	Definition
Infrastructure, Housing & Transport systems	Including but not limited to: transport systems (Roadways, rail lines etc.), building and construction, products for the construction and building industry (e.g. new type of air conditioners), processes and services that support construction, building, housing, infrastructure or transport systems.
Medical Technologies & Pharmaceuticals*	<p>Developing, producing or producing therapeutic, medical or pharmaceutical products or technologies, including complementary medicines.</p> <p>Providing integral services, technologies or inputs to the development and production of therapeutic, medical or pharmaceutical products or technologies.</p> <p>This definition excludes businesses that are hospitals, medical and other health care services, residential care services, social assistance services and retailers of medical and pharmaceutical goods, except where they can demonstrate they also substantially undertake the above activities.</p>
Mining Equipment Technology and Services*	Mineral exploration, extraction and mining supply chains, including providing integral services, technologies and equipment for mining and minerals extraction.
Oil, Gas & Energy*	<p>Engaging in the exploration, development and extraction of energy and fuels from oil, gas, coal and uranium.</p> <p>Providing integral services, technologies and equipment for use in oil, gas and energy resource sectors.</p>
Original Equipment Manufacturer	Products that are manufactured for use in a broad range of products in non-sector specific target markets. E.g. Computer chips, wiring setups.
Textiles, Clothing and Footwear	Including but not limited to: clothing, footwear, industrial textiles and related services, processes and products.

## H.2.Growth Sectors

Advanced Manufacturing; Food and Agribusiness; Medical Technologies and Pharmaceuticals; Mining Equipment, Technology and Services; and Oil, Gas and Energy Resources.

*\*asterisk sectors represent the growth sectors that receive priority through additional credit under Accelerating Commercialisation's National Benefit merit criterion.*