



International Access Pass (Travel Grant) Customer Information



An Extension of the Games Industry Growth Pilot



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Program Overview

About the International Access Pass

The International Access Pass program provides grants of up to \$5,000 for individuals, \$10,000 for a team of two in Western Australia (WA) working in a games and interactive industry to travel to major industry conferences or business events. The program is delivered by the WA Department of Jobs, Tourism, Science and Innovation (JTISI).

The IAP program is a component of the WA Government's New Industries Fund, which supports new and emerging businesses in Western Australia to create jobs and diversify the economy. This is the second round of the program.

The WA Government recognises the games and interactive work in WA is small but has talented people and unique strengths, with opportunity to grow jobs, bring innovation to the State and help diversify our economy.

Program objectives

The International Access Pass program is designed to:

- Assist people in WA who are working with games and interactive technology to advance their business and products;
- Assist them to build business relationships and get exposure to new markets in order to grow their commercial opportunities and jobs;

- Showcase talent and build the profile of the WA industry; and
- Connect Western Australian games and interactive talent with innovation occurring globally.

Who can apply?

You are eligible if you:

- Live in WA;
- Have experience of working in the games and interactive technology (paid or unpaid);
- Are not requesting funding for activities that are supported through another funding program;
- Have not received IAP funding from Round 1, (except previous individual winners that can demonstrate a new collaboration and project not previously awarded, they can nominate for the Teamed Up award); and
- Are a registered business based in Western Australia (for the Teamed Up award only).

What support can I apply for?

A cash grant of up to \$5,000 per individual, or up to \$10,000 per team. This amount is the maximum amount of cash you can apply for (there is no minimum amount).



There are five different awards

The International Access Pass will support and showcase a range of talented Western Australians working with games and interactive technology. There are five awards available:

1. Superstar – the top candidates
2. Bright Spark – recent graduates
3. Trailblazer – role models for women
4. New Horizons – people using games in other sectors
5. Teamed Up – a team of two

An indicative allocation of the number of awards is two per award. The final number will depend on the amount of funding that the best candidates apply for and the quality of the candidate pool for each award.

The process is competitive

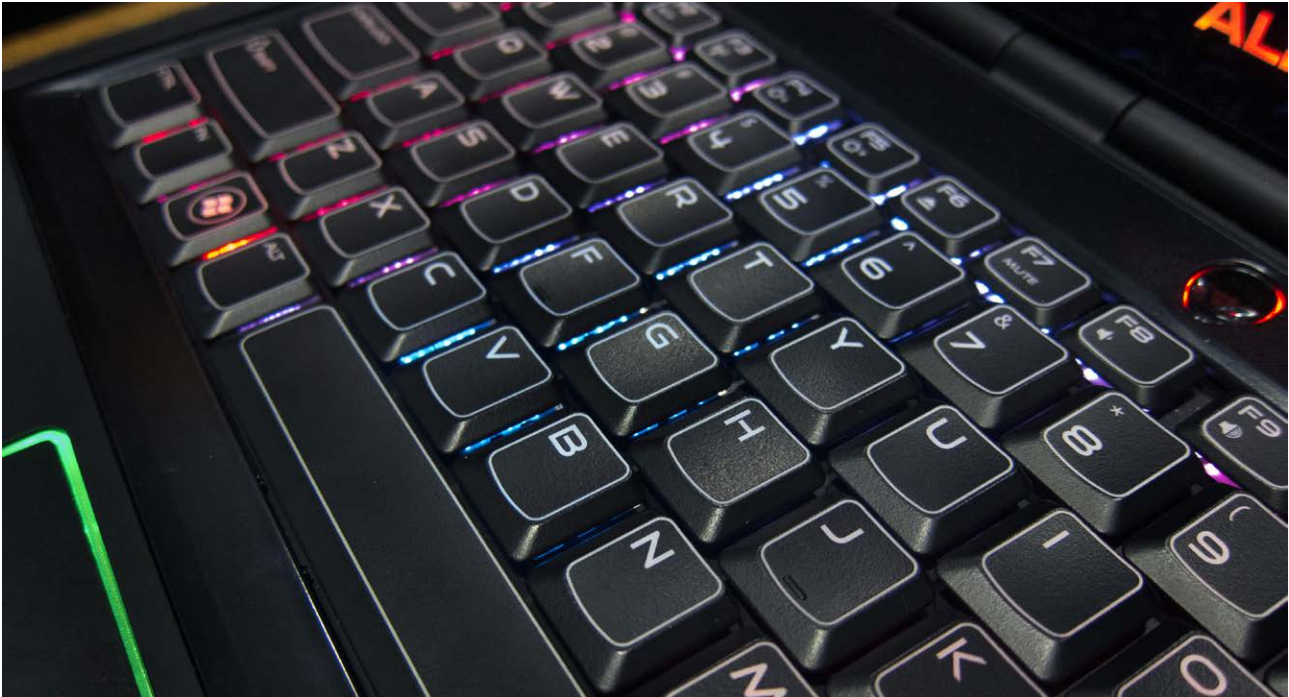
Applications will be assessed by a group of assessors using five criteria, each worth 20% – ‘travel ready’, ‘awesome product’, ‘effort you invest’, ‘business focus’ and ‘about you’. Assessing all the applications against the same criteria means that the process is fair and clear for everyone. You will be asked to explain your strengths against these five criteria in Tab 5 of the application form.

What kind of events can I travel to?

The International Access Pass supports travel to and/or participation in major domestic or international events that relate to games and interactive work such as:

- Conferences
- Expos
- Exhibitions
- Trade Fairs
- Showcases
- Festivals

The events need to take place prior to 30 November 2020. A list of example events can be found in the Events Fact Sheet.



What grant money can be spent on

The International Access Pass grant funds can be used towards:

- Event registration/access cost;
- Event exhibitor space/booth;
- Associated business events;
- Economy airfares;
- Transport;
- Visas; and/or
- Travel Insurance.

Do I need to contribute funds?

Yes. The top applicants will be those who are serious and prepared to invest in themselves and their product. Your co-investment shows JTISI you are serious. You will be required to make a co-investment to your trip of at least 25% of your grant ask.

Your co-investment can be counted towards:

- Any of the items listed in the section above;
- Accommodation;
- Meals and incidental expenses whilst travelling; and/or
- Marketing and event collateral.

You cannot receive funding from another program to cover the same expenses (duplication).

Any expenses not covered in the above lists are the responsibility of the applicant.

What kinds of games and interactive work is allowed?

In your application you need to describe where you fit across an industry. Your work can involve material delivered through screen, virtual, augmented, immersive, interactive and mixed reality mediums. You can be working on producing a new game or applying games technology into other fields of work.

In your application you will be asked to nominate an industry work category that best describes how you are involved in the sector. The categories can be found in the Interactive Work Fact Sheet. This fact sheet reflects JTISI's understanding of the various types of jobs that use games technology to solve a problem or create new products and services. It is based on the feedback we have gathered from the industry so far and is not an exhaustive list.



How the grant process works

The timeline for the grants process

JTSI would like to make offers before the end of 2019 so that candidates can access early bird rates. The table below provides indicative timing.

Step in the process	Timing
Applications open	2 September 2019
Information sessions (make sure you attend one!)	September 2019
Applications close	7 October 2019
Eligibility checks	October 2019
Competitive review by assessors	November / December 2019
Offers	December 2019
Agreements/funding finalised	December 2019 January 2020
Announce successful recipients	Early 2020
Travel projects occur	February to November 2020
Grant recipients provide JTSI with a short report and receipts for major items.	End of project (may vary)

How do I submit an application?

Applications must be submitted using the online form that can be accessed at <https://iap.grantplatform.com>.

Applications are due 7 October 2019, by 12.00 noon AWST. You must submit the application by the deadline. Extensions will not be provided.

Make sure you take part in an information session before you submit. You can find more details about the sessions on the New Industries WA website at www.newindustries.wa.gov.au/iap

Who sees my information?

Your application will be viewed by staff in JTSI who will have access to all the information you provide. JTSI officers will assess your eligibility for the program and manage the assessment process.

JTSI will engage a team of assessors who will work in other parts of Government and / or industry. These assessors will have access to the information you provide in Tabs 3, 4, 5 and 6. They may be able to see some information from Tab 2 (such as your industry work category) but your personal information (such as residential address) will not be shared with assessors.

Assessors are required to complete a conflict of interest declaration and abide by confidentiality requirements.

What is required in an application

When you create an application in the online system there will be six different tabs that you will need to complete.

Tab 1 – Your details

Tab 2 – Your eligibility

Tab 3 – Summary of your application

Tab 4 – Your award preferences

Tab 5 – Why you are the best candidate

Tab 6 – Attachments

You can find more information to help you complete each tab in the next sections of this document.

Information to be uploaded

There are mandatory and optional upload fields in the application.

In Tab 2 you must upload evidence that you live in WA (such as a photo of your driver's license). This is mandatory.

In Tab 5 you must upload a completed budget spreadsheet. This is mandatory. The template for your budget is available from the New Industries WA website.



In Tab 5 you are also allowed to include a short (2 minute) video telling us about yourself. At least 30 % of the video should be of you. You will need to host this on your own YouTube or Vimeo channel and submit the link. This is optional but highly recommended.

In Tab 6 you are provided fields to upload a limited number of additional attachments. These are also optional and there are limits on the amount of material you can provide.

Make sure you allow plenty of time to finalise your uploads before the deadline.

How will final awards be decided?

JTSI will consider the scores of the assessors, your award preferences and our own research to identify the top candidates.

What happens after JTSI has made an offer

JTSI will make an offer to the top candidates for a certain amount of funding (usually the amount that you have applied for). You will need to accept the offer within one week of receiving it, and then sign a Financial Assistance Agreement (FAA).

The FAA is a short document that sets out the basic details of the agreement between you and the State of WA. It explains the support the State will give you and it also states your responsibilities, which include:

- Spending your grant funds wisely (you may need to provide receipts for major items such as flights, some matched funding expenditure and conference costs);
- Completing a short survey or report after you travel; and
- Acting in a way that does not bring the WA State Government or your industry into disrepute.

Once the FAA is signed you will receive an upfront payment that provides you with the majority of the grant funding. A component will be held in reserve and paid once you have provided receipts and completed the survey or report at the end of your trip.

Assistance for applicants

If you need extra assistance due to disability, language barriers or any other factor that may disadvantage you in completing your application, please contact us.

Other resources for your application

There is additional information to help you complete your application, including:

Fact Sheets

- Interactive Work
- Financials
- Events

Templates

- Budget spreadsheet (for upload)

Other information

- Frequently asked questions will be published during the grant application period

You can find these resources on the New Industries WA website at www.newindustries.wa.gov.au/iap



Your application

The following section contains information to help you complete each tab on your application.

Tab 1 – Your details

This tab requires basic information such as your full name, phone number, email and date of birth. This information is not available to assessors.

For the teamed up application you will also need to provide an ABN/ACN, the business address, CEO details (if you have one) and nominate your two participants to travel.

Tab 2 – Your eligibility for the IAP

The eligibility check tab makes sure you do not put effort into an application if you are not actually eligible to apply.

You must confirm that you meet the eligibility tests. If you do not meet these requirements you cannot apply for a grant.

You are expected to answer honestly and ethically.

You will need to upload evidence in relation to one criterion (living in WA). JTSI may undertake independent research to assess your eligibility against all criteria.

Living in WA

To meet this eligibility requirement you must:

- Declare that you are currently residing in WA and intend to do so throughout 2019

PLUS

- Provide official records that contain your name and a WA address such as:
 - Current Western Australian drivers license
 - Current tenancy agreement with your name on it
 - Current rates or utilities notice, in your name.

Experience working in the games industry (paid or unpaid)

To meet this eligibility requirement you will need to be able to say yes to at least one of the following:

- You can name shipped game titles that you have worked on and explain your role in creating the games.
- You currently have paid work (this can include contracts) in a games or other industry role.
- You have completed a piece of games or interactive work (paid or unpaid) that you consider to be a substantial project and you can explain this clearly.

JTSI has developed a set of interactive work categories that you will need to refer to when you complete this tab. You can find the Interactive Work Fact Sheet on the New Industries WA website.



You are not requesting funding for activities that are already supported through other Government programs.

You will need to complete a declaration that you are not requesting grant funds for activities that are funded through council, State or Commonwealth government funding, including Austrade Export Market Development Grants. You cannot use other government funding for your co-contribution.

Have not received IAP funding from Round 1.

A simple Yes or No answer.

However, if you were a previous individual winner, and have since joined forces with a collaborator on a completely new project that would be incredibly competitive for funding, then you can apply for the Teamed Up Award, under the proviso you meet the next criteria.

Are a business based in Western Australia, (Teamed Up award only).

In your application, you will need to provide the ABN/ACN of your business, the name of the CEO (if you have one) and the business address.

Having a business also shows us how serious you are about your work.

Tab 3 – Summary of your application

This tab confirms some basic details about your application:

- The amount of grant funding you are seeking;
- The events you would like to travel to; and
- A short description of your project.

You can find a list of the types of events that will be considered in the Events Fact Sheet.

Tab 4 – Your award preferences

The International Access Pass aims to showcase the diverse skills and careers associated with games and interactive work.

You may be able to apply for a number of awards. In Tab 4 of your application, choose which awards you wish to nominate for, and your order of preference.

If you are in a position to only nominate for the main award, simply nominate this as '1' and move onto the next tab.

If you are successful, you will only be offered one award (even if you nominate to be considered for multiple awards). The five award options are below.

Superstar

This is the main award. This award will be given to the strongest candidates UNLESS those candidates nominate another award as their first preference.

Bright Spark

This is for high potential individuals who have recently graduated (within the last 2 years) from a WA university or VET institution/organisation. If you are offered and accept one of these awards we will ask you to provide us with a copy of your qualification or academic transcript.

Trailblazer

This is for women who are great role models who can set an example for more women and girls to develop their science, technology, engineering and maths (STEM) skills and be leaders in their chosen field.

New Horizons

You can apply for this if your work applies games technology, theory or skills in other sectors such as education and training, health, mining or finance.

Teamed Up (for one team of two)

In the application you should explain why you are both needed in order to make your travel mission work. This award will only be offered if there are sufficiently competitive applicants.

Tab 5 – Why you are the best candidate

You are applying through a competitive process. In this tab you complete five text fields to explain the reasons why you are a top applicant who should receive an award. You will need to complete a budget spreadsheet and upload it into Tab 5, and you can also provide a link to a short video so the assessors can meet you.

Your application will be rated using five criteria, each worth 20% of your score.

1. **Travel ready** – the reason for your event choice is clear (why this event?). You have researched the main costs of attending and uploaded a clear budget spreadsheet that explains the activities you want to fund and what they will cost. You have defined what your end goal from your trip will be (for example to network, find partners, make a sale, access innovation or find expertise). You have an idea of the types of people or businesses you want to meet.



- 2. Awesome 'product'** – this can be a game, project, concept or your professional skills. If you do not own related IP, you must be authorised to use it. If your product is not fully developed you need to explain how you plan to be ready before you travel.
- 3. The effort you have made** – tell us about the work you have put into creating your product and what you hope to do over the next 12 months. You can also talk about the work you do with others (or hope to do) and the skills you have developed. This is a criterion where indie developers can explain their individual effort, but you will also be rewarded if you are trying to leverage resources and skills from elsewhere (even if it's collaborating with your mates).
- 4. Business focussed** – explain how you or a WA business can make money out of the 'product'. This can be wages, sales or other monetisation techniques. Explain who your customers or market segments could be. Tell us about how the trip will help you achieve your business goals. If you have employed other people or plan to, mention this. If you have developed a business plan, this is also good to mention.
- 5. About you** – tell us why you are an outstanding applicant. You might want to include previous achievements, plans for the future and your personal goals. We are interested in understanding what you are passionate about and your unique skills. Explain to us what kinds of skills you would like to develop from the travel.

IMPORTANT

- This is serious! You are applying to spend taxpayers money. The assessors are looking for applications that are a good investment against the five criteria.
- Research the events, the costs, the timing and how you can make the most of the funding.
- Write in a simple, plain English way. Do not use jargon, industry speak, emoticons etc.
- Explain things clearly. Assessors will have a mix of Government and / or industry experience. Do not assume that they will know much about your work or area of expertise.

Your budget

Your budget supports your claims in Tab 5, especially around your travel readiness.

You can apply for up to \$5,000 as an individual, or \$10,000 as a team of two for grant funding. You then must make a 25% co-investment in your trip (up to \$1,250 or \$2,500 respectively). So your budget is the grant funding and your contribution in total.

Remember, you do not HAVE to apply for the maximum amount. For example, you can apply to travel to an Australian event, with a small budget and a small co-investment.

Whatever the level of funding you request, you need to provide a budget spreadsheet in the template provided to show how you want to spend the money. You can only use the money for expenditure that is eligible.

The Financials Fact Sheet has more detail on the eligible expenditure and co-investment. You should read this carefully when you prepare your budget.

How does co-investment work?

The top applicants will be those who are serious and prepared to invest in themselves and their product. Your co-investment shows JTSI you are serious. It must be equivalent to at least 25% of your grant ask. For example, for a \$5,000 grant, the minimum co-investment is \$1,250.

Although your (or anyone else's) time and/or salary cannot be funded by the grant or counted in the 25% co-investment, JTSI recognises that you may have invested significant effort in your product. You will have a chance to elaborate on this in support of your application as part of the selection criteria.

Contact us

If you have questions or need assistance, please contact JTSI by emailing: innovation@jtsi.wa.gov.au

Government of Western Australia
Department of Jobs, Tourism, Science and Innovation
1 Adelaide Terrace, East Perth
Western Australia 6004
Tel: + 61 8 9222 0555
Fax: +61 8 9222 0505
Web: www.jtsi.wa.gov.au